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[Company/Organization Name]

Effective Date: [Date]

Sexual Harassment Policy

[Company/Organization Name] is committed to providing a safe, respectful, and inclusive work environment for all employees, contractors, clients, and visitors. We strictly prohibit any form of sexual harassment and are dedicated to taking prompt and appropriate action to address and prevent such behavior.

**Definition of Sexual Harassment:**

Sexual harassment encompasses unwelcome conduct of a sexual nature that interferes with an individual's work performance, creates a hostile, intimidating, or offensive work environment, or negatively affects employment opportunities. It includes, but is not limited to, the following:

1. Unwanted sexual advances, propositions, or requests for sexual favors.
2. Verbal comments, jokes, or remarks of a sexual nature.
3. Displaying or distributing sexually explicit materials in the workplace.
4. Unwanted physical contact, including touching, hugging, or kissing.
5. Sexually suggestive gestures or facial expressions.
6. Sexually explicit, offensive, or derogatory written or electronic communication, including emails, text messages, or social media posts.
7. Unwelcome sexual or romantic overtures.
8. Sexual or discriminatory jokes or slurs.

**Responsibilities:**

Management, supervisors, and all employees have a shared responsibility to uphold this policy and create a workplace free from sexual harassment. Specifically:

1. Management and supervisors are responsible for:  
   a. Leading by example and promoting a zero-tolerance stance against sexual harassment.  
   b. Addressing any reports or complaints promptly and impartially.  
   c. Ensuring a thorough investigation is conducted for each reported incident.  
   d. Taking appropriate corrective action in response to substantiated complaints.  
   e. Protecting the privacy and confidentiality of all parties involved.
2. Employees are responsible for:  
   a. Treating all individuals with respect and dignity.  
   b. Refraining from engaging in any form of sexual harassment.  
   c. Reporting any observed or experienced incidents of sexual harassment promptly.  
   d. Cooperating fully with any investigation and providing truthful information.

**Reporting Procedure:**

Employees who experience or witness any form of sexual harassment are encouraged to report the incident immediately. [Company/Organization Name] provides multiple reporting channels to ensure that individuals feel comfortable and safe when making a complaint. Reporting options include:

1. Directly reporting the incident to your immediate supervisor, manager, or another designated person.
2. Contacting the Human Resources department.
3. Utilizing an anonymous reporting mechanism, such as a dedicated hotline, email address, or suggestion box.

All reports of sexual harassment will be taken seriously and treated with utmost confidentiality to the extent permitted by law. Anonymous complaints will be investigated to the best extent possible.

**Investigation Procedure:**

Upon receiving a report or complaint of sexual harassment, [Company/Organization Name] will promptly initiate a thorough and impartial investigation. The investigation will be conducted by trained personnel who have no personal or professional conflicts of interest. The process may include:

1. Collecting relevant information, including statements from the complainant, alleged harasser, and any witnesses.
2. Maintaining strict confidentiality during the investigation to protect the privacy of all parties involved.
3. Ensuring the complainant and any witnesses are not subjected to retaliation.
4. Taking interim measures, if necessary, to separate the parties involved or implement other appropriate actions.
5. Completing the investigation within a reasonable timeframe.

**Disciplinary Action:**

Any employee found to have engaged in sexual harassment, in violation of this policy, will be subject to disciplinary action, which may include, but is not limited to, one or more of the following:

1. Verbal or written warning.
2. Mandatory counseling or training.
3. Transfer or reassignment
4. Suspension.
5. Termination of employment.

The disciplinary action will depend on the severity of the offense, considering the nature of the conduct, the impact on the victim, and the individual's past performance and disciplinary record. Repeated violations of this policy will be dealt with more severely.

**Non-Retaliation:**

Retaliation against individuals who report sexual harassment, participate in an investigation, or cooperate as witnesses is strictly prohibited. [Company/Organization Name] will take immediate action to address any acts of retaliation and may impose disciplinary measures, including termination, against those found responsible.

**Prevention and Training:**

[Company/Organization Name] is committed to preventing sexual harassment through ongoing education and training programs. These programs will be designed to raise awareness, promote respectful behavior, and provide guidance on reporting procedures. All employees will receive regular training to ensure a comprehensive understanding of their rights and responsibilities regarding sexual harassment.

**Review and Update:**

This policy will be periodically reviewed to ensure its effectiveness and compliance with applicable laws and regulations. Any updates or revisions will be communicated to all employees and made available on [Company/Organization Name]'s intranet or other appropriate channels.

If you have any questions or concerns about this policy or require assistance in dealing with a specific situation, please contact the Human Resources department.

[Company/Organization Name] is dedicated to providing a work environment that is free from sexual harassment. We expect all employees to adhere to this policy and actively contribute to maintaining a respectful and inclusive workplace.

**Employee:**

I have read and understood the Sexual Harassment Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]