

ANTI-HARASSMENT POLICY

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This Anti-Harassment Policy (this "**Policy**") is adopted as of [EFFECTIVE DATE] (the "**Effective Date**") by [COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. limited liability company] with its principal place of business at [COMPANY ADDRESS] (the "**Company**"), and applies to every person described in Section 1 (each, a "**Covered Person**").

Recitals. The Company is committed to providing a workplace free from harassment, discrimination, and retaliation. Harassment undermines dignity, performance, and trust, and may also violate the law. This Policy explains what conduct is prohibited, how to report concerns, and how the Company responds. Every Covered Person is expected to read, understand, and follow this Policy.

1. Scope and Application

1.1 Who is covered. This Policy applies to all employees, officers, and, where the Company so directs, to interns, volunteers, contractors, consultants, applicants, and agents. It also governs the conduct of these persons toward customers, vendors, and other third parties, and the Company will take reasonable steps to address harassment of Covered Persons by third parties.

1.2 Where it applies. This Policy applies at the workplace and in any work-related setting, including remote work, business travel, off-site events, and electronic communications and platforms used for work, regardless of whether the conduct occurs during normal working hours.

1.3 Protected characteristics. Harassment based on a characteristic protected by applicable law—including race, color, national origin, ancestry, religion, sex, pregnancy, gender, gender identity or expression, sexual orientation, age, disability, medical condition, marital status, genetic information, veteran or military status, and any other status protected by applicable law—is prohibited.

2. Prohibited Conduct

2.1 Harassment defined. "**Harassment**" means unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive work environment, unreasonably interferes with work, or is made a condition of, or basis for, an employment decision.

2.2 Sexual harassment. "**Sexual harassment**" includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, including "quid pro quo" conduct in which a benefit or detriment is tied to submission to or rejection of such conduct.

2.3 Examples. Prohibited conduct may include slurs, jokes, or epithets; unwelcome touching; intimidation or threats; display or circulation of offensive images or messages; and unwelcome comments about a person's body, appearance, or protected characteristic. This list is illustrative, not exhaustive.

2.4 Discrimination. Adverse treatment in any term or condition of employment because of a protected characteristic is prohibited and is addressed under this Policy and applicable law.

2.5 No threshold of severity required to report. A Covered Person need not wait until conduct is severe or repeated before reporting it; early reporting helps the Company address concerns before they escalate.

3. Reporting Procedures

3.1 Encouragement to report. A Covered Person who experiences or witnesses conduct that may violate this Policy is strongly encouraged to report it promptly so the Company can respond.

3.2 How to report. Reports may be made to a supervisor, to [HR CONTACT / TITLE], or through [REPORTING CHANNEL, e.g. hotline, email, online form]. A Covered Person is not required to report to a person who is the subject of the concern and may instead use any other listed channel.

3.3 Information to include. A report should describe, as specifically as possible, what happened, who was involved, when and where it occurred, and any witnesses or supporting materials, though a report will be accepted even if some details are unavailable.

3.4 Supervisor duty. A supervisor who receives a report or otherwise becomes aware of possible harassment will promptly relay it to [HR / DESIGNATED OFFICER] and will not attempt to resolve it informally in a way that discourages reporting.

4. Investigation Process

4.1 Prompt review. The Company will review reports promptly and conduct a fair, impartial investigation appropriate to the circumstances.

4.2 Confidentiality. The Company will treat reports and investigations as confidential to the extent practical, sharing information only on a need-to-know basis and as required to investigate and respond, consistent with applicable law.

4.3 Cooperation. Covered Persons will cooperate honestly with investigations. Withholding information, providing false information, or interfering with an investigation is itself a violation of this Policy.

4.4 Interim measures. The Company may take reasonable interim measures during an investigation, such as schedule changes or separation of the persons involved, without prejudging the outcome.

4.5 Outcome. The Company will reach a reasoned conclusion and will inform the reporting and responding persons of the outcome to the extent appropriate and permitted by law.

5. Corrective Action

5.1 Discipline. If the Company determines that this Policy was violated, it will take corrective action reasonably calculated to stop the conduct and prevent its recurrence, up to and including termination, consistent with applicable law.

5.2 Proportionality. Corrective action will be appropriate to the severity and circumstances of the conduct and any prior violations.

5.3 Follow-up. The Company may follow up after corrective action to confirm the conduct has stopped and that no retaliation has occurred.

6. Non-Retaliation

6.1 Prohibition. The Company prohibits retaliation against any person who, in good faith, reports harassment, opposes prohibited conduct, or participates in an investigation or proceeding.

6.2 **Examples.** Retaliation may include termination, demotion, reduction in pay or hours, undesirable reassignment, exclusion, or other adverse action taken because of protected activity.

6.3 **Reporting retaliation.** A Covered Person who believes they have experienced retaliation should report it through any channel in Section 3, and the Company will treat substantiated retaliation as a separate violation of this Policy.

6.4 **Good-faith standard.** This Policy protects good-faith reports and participation even if the underlying concern is not ultimately substantiated; a report known to be false is not protected.

7. Roles and Training

7.1 **Administration.** [HR / DESIGNATED OFFICER] is responsible for administering this Policy, receiving reports, and overseeing investigations.

7.2 **Manager responsibilities.** Supervisors are responsible for modeling appropriate conduct, addressing concerns promptly, and forwarding reports as required by Section 3.

7.3 **Training.** The Company will provide anti-harassment training as required by applicable law and as it otherwise determines appropriate, and Covered Persons will complete assigned training.

7.4 **External rights.** Nothing in this Policy limits a Covered Person's right to contact, or file a charge or complaint with, an appropriate government agency or to pursue any remedy available under applicable law. Filing-deadline and agency requirements are governed by that law.

8. Administration and Acknowledgment

8.1 **Amendment.** The Company may amend this Policy at any time, consistent with applicable law, and will communicate material changes to Covered Persons.

8.2 **Severability.** If any provision of this Policy is found unenforceable, the remaining provisions remain in effect.

8.3 **Not a contract.** This Policy states expectations and is not an employment contract and does not alter the at-will nature of employment where applicable.

8.4 **Governing law.** This Policy is administered under the laws of the State of [STATE], without regard to its conflict-of-laws rules, and is subject to all mandatory protections of applicable local, state, and federal law.

8.5 **Acknowledgment.** By signing below, the Covered Person confirms that they have received, read, and understood this Policy and agree to comply with it.

ACKNOWLEDGMENT OF RECEIPT

COVERED PERSON	COMPANY
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [NAME]
Title: [TITLE or N/A]	Title: [TITLE]

Date: _____

Date: _____

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