# [Your company name]

# Workplace Harassment Prevention Policy

## Because We’re in 2019!

By nature, work often brings together people whose characteristics, behaviors, tolerance, and empathy levels vary considerably. As such, any given work-related situation may affect different people in broadly different ways.

Ensuring that every staff member understands what constitutes workplace harassment helps prevent misunderstandings and problematic situations.

This policy aims to explain what constitutes workplace harassment, the company's responsibilities, and the procedures to follow to resolve harassment situations. Its ultimate goal is to prevent workplace harassment and otherwise mitigate its effects, thus creating a better work environment for all.

## Workplace Harassment: A Definition

Harassment can be defined as any unwanted behavior that harms a person’s self-esteem. Even an isolated event can constitute harassment; recurrence is not necessary. Harassment can be psychological, sexual, or discriminatory in nature.

**Examples of psychological harassment:**

* Spreading rumors about a person.
* Threatening a person with tarnishing their reputation should they refuse to perform tasks that fall outside of their normal work conditions.

**Examples of sexual harassment:**

* Deliberately staring at a person’s private parts.
* Sending unwanted messages with sexual overtones.
* Promising a wage increase in exchange for sexual favors.

**Examples of discriminatory harassment:**

* Mocking a person because of their religious beliefs.
* Falsely telling an applicant that a position has been filled due to their physical appearance.

Discriminatory harassment is generally linked to personal characteristics or beliefs.

Workplace harassment includes any such behavior displayed during work-related activity (meetings, training, group trips, social activities, etc.), regardless of location. This also includes all written, oral, and electronic forms of communication.

## What Workplace Harassment Is Not

Certain situations do not fit the definition of workplace harassment. Notable examples include:

* Reasonable rights of governance (disciplinary measures, layoffs, etc.).
* Stress or hardship resulting from normal duties or working conditions.
* Casual conversations or jokes made in good faith and with respect.
* Labor disputes.

## Who Is Subject to This Policy?

All employees and team members, including other people who represent the company, are subject to this policy, and this, regardless of their role or hierarchical position. This policy also encompasses all work-related interactions with other actors (clients, users, providers, etc.).

## What Are the Company's Responsibilities?

The company is responsible for setting up reasonable means of preventing workplace harassment. Adopting a workplace harassment prevention policy and disciplinary measures are examples of such means. Further, the company must put a stop to any harassment situation brought up to its attention.

## Procedure for Dealing with Harassment Situations

If you believe to be the target of workplace harassment, follow these steps:

1. Discuss the harassment behavior with the instigator and ask them to stop immediately.
2. Write down the details (dates, locations, witnesses, etc.) of the incidents and the actions undertaken by the company to solve the issue.
3. If the harassment does not cease, reach out to your supervisor or any other relevant person to determine the best way of continuing forward.
4. Submit an official verbal or written complaint to the person responsible for handling harassment situations. Describe the unwanted behavior and detail any relevant event as accurately as possible.
5. Where appropriate, ask potential witnesses to share their observations.

The company will then take over from there.

## Company Engagements

Whenever a harassment situation arises as described earlier, the company is committed to:

* Handle the complaint or report as soon as possible.
* Carry out the necessary measures to address the situation, including arranging a meeting between those concerned if so desired.
* As needed, conduct an objective investigation and share the conclusions with those concerned.
* Preserve any evidence collected for at least two years if the investigation fails to establish any wrongful behavior.
* Apply disciplinary measures, as appropriate.
* Ensure the confidentiality of any and all information pertaining to the situation.
* Respect the dignity and right of privacy of those concerned (plaintiff, instigator, and witnesses).
* See that those concerned are always treated humanely, fairly, and with objectivity, on top of ensuring proper support.

The applicable disciplinary measures are to depend on the severity of the situation and on the instigator's record. Submitting false accusations is also grounds for disciplinary action. Throughout the resolution process, no involved party is to be prejudiced unfairly nor be the subject of reprisals from **[your company name]**.

**[Full name of the person in charge]**

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