

SAMPLE POLICY PREVENTING HARASSMENT & ABUSE

The harassment, abuse and sexual harassment policy states a companies position towards such harassment and outlines how the policy will be implemented. It should be used in conjunction with other policies, such as the Company's ethical recruitment policy.

Name & Address of the Company

It is a core principle of COMPANY NAME to ensure a safe working environment, gender equality and justice through all of COMPANY NAME's activities and practices.

In keeping with this principle, it is important to ensure an organisational culture free from discrimination, physical or verbal abuse and all forms of harassment with a particular focus on sexual harassment.

Harassment is understood as any abusive, harassing or otherwise unwanted or inappropriate behaviour. Harassment and abuse will not be tolerated by COMPANY NAME.

Sexual harassment is understood as any abusive, harassing or otherwise unwanted or inappropriate behaviour of a sexual nature.

Sexual harassment is unlawful and will not be tolerated by COMPANY NAME.

Workers are encouraged to report any incidents of workplace harassment to the appropriate staff member.

Insert Name of Appropriate Person (Designation): _____

Furthermore, any recrimination against those that lodge any form of harassment grievances will also not be tolerated. COMPANY NAME takes allegations of harassment seriously, and will respond promptly to complaints of harassment through the formal grievance procedure.

Following an incidence of harassment, prompt and appropriate remedy will be provided to victims and punitive measures will be taken against perpetrators.

The Company will maintain regularly updated records on all harassment and abuse complaints as part of a monitoring mechanism to prevent the occurrence and reoccurrence of harassment or abuse.

Signature of person responsible within the company

(Head of the Organisation)

Date DD/MM/YYYY

Source: Adapted from [TFT Sample – sexual harassment policy](#)

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