## Harassment Prevention Policy Template

**Effective Date**: [Insert Date]  
**Revision Date**: [Insert Date]  
**Approved By**: [Insert Approving Body]

**1. Purpose**

[ORGANIZATION NAME] is committed to providing a safe and respectful environment for all employees, volunteers, board members, and affiliates. This policy outlines measures to prevent harassment and addresses procedures for handling complaints effectively.

**2. Scope**

This policy applies to all individuals associated with [ORGANIZATION NAME], including employees, contractors, volunteers, board members, and visitors. It covers behaviors that occur in the workplace, during work-related events, or through work-related communications.

**3. Definitions**

**Harassment**: Unwelcome conduct based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected characteristic.  
**Examples of Harassment**:

* Verbal: Offensive jokes, slurs, or unwelcome comments.
* Physical: Unwanted touching or physical intimidation.
* Visual: Display of offensive images or gestures.
* Digital: Harassment through emails, texts, or social media related to work.

**4. Prohibited Conduct**

[ORGANIZATION NAME] prohibits:

1. Harassment of any kind, including sexual harassment.
2. Retaliation against individuals who report harassment or participate in investigations.
3. False allegations of harassment made with malicious intent.

**5. Reporting Procedures**

**5.1 How to Report**

1. **Immediate Reporting**: Individuals experiencing or witnessing harassment should report it as soon as possible.
2. **Reporting Channels**: Reports may be made to:
   * **Supervisor**: Direct manager or department head.
   * **HR Department**: Email: [Insert Email], Phone: [Insert Phone].
   * **Anonymous Hotline**: [Insert Hotline Number, if applicable].

**5.2 Contents of the Report**  
Reports should include:

* Description of the incident(s).
* Names of individuals involved.
* Dates, times, and locations of the incident(s).

**6. Investigation Process**

**6.1 Confidentiality**  
All reports will be treated confidentially to the extent possible, considering the need for a thorough investigation.

**6.2 Investigation Steps**

1. **Acknowledgment**: Complaints will be acknowledged within [Insert Timeframe, e.g., 3 business days].
2. **Appointment of Investigator**: HR or a designated investigator will handle the inquiry.
3. **Interviews**: Conduct interviews with the complainant, respondent, and witnesses.
4. **Documentation**: Maintain written records of all proceedings.
5. **Resolution**: Determine findings and recommend actions within [Insert Timeframe, e.g., 15 business days].

**7. Consequences of Harassment**

**7.1 Corrective Actions**  
Individuals found to have engaged in harassment may face:

* Verbal or written warnings.
* Mandatory training or counseling.
* Suspension or termination of employment or association with the organization.

**7.2 False Allegations**  
Deliberate false reporting will result in disciplinary action.

**8. Training and Prevention**

1. **Mandatory Training**:
   * Annual anti-harassment training for all employees and board members.
2. **Awareness Programs**:
   * Regular workshops to promote a culture of respect and inclusion.
3. **Policy Accessibility**:
   * The policy will be available in the employee handbook and on the organization’s internal website.

**9. Retaliation Prohibition**

[ORGANIZATION NAME] strictly prohibits retaliation against anyone who:

1. Files a harassment complaint.
2. Cooperates in an investigation.
3. Opposes harassing behavior.

**10. Monitoring and Policy Updates**

**10.1 Monitoring**  
The HR department will track and analyze complaints to identify trends and ensure compliance.

**10.2 Updates**  
This policy will be reviewed annually or as required by changes in laws or organizational needs.

**11. Approval and Adoption**

This Harassment Prevention Policy was approved by the Board of Directors on [Insert Date].

Approved by: [Insert Name or Position]  
Date: [Insert Date]  
Review Date: [Insert Date]  
Next Review Date: [Insert Date]