# Sexual Harassment Policy

## Purpose

ACME is committed to providing a workplace that is free from sexual harassment. This policy aims to ensure a safe, respectful, and professional environment for all employees, contractors, interns, volunteers, and any other individuals associated with the organization.

## Scope

This policy applies to all employees, job applicants, contractors, clients, vendors, and visitors at ACME. It covers conduct in the workplace, at work-related events, and in work-related communications, including emails, phone calls, and social media interactions.

## Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

* Submission to such conduct is made a term or condition of employment.
* Submission to or rejection of such conduct is used as a basis for employment decisions.
* Such conduct creates a hostile, intimidating, or offensive work environment.
* Examples of sexual harassment include, but are not limited to:
* Unwanted physical contact, such as touching, patting, or brushing against someone.
* Sexually suggestive comments, jokes, or gestures.
* Displaying sexually explicit materials or images.
* Making derogatory or offensive remarks about someone’s gender or sexuality.
* Sending sexually suggestive messages, emails, or texts.
* Quid pro quo harassment, where employment benefits are conditioned on sexual favors.

## Reporting Procedure

Any individual who experiences or witnesses sexual harassment is encouraged to report it as soon as possible. Reports can be made to:

* A direct supervisor or manager
* Human Resources (HR)
* A designated harassment officer

Reports may be made in person, via email, or in writing. All complaints will be handled promptly, fairly, and confidentially to the extent possible.

### Investigation and Resolution

Upon receiving a complaint, ACME will:

1. Conduct a prompt and thorough investigation.
2. Interview relevant parties and gather necessary evidence.
3. Take appropriate corrective action, which may include disciplinary measures up to and including termination.
4. Protect employees from retaliation for filing complaints in good faith.

## Non-Retaliation

Retaliation against an individual for reporting harassment or participating in an investigation is strictly prohibited. Any employee found to have engaged in retaliation will be subject to disciplinary action.

### Responsibilities

All employees are responsible for fostering a respectful workplace and should report inappropriate behavior. Managers and supervisors must:

* Take all complaints seriously.
* Ensure a harassment-free work environment.
* Report any complaints to HR immediately.

## Training and Compliance

ACME will provide regular training on sexual harassment prevention to all employees. New employees will receive training as part of their onboarding process.

## Consequences of Violations

Anyone found in violation of this policy may face disciplinary actions, including warnings, suspension, or termination of employment, depending on the severity of the misconduct.

## Policy Review

This policy will be reviewed periodically to ensure compliance with legal standards and workplace needs. Employees are encouraged to provide feedback to HR for improvements.

By implementing this policy, ACME reaffirms its commitment to maintaining a safe and respectful workplace for all.

## Questions & Support

Please consult your [ACME Human Resources Team](mailto:support@checkbox.ai) if you have any questions. Additionally, you can review our training material on our [ACME Sharepoint Site](https://www.checkbox.ai/).