This Sample Policy should be on company letterhead

Sexual Harassment Policy

The (insert your COMPANY NAME) is committed to providing a working environment free from discrimination, and to prohibit harassment of its employees and applicants, including sexual harassment. (insert your COMPANY NAME) will implement the policy to fully comply with applicable federal, state and local laws, rules and regulations in the area of nondiscrimination and harassment of employment.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with the job. Conduct constitutes harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment due to race, religion, sex, sexual harassment, national origin, disability, age, military or veteran status will not be tolerated in the (insert your COMPANY NAME)'s workplace.

Such conduct is subject to discipline, up to and including termination. Any employee who believes he or she is a victim of sexual harassment must immediately report any incident to the company's designated EEO Officer. The company will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact

(insert your COMPANY'S EEO OFFICER'S NAME)
EEO Officer at (insert your PHONE NUMBER)

*(**insert your Company Name**) is an equal opportunity employer*