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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, 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 parties involved in Sexual Harassment.

Policy Statement

Company provides a professional working environment and is committed to making such environment free from Sexual Harassment.

Sexual Harassment is a form of sex discrimination and is illegal. The Company will not tolerate Sexual Harassment in any form.

<< Insert whether your company requires training and what type of training must be completed. >>

The Company provides this training to further their commitment to educate and train their employees about Sexual Harassment and other workplace harassment issues.

Definition and Statutory Reference - Harassment on the basis of sex is discrimination and is a violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. §1681.

Sexual Harassment will often, but not always, exploit a relationship that is between individuals of unequal authority or power in the workplace. Examples include relationships such as those between an employee and a manager; between an employee and a supervisor or lead; or between an employee and another employee, irrespective of their positions with the Company. Sexual Harassment is not limited by the gender of either party; it is not limited by the superior or subordinate relationship of either party; it is not limited to Sexual Harassment that may occur within the confines of the building or office you may work in, nor is it limited to the hours you work while employed by the Company. Sexual Harassment includes, but is not limited to the following types of behavior and situations:

- ◆ written or verbal comments, emails, telephone calls, or text messages that are of a sexual nature;
- ◆ physical contact that is of a sexual nature;
- ◆ imposition of terms or conditions of employment or giving of instruction to an employee, whether explicitly or implicitly, that is of a sexual nature;
- ◆ use of such behavior as a criteria, whether explicitly or implicitly, for evaluation in making decisions affecting an individual or employee;
- ◆ conditions that create a hostile or intimidating environment or workplace;
- ◆ conditions that allow any such behavior to be perpetuated or tolerated by another employee or individual.

In relation to the above items, behavior considered to be sexually harassing may also include, but is not limited to: unwelcome sexual flirtations, advances, or propositions; verbal remarks of a sexual nature (whether directed to an individual or a group), including sexually explicit or offensive jokes; graphic or degrading verbal or written comments of a sexual nature about an individual or the individual's appearance; any suggestive or unwelcome physical contact; conduct of a sexual nature that interferes with an employee's activities or with an employee's job performance; or assault.

Responsibility

It is the Company's responsibility to investigate and respond to all allegations of Sexual Harassment in a manner that is both consistent and in accordance with the law.

Confidentiality

The Company shall make all efforts to respect the right to confidentiality of all of the parties involved in a Sexual Harassment investigation. The Company cannot absolutely guarantee the confidentiality or privacy or absolutely protect the identity of any of the parties involved in an investigation or Sexual Harassment complaint.

Complaints Found to be Malicious or Frivolous

Charges or complaints found to be malicious or with the intent to damage another person's reputation or standing may result in sanctions imposed, or even charges filed against the Complainant by the respondent.

Unsubstantiated Claims

The failure to substantiate a Sexual Harassment claim shall not automatically constitute a frivolous or malicious charge.

Retaliatory Action

Action taken against any individual, whether employee or otherwise, that is a result of that individual filing a complaint or seeking redress due to an incident or incidents of Sexual Harassment is strictly prohibited. Any such actions taken by

DEMO CONTRACT

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