HARASSMENT POLICY

This Harassment Policy (this "Policy") of _____ (the "Company") takes effect on _____. It prohibits harassment, discrimination and retaliation, explains how to report them, and describes how the Company responds.

1. POLICY STATEMENT AND SCOPE

The Company does not tolerate harassment, discrimination or retaliation by anyone, whether a supervisor, a coworker or someone from outside the Company. This Policy applies to all employees, including supervisors, managers and officers, and to applicants, at work, at any place where Company business is done, and in any work-related communication.

This Policy also covers (check all that apply): [ ] interns [ ] volunteers [ ] independent contractors and temporary workers [ ] board members. The Company also acts to stop harassment by customers, vendors and visitors.

2. EQUAL OPPORTUNITY AND PROTECTED CHARACTERISTICS

The Company prohibits discrimination and harassment based on race, color, religion, sex (including pregnancy, sexual orientation and transgender status), national origin, age, disability, genetic information (including family medical history), or any other characteristic protected by federal, state or local law. The Company also protects: _____.

Title VII, the ADA and GINA apply to employers with 15 or more employees and the ADEA to employers with 20 or more; state and local laws may reach smaller employers. Reasonable accommodations for disability, pregnancy-related limitations and religion are available by contacting _____.

3. PROHIBITED CONDUCT

Harassment is unwelcome conduct based on a protected characteristic that becomes a condition of the job or creates an intimidating, hostile or offensive work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, conduct of a sexual nature, and making any job benefit depend on accepting sexual conduct.

Examples include slurs, insults and jokes about a protected characteristic; comments about someone's body or sex life; unwanted touching, threats or assault; and offensive pictures, videos or messages. The Company also prohibits (check all that apply): [ ] bullying and abusive conduct [ ] harassment on personal social media that affects work [ ] harassment at work events and business travel.

4. WORKPLACE RELATIONSHIPS

(Check one) [ ] A supervisor who has a romantic or sexual relationship with an employee in the supervisor's reporting line must disclose it to _____. [ ] Supervisors may not have a romantic or sexual relationship with anyone they supervise.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

5. NO RETALIATION

The Company prohibits retaliation against anyone who reports in good faith, opposes discrimination or harassment, files a charge with a government agency, or takes part in an investigation. Retaliation is reported and handled like harassment.

6. HOW TO REPORT

Report in person, by phone, in writing or by email to any of these contacts. No one has to report to the person involved or go through their own supervisor first.

Contact 1: _____, title _____, phone or email _____. Contact 2: _____, title _____, phone or email _____. Hotline or web form: _____.

Supervisors who receive a report or learn of possible violations must tell Contact 1 promptly, or Contact 2 if Contact 1 is involved.

7. INVESTIGATION, CONFIDENTIALITY AND CORRECTIVE ACTION

The Company begins looking into a report within _____ business days. Investigations are carried out by _____, never by someone named in the report, and usually include interviews of the person reporting, the person accused and witnesses, a review of the evidence, a written record and a conclusion based on the evidence. Interim measures may be taken while the investigation is under way.

Reports are kept as confidential as possible, but complete confidentiality cannot be promised. Violations lead to prompt corrective action, up to termination of employment or ending a contract or volunteer role. Good-faith reports are never punished; knowingly false reports may be.

8. OUTSIDE AGENCIES, TRAINING AND GENERAL TERMS

Employees and applicants may also file a charge with the U.S. Equal Employment Opportunity Commission or a state or local fair employment agency. Nothing in this Policy limits the right to discuss wages and working conditions or to take part in a government investigation.

Training: employees are trained when they join and every _____ years, and supervisors receive additional training. State notes: California (Gov. Code § 12950.1), Connecticut (Gen. Stat. § 46a-54(15)), Delaware (19 Del. C. § 711A), Illinois (775 ILCS 5/2-109), Maine (26 M.R.S. § 807) and New York (Labor Law § 201-g, including a complaint form) set training or notice rules for some employers. Massachusetts (M.G.L. c. 151B, § 3A), Oregon (ORS 659A.375), Rhode Island (R.I. Gen. Laws § 28-51-2), Vermont (21 V.S.A. § 495h) and the District of Columbia (Code § 2-1411.05a) set required policy contents or filing rules for some employers.

This Policy is not a contract of employment. Where a law gives more protection, the law controls.

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9. EMPLOYEE ACKNOWLEDGMENT

I have received and read the Harassment Policy of _____, effective _____, and I agree to follow it. I know I may report to any named contact, including someone other than my supervisor, or to a government agency, and that the Company prohibits retaliation.

SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

Company Representative

Signature: _____ Date: _____

Printed Name: _____

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