

Sexual Harassment Policy

Location:
Effective Date: [EFFECTIVE DATE]
Revision Number: 1

[COMPANY NAME]

[COMPANY NAME] prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors and anyone else doing business with [COMPANY NAME]. Any employee who feels that he or she has been a victim of sexual harassment, or who believes that he or she has witnessed sexual harassment, should (if possible) directly and immediately inform the harasser that the conduct is unwelcome and that he or she must stop. The victim should also notify Human Resources immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Such activities are illegal under the following circumstances:

- Submission is made a term or condition, either explicitly or implicitly, of an individual's employment.
- Submission to or rejection by an individual is used as a factor in decisions affecting that individual's employment.
- Their purpose or effect interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a nonemployee. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes that relate to an individual's gender or sexual orientation

It is important to [COMPANY NAME] that all employees are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by [COMPANY NAME].

POLICY

Receipt of Sexual Harassment Policy

Location:
Effective Date: [EFFECTIVE DATE]
Revision Number: 1

[COMPANY NAME]

As described in the Sexual Harassment Policy, sexual harassment is prohibited at [COMPANY NAME].

By signing below,

- I acknowledge that I have received a copy of the [COMPANY NAME] Sexual Harassment Policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.
- I acknowledge that retaliating or discriminating against an employee who reports a suspected incident of sexual harassment or who cooperates in an investigation is prohibited.
- I acknowledge that employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Signature

Date

Print your full name