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# <<COMPANY>> SEXUAL HARASSMENT POLICIES AND PROCEDURES

## Introduction

This Company's Sexual Harassment Policies and Procedures were created by the Company in order to provide protection of the rights of individuals and to provide a set of common definitions and guidelines for code of conduct while working for Company. This policy is written to reflect both the Company's existing Sexual Harassment Policies as well as the federal statutes under which the Company operates its business.

The goal of this policy is to allow for an environment that is free of Sexual Harassment by way of comparable protection of the rights of our employees, customers, contractors, and vendors through standardized practices and procedures.

Company seeks to increase awareness of the Company's Sexual Harassment Policies and Procedures, and to provide education and information for employees in order to help employees understand Sexual Harassment and the Company's policy concerning Sexual Harassment, as well as their rights and responsibilities as employees of the Company.

## Definitions

“Sexual Harassment” - Sexual Harassment shall mean all behavior that is considered to be unwelcome attention that is of a sexual nature or topic. A victim of Sexual Harassment does not necessarily have to be the one directly harassed but may be expanded to include anyone who finds the behavior offensive and considers himself or herself to be affected by such behavior.

“Sexual Harasser” - Sexual Harasser shall mean one who is engaging in Sexual Harassment. Within the context of working with the Company, a Sexual Harasser may be, but is not limited to, a co-worker, a supervisor, a manager, client, customer, or even a stranger.

“Complainant” - Complainant shall mean the person or persons who bring forth the complaint or request for investigation into alleged Sexual Harassment.

“Respondent” - Respondent shall mean the person or persons toward whom the Sexual Harassment complaint is directed. The Respondent is usually the Sexual Harasser or the ...

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