Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_

**Employee Handbook – Harassment Policy**

**What should be included in an anti-harassment policy?** The Equal Employment Opportunity Commission's (EEOC) Guidelines suggest the following key elements be included:

* Clear explanation of prohibited conduct.
* Assurance that employees who make complaints or participate in an investigation of a complaint will be protected against retaliation.
* Clear description of complaint process.
* Assurance that the employer will protect the confidentiality of complaints to the extent possible.
* Complaint process that provides prompt, thorough and impartial investigation.
* Assurance that the employer will take immediate and appropriate corrective action when an investigation determines that harassment has occurred.

Sample Harassment Policy

The Company will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the Company will not be tolerated. It is the policy of the Company that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. The Company also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

* Unwelcome sexual jokes, language, epithets, advances or propositions;
* Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
* The display of sexually suggestive objects, pictures, posters or cartoons;
* Unwelcome comments about an individual’s body;
* Asking questions about sexual conduct;
* Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
* Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their supervisor or the company president. The Company will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.