Sexual Harassment Policy

Document Type	**Internal Policy**
Category	**Human Resources Policy**
Effective Date	
Version	

1. Purpose

The purpose of this **Sexual Harassment Policy** (“***Policy***”) is to establish clear standards of conduct, prevent sexual harassment in the workplace, and provide a fair, effective, and confidential process for reporting and addressing concerns. This Policy reflects ’s (“***Company***”) commitment to maintaining a safe, respectful, and professional working environment free from harassment, intimidation, and discrimination.

Sexual harassment undermines individual dignity, workplace trust, and organizational integrity. It will not be tolerated under any circumstances.

2. Scope and Applicability

This Policy applies to all individuals associated with Company, including but not limited to:

- Employees (full-time, part-time, temporary, probationary)
- Interns and trainees
- Contractors, consultants, and freelancers
- Officers, directors, and members of management
- Job applicants
- Any third parties interacting with employees in a work-related context

This Policy applies to conduct occurring:

- On company premises
- During work-related travel, meetings, or events
- At company-sponsored social or professional activities
- Through work-related communications, including email, messaging platforms, video calls, and social media
- In any situation where conduct has a work-related impact

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3. Policy Statement

The Company maintains a zero-tolerance approach to sexual harassment. All individuals are expected to conduct themselves in a manner that respects the dignity and rights of others. Sexual harassment, whether committed by employees, supervisors, managers, or third parties, is strictly prohibited and may result in disciplinary action, up to and including termination of employment or contractual relationship.

4. Definition of Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

Sexual harassment may include, but is not limited to:

- Unwelcome sexual advances, propositions, or requests for sexual favors
- Verbal conduct of a sexual nature, including comments, jokes, remarks, or questions about a person's body, appearance, or private life
- Non-verbal conduct, such as gestures, staring, leering, or displaying sexually suggestive materials
- Physical conduct, including unwanted touching, hugging, kissing, or blocking movement
- Sending, sharing, or displaying sexually explicit or suggestive content through digital or physical means
- Conditioning employment decisions, work assignments, promotions, or benefits on the acceptance of sexual conduct

Sexual harassment may occur between individuals of any gender, position, or seniority and does not require an intention to harass to be considered a violation.

5. Prohibited Conduct

The following behaviors are strictly prohibited under this Policy:

- Any form of sexual harassment
- Repeated or severe unwelcome conduct of a sexual nature
- Retaliation against any individual who reports sexual harassment or participates in an investigation
- Knowingly making false or malicious allegations

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6. Responsibilities

All individuals covered by this Policy are responsible for:

- Conducting themselves in accordance with this Policy
- Refraining from engaging in prohibited conduct
- Reporting sexual harassment or suspected violations promptly

Managers and supervisors have an additional responsibility to:

- Model appropriate professional behavior
- Take all complaints seriously
- Act promptly upon receiving or observing potential violations
- Escalate reports in accordance with this Policy

7. Reporting Procedure

Any individual who experiences, witnesses, or becomes aware of sexual harassment is encouraged to report the conduct as soon as reasonably possible.

Reports may be made to Human Resources Department and/or designated Compliance Officer. Reports may be made verbally or in writing. Anonymous reports may be accepted where permitted, although anonymity may limit the ability to investigate.

8. Investigation Process

All reports of sexual harassment will be handled promptly, impartially, and with due regard for confidentiality.

The investigation process generally includes:

- A preliminary assessment of the complaint
- Interviews with the complainant, respondent, and relevant witnesses
- Review of relevant documents or communications
- A determination based on the balance of available information

Both the complainant and the respondent will be given an opportunity to present their accounts. Findings will be documented, and appropriate action will be taken where a violation is substantiated.

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9. Confidentiality

The Company will make reasonable efforts to maintain confidentiality throughout the reporting and investigation process. Information will be shared only on a need-to-know basis to conduct a fair investigation or to comply with legal or operational requirements.

Absolute confidentiality cannot be guaranteed.

10. Protection Against Retaliation

Retaliation against any individual who reports sexual harassment, participates in an investigation, or opposes prohibited conduct in good faith is strictly prohibited.

Retaliation includes, but is not limited to, dismissal, demotion, reduced hours, unfavorable assignments, threats, or adverse treatment. Any retaliation will be treated as a serious violation of this Policy.

11. Disciplinary Action

If a violation of this Policy is confirmed, Company Name may take appropriate disciplinary action, which may include:

- Counseling or training
- Written warnings
- Suspension
- Termination of employment or contract
- Other corrective measures deemed appropriate

Disciplinary decisions will be proportionate to the severity and circumstances of the violation.

12. False or Malicious Complaints

While good-faith complaints are protected, knowingly making false or malicious allegations may result in disciplinary action. A complaint that is not substantiated does not, by itself, constitute a false complaint.

13. Training and Awareness

The Company may provide periodic training or educational programs to promote awareness of sexual harassment, reporting procedures, and professional conduct expectations.

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14. Policy Review and Amendment

This Policy may be reviewed and amended from time to time by [Company Name] to reflect organizational, legal, or operational changes. Any amendments will be communicated appropriately.

15. Acknowledgment and Authority

This Policy is issued under the authority of the Company management and applies from the Effective Date stated above.

Company Representative

Name

Title

Date

Signature

Employee / Acknowledging Individual

Name

Title/Position

Date

Signature

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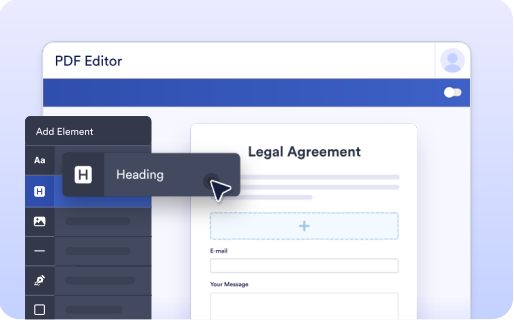
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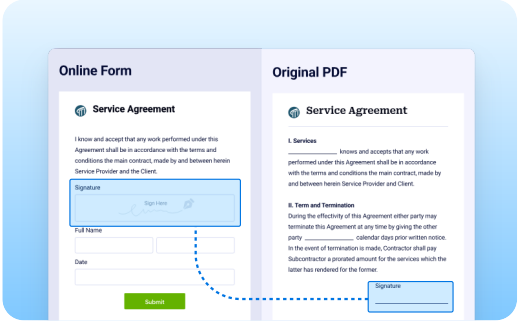
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