



Harassment Policy Tips



Tips for Small Businesses

- State that harassment based on [race](#), [color](#), [religion](#), [sex](#) (including [pregnancy](#), [sexual orientation](#), or [gender identity](#)), [national origin](#), [disability](#), [age](#) (40 or older) or [genetic information](#) (including family medical history) is illegal and will not be tolerated. Provide definitions and examples of prohibited conduct, as needed.*
- Explain how employees can report harassment.
 - If possible, designate at least one person [outside an employee's chain of command](#) who can receive harassment complaints.
 - Consider permitting employees to report harassment to any manager.
- State that you will protect the [confidentiality](#) of employees who report harassment or participate in a harassment investigation, to the greatest possible extent.
- State that employees will not be [punished](#) for reporting harassment or participating in a harassment investigation or lawsuit.
- Require managers and other employees with human resources responsibilities to [respond appropriately](#) to harassment or to report it to individuals who are authorized to respond.
- Provide for prompt, thorough and impartial [investigation](#) of harassment complaints.
- Provide for prompt and effective [corrective and preventative action](#) when necessary.
- Consider requiring that employees who file internal complaints be notified about the status of their complaint, the results of the investigation and any corrective and preventative action taken.
- Describe the consequences of violating the harassment policy.

* [Federal](#), state and local laws may prohibit additional types of harassment. Federal, state and local government websites may have additional information about these laws.

See also:

[How can I prevent harassment?](#)

[General Non-Discrimination Policy Tips](#)

[Reasonable Accommodation Policy Tips](#)

[Leave Policy Tips](#)