

Workplace Harassment Memo – Template

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It's important for all companies to have a strong workplace harassment policy in place. In addition, employees should receive regular communication and memos from management to ensure everyone is aware of all harassment policies. Employees should also often be reminded that workplace harassment in any form will not be tolerated. An updated policy is a great reason to create and issue a workplace harassment memo to your employees on this topic. Here's an example of a memo that could accompany the updated policy:

TO: Company Directors and Supervisors
FROM: Company Administration
SUBJECT: Workplace Harassment Memo about Policy

Enclosed please find a copy of the updated company policy on Workplace Harassment.

Please note this is also a reminder of our zero tolerance policy for sexual or any other form of harassment by anyone in our company, including directors, managers, supervisors and employees. Harassment of any kind is prohibited against a fellow employee, contractors, vendors or members of the public. Harassment can come in many different forms and can be verbal, nonverbal, physical and/or sexual in nature.

We must all take proactive measures to be sure employees are aware of, understand and abide by our Workplace Harassment Policy and the U.S. EEOC Sexual Harassment Guidelines.

Our company provides various education and training sessions to make sure all employees are aware of our policies. As you know, we also regularly discuss this topic during staff meetings.

Please also remember we have a formal complaint process in place to assist when sexual harassment complaints are made. Please immediately go to your supervisor or HR department with any such complaints. In addition, when any allegation of harassment is made, please know we are obligated to respond immediately to investigate and resolve the situation.

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal laws that make it illegal to discriminate against an employee (or job applicant) because of a person's race, color, religion, sex, national origin, age, disability or genetic information. This law applies to all types of work situations.

We are committed to continuing to work hard to provide a good and safe work environment for all employees. That includes a zero tolerance policy for all forms of workplace harassment.

Please review the enclosed updated Workplace Harassment Policy and consult with your direct supervisor or HR department with any questions.

As always, your hard work and dedication are much appreciated.

Modern Business Associates is an HR company that focuses on payroll and HR outsourcing. We routinely work with clients to manage HR issues like harassment. As a Professional Payroll and HR outsource organization, our clients rely on us to help them effectively deal with these kinds of topics.