

Third party harassment policy template

1. Introduction

This policy outlines our commitment to providing a safe and respectful work environment for all employees. We recognize that harassment can come from sources outside of the organization, known as third parties. This policy aims to address and prevent third party harassment in the workplace.

2. Definition of Third Party Harassment

Third party harassment refers to any unwanted conduct from individuals outside of the organization that violates the dignity of our employees. This can include clients, customers, vendors, or any other external parties.

3. Reporting Procedure

If an employee experiences third party harassment, they should report the incident to their supervisor or HR immediately. All reports will be taken seriously and investigated promptly. Employees will not face retaliation for reporting harassment.

4. Investigation Process

Upon receiving a report of third party harassment, HR will conduct a thorough investigation to determine the facts of the incident. The confidentiality of all parties involved will be maintained throughout the investigation.

5. Consequences of Third Party Harassment

Any individual found to have engaged in third party harassment will be subject to disciplinary action, up to and including termination of business relationships. We are committed to taking appropriate measures to prevent future incidents of harassment.

6. Training and Awareness

We provide training to all employees on recognizing and responding to third party harassment. This training is essential for creating a culture of respect and inclusivity in the workplace.

7. Conclusion

We are dedicated to maintaining a work environment free from harassment, including third party harassment. By following this policy and working together, we can create a safe and respectful workplace for all employees.

Sources:

- Equal Employment Opportunity Commission. (<https://www.eeoc.gov/>)
- Society for Human Resource Management. (<https://www.shrm.org/>)