



## **Harassment Free Workplace**

[Employer] is committed to providing a work environment based on mutual respect and teamwork. That means a work environment free of harassment.

### **Harassment Prohibited**

[Employer] defines *harassment* as behavior or comments that create a hostile work environment for another person because of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, [state other class here] or any other status or condition protected by applicable federal, state or local laws.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, [state other class here] or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; threats; physical conduct of a harassing nature; jokes; slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.

### **Harassment Free Workplace**

[Employer] does not tolerate and expressly prohibits harassment or any acts (physical, verbal or otherwise) that create a hostile or intolerable working environment for any employee, [volunteer, applicant, agent, contractor, customer, client or vendor e.g.] because of race, religion, color, sex, age, pregnancy, national origin, veteran or family status, [state other class here] or other status or condition protected by applicable federal, state or local laws.

This policy applies to every person in the workplace and everyone who participates in work-sponsored activities no matter his or her authority, position or classification.

### **Reporting Harassment**

If you believe you are harassed or if you know or suspect harassment to another employee or workplace participant, you must report it immediately to [your

manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.].

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of harassment to any person not listed above does not constitute a report.

### **Retaliation Prohibited**

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

### **Workplace Investigations**

If warranted, [Employer] will investigate credible allegations of harassment. [Employer] may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any such investigation. Unreasonable refusal to participate in an investigation of a complaint of harassment may lead to discipline.

## **[False Claims Prohibited]**

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of harassment, will be subject to discipline or termination.]

## **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].]