

SEXUAL HARASSMENT COMPLAINT PROCEDURES

Many employers have found it beneficial to formalize and publicize a specific policy/procedure for employees to utilize in the event they believe they have been the victim of sexual harassment. A sample general sexual harassment complaint procedure is as follows:

SAMPLE SEXUAL HARASSMENT COMPLAINT PROCEDURES

In the event that an employee believes that he/she has been subject to sexual harassment as defined in the Company Policy, a complaint may be filed in the following manner:

Contact an official representative of the Company's Personnel Department or the Company's Affirmative Action Department.

Company representatives will discreetly and thoroughly and fairly investigate the complaint in an expeditious manner based upon the initial information provided. The nature and extent of the investigation will depend upon the nature and circumstances of each complaint.

At the completion of the investigation, recommendations, if any, will be reviewed with Top-Level Managers and implemented as required.

The complainant will be notified of the outcome of the investigation.

All records relative to the investigation and action ultimately taken will be maintained in confidence by Management.

In order for the Company to be able to investigate and remedy claimed sexual harassment, it is imperative that those claims be promptly brought to the attention of Management. Failure to report claims of sexual harassment may prevent the Company from taking appropriate and effective steps to remedy such situation.