



# Letter to Employees: Workplace Harassment Prevention

Open letter to all employees:

It's impossible to escape – discussions regarding workplace sexual harassment are in the news every day, sometimes every hour. We at \_\_\_\_\_ like to be proactive about addressing issues that might impact our workplace culture. Our mission is to \_\_\_\_\_ [insert actual company mission] and we understand that we can't live up to that mission statement, or serve our customer base without providing you, our most important resource, with a safe, comfortable, positive and productive work environment.

To that end, we, the leadership team, wanted to write to share our thoughts with you about issues related to sexual and other forms of harassment, and to give you our word that we are committed to providing a healthy work environment where you can effectively perform your job AND where you can thrive – as an individual and as valuable member of a supportive team.

Whereas some companies promise a “harassment-free workplace,” our goals are much loftier than that. This isn't simply a guarantee that we won't violate the law. Our word to you is that we will not only do our part to prevent and resolve *unlawful* harassment, but that we are committed to creating and maintaining a diverse, inclusive and professional environment.

In addition to the policies [provide a link here to the company policy] that you've already heard about and likely have read, we are steadfast in our commitment to:

- 1) Provide relevant, practical and continuous education to all our employees on our behavioral expectations - behavior we find acceptable or unacceptable, regardless of whether it rises to the level of illegal harassment. We understand that conduct that might start out as minor or infrequent can, if left unaddressed, quickly turn into more serious misconduct.
- 2) Arm employees, supervisors and company leaders with a toolbox filled with helpful communication tools – including tools to object to inappropriate behavior as it occurs as well as tools to learn how to report behavior to supervisors, HR or through our company hotline.
- 3) Fairly and honestly investigate any reports of misconduct, allowing all parties to have a say.
- 4) Implement appropriate and meaningful corrective measures in the event our investigation uncovers misconduct (in English, we promise to fix any problems we identify).

What is most important to us, and the primary reason for this letter, is to start an honest dialogue about these issues. Though these topics (bias, harassment, racial strife, gender issues) might be difficult and sensitive, we want all our employees to feel comfortable asking questions and giving suggestions on how we can foster an atmosphere of trust and of mutual respect.

In closing, we want to reiterate that we are not simply reciting corporate speak when we say that you, our valued employees, are truly our most valuable resource. We mean it, and we know that we cannot succeed on any level if we don't have a workforce who trusts us, who view their role at the company (and their actual work) as meaningful, and who we can deploy as true-believing brand ambassadors. We hope this letter answers any questions you have about where we stand when it comes to these issues, but if you have any additional comments, please do not hesitate to contact any of us.