

**LETTERHEAD**  
**SAMPLE**  
**SEXUAL HARASSMENT POLICY**

**Policy Statement**

It is the policy of (Insert Company Name) to maintain a workplace that is free from the intimidation, coercion, or harassment, including sexual harassment, of any employee. Incidents of harassment by employees, managers, contractors, vendors, or customers will not be tolerated and should be promptly reported as outlined in this policy.

**Procedure**

(Insert Company Name) employees are expected to conduct themselves in a business-like manner at all times. Any behavior that is coercive, intimidating, harassing, or sexual in nature is inappropriate and prohibited. Any verbal, physical, or visual conduct that belittles or demeans an individual because of his or her race, religion, national origin, gender, age, disability, or similar characteristics or circumstances is prohibited.

Incidents of harassment may be subjective in nature. To assist employees and managers in understanding what harassment is, particularly sexual harassment, (Insert Company Name) is including the federal government's definition in this policy:

**Sexual Harassment is:** unwelcome sexual advances, request for sexual favors, and other physical, verbal, or visual conduct based on gender when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Sexual harassment can include any of the following kinds of behavior; explicit sexual propositions; sexual innuendo; sexually suggestive comments; sexually oriented teasing or kidding; sexually oriented jokes; obscene gestures or language; obscene or sexually suggestive pictures or drawings; and physical contact, such as patting, pinching, or touching.

Supervisors and managers are responsible for maintaining a workplace that is free of harassment, but all employees are responsible for helping to assure that harassment does not occur by conducting themselves in an appropriate manner and by reporting harassment they observe. If any individual has a complaint or allegation of harassment, he or she should report the incident to the supervisor or manager, the allegation should be promptly taken to the Company's EEO Officer: (Insert Name of EEO Officer, Telephone Number, and Address).

The complaint will be investigated promptly and the matter will be kept as confidential as possible. (Insert Company Name) absolutely forbids retaliation of any kind against any employee who complains about alleged harassment and will take disciplinary action against anyone who attempts to retaliate.

If, after a thorough investigation of the matter, the company determines that harassment has occurred, appropriate disciplinary action will be taken. Discipline may include counseling, written warning, transfer, demotion, discharge, or any other action deemed appropriate. In the event the complaining employee is not satisfied with the results of the action taken or of the investigation, he or she may request a review of the matter by the company's President.

---

Signature of Company Owner

---

Signature of Company EEO Officer