

[Company Name] Sexual Harassment Policy

NOTE:

This template has been put together as a guide. Please ensure you customize and include any relevant legal requirements for your region.

Purpose:

At [Company Name], we are committed to providing a work environment where all employees are treated with respect and dignity. Sexual harassment in any form will not be tolerated, and we have established this policy to outline our commitment to maintaining a safe, respectful, and professional workplace.

Scope:

This policy applies to all employees, contractors, vendors, and anyone interacting with [Company Name] in the workplace, including at events, meetings, or social gatherings related to company activities.

Definition of Sexual Harassment:

Sexual harassment includes any unwelcome or inappropriate behavior of a sexual nature that creates an intimidating, hostile, or offensive work environment.

This can include, but is not limited to:

- Unwanted sexual advances, gestures, or propositions.
- Verbal conduct such as sexually explicit comments, jokes, or innuendos.
- Physical conduct such as inappropriate touching, hugging, or other physical gestures.
- Displays of sexually suggestive objects, pictures, or materials.
- Offensive emails, text messages, or social media posts.
- Threats or implied threats related to sexual conduct.

Sexual harassment can occur between individuals of the same or different genders and can involve behavior that is either physical, verbal, or visual in nature.

Policy Guidelines:

1. Zero Tolerance:

- [Company Name] has a zero-tolerance policy for sexual harassment. Any employee found to be engaging in sexual harassment will face disciplinary action, up to and including termination.

2. Reporting Procedures:

- Employees who believe they have been subjected to sexual harassment should immediately report the incident to their supervisor, manager, or HR department. If the supervisor or manager is the alleged harasser, employees should report the incident to a senior manager or an HR representative.

- Reports can be made in person, via email, or using an anonymous reporting tool, if available. All complaints will be treated with the utmost confidentiality and sensitivity.

3. Investigation Process:

- All complaints of sexual harassment will be thoroughly investigated. Investigations will be conducted by HR or an assigned investigator in a fair, impartial, and timely manner.
- Both the complainant and the accused will be given an opportunity to present their sides of the story during the investigation.
- If harassment is confirmed, appropriate action will be taken, which may include disciplinary action against the offending individual.

4. Retaliation Prohibition:

- [Company Name] prohibits retaliation against any employee who reports sexual harassment or participates in an investigation. Retaliation is also considered a violation of this policy and may result in disciplinary action, up to and including termination.

5. Confidentiality:

- To the extent possible, all complaints and investigations will be handled confidentially. Only individuals involved in the investigation, such as HR and relevant management, will have access to information regarding the case.

6. Training:

- [Company Name] will provide regular training on sexual harassment prevention for all employees, including managers, to help raise awareness of this policy and foster a respectful workplace culture.

7. Employee Responsibilities:

- Employees are expected to conduct themselves in a professional manner at all times and respect the dignity and privacy of others.
- Employees are encouraged to intervene, if possible, and report any behavior they believe may constitute sexual harassment.

8. Support for Victims:

- Employees who report sexual harassment will be provided with appropriate support, including access to counseling services, if necessary. We are committed to helping employees feel safe and supported throughout the reporting and investigation process.

Consequences of Violation:

Employees who violate this policy will face disciplinary action. Depending on the severity of the incident, the consequences may include counseling, warnings, suspension, or termination. In cases of severe misconduct, legal action may be pursued.

Policy Review:

This policy will be reviewed annually to ensure it remains effective and compliant with legal standards. Updates will be made as necessary to reflect changes in law or company practices.

Acknowledgment of Receipt:

By signing below, you acknowledge that you have received, read, and understood [Company Name]'s Sexual Harassment Policy.

Employee Name: _____

Employee Signature: _____

Date: _____

NOTE:

Please remove the following when using this form.



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