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To: All Employees

Subject: Harassment - Complaint Procedure

As your employer, \_\_\_\_\_ (the Company) has adopted a firm policy against harassment. We will take every reasonable step to prevent harassment from occurring. However, if you believe that you have been unlawfully harassed, we urge you to report the incident immediately so that your complaint can be resolved quickly and fairly.

1. Provide a written or oral complaint to your own supervisor or to any other Company supervisor, the president or a human resources representative of the Company as soon as possible after the incident. Include all details on the incident(s), names of individuals involved and the names of any witnesses. Complaints will be designated confidential, to the extent possible, and will receive a timely response.
2. Supervisors are required to report all harassment complaints to the human resources representative, investigative officer or the president of the Company.
3. When the Company receives allegations of misconduct it will undertake a fair, timely and thorough investigation by qualified personnel.
4. Confidentiality will be kept to the extent possible by the employer, but complete confidentiality cannot be promised. There will be situations, for example, when employees will have a need to know information in order to respond to allegations or a manager will need to know information in order to take appropriate corrective or other action.
5. The complaint will be documented and tracked to ensure that reasonable progress is being made and that there is timely closure.
6. If the Company determines that unlawful harassment has occurred, it will take effective and appropriate remedial action in accordance with the circumstances. Any employee the Company determines to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Other appropriate remedial actions may include group training, one-on-one training, redistribution of harassment prevention materials or other measures designed to correct the harassment and prevent future harassment from occurring.
7. The Company will not retaliate against you for filing a complaint or participating in an investigation and will not tolerate or permit retaliation by management, employees, or co-workers.

If you have any questions regarding how to file a complaint or the progress of an existing complaint, please contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found at [www.eeoc.gov](http://www.eeoc.gov) and [www.dfeh.ca.gov](http://www.dfeh.ca.gov).