

Third Party Harassment Policy

1. Introduction and Purpose

[Company Name] is committed to providing a safe, respectful, and inclusive work environment for all employees, contractors, clients, and visitors. This Third Party Harassment Policy outlines our stance on harassment from external parties and establishes procedures for addressing such incidents.

1.1 Scope

This policy applies to all employees, contractors, and representatives of [Company Name], as well as to third parties such as clients, customers, vendors, suppliers, and visitors who interact with our organization.

1.2 Definition of Third Party Harassment

Third party harassment refers to unwelcome conduct, including physical, verbal, or non-verbal behavior, from individuals who are not employees of [Company Name] but who interact with our employees in the course of their work. This may include, but is not limited to:

- Clients or customers
- Vendors or suppliers
- Contractors or subcontractors
- Visitors to company premises
- Members of the public encountered during work-related activities

2. Types of Harassment

Third party harassment can take various forms, including but not limited to:

2.1 Verbal Harassment

- Offensive jokes, slurs, or epithets

- Derogatory comments or insults
- Unwelcome sexual advances or propositions
- Threats or intimidation

2.2 Non-verbal Harassment

- Offensive gestures or facial expressions
- Displaying offensive images or objects
- Unwelcome leering or staring

2.3 Physical Harassment

- Unwanted touching, patting, or hugging
- Blocking or impeding movement
- Physical assault or threats of violence

2.4 Electronic Harassment

- Sending offensive emails, text messages, or social media content
- Cyberstalking or online bullying
- Sharing inappropriate images or videos

3. Reporting Procedures

3.1 Employee Responsibilities

Employees who experience or witness third party harassment are encouraged to:

- Document the incident, including date, time, location, and any witnesses

Report the incident to their immediate supervisor or HR representative as soon as possible

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- If comfortable doing so, inform the harasser that their behavior is unwelcome and must stop

3.2 Reporting Channels

[Company Name] provides multiple channels for reporting third party harassment:

- Direct supervisor or manager
- Human Resources department
- Confidential hotline: [Insert hotline number]
- Online reporting system: [Insert web address]

3.3 Confidentiality

All reports of third party harassment will be treated with the utmost confidentiality to the extent possible while conducting a thorough investigation. The identity of the reporting employee will be protected as much as practicable.

4. Investigation Process

4.1 Initial Response

Upon receiving a report of third party harassment, [Company Name] will:

- Acknowledge receipt of the complaint within 24 hours
- Provide support and resources to the affected employee(s)
- Initiate an investigation within 3 business days

4.2 Investigation Procedure

The investigation will typically include:

- Interviewing the complainant, alleged harasser, and any witnesses
- Reviewing any relevant documentation or evidence
- Maintaining detailed records of the investigation
- Ensuring confidentiality to the extent possible

4.3 Timeline

[Company Name] aims to complete investigations within 30 days, depending on the complexity of the case. The complainant will be kept informed of the investigation's progress.

5. Remedial Actions

5.1 Internal Actions

Based on the investigation's findings, [Company Name] may take the following actions:

- Provide additional training or counseling to employees
- Implement changes to work processes or environments
- Offer support services to affected employees

5.2 Actions Involving Third Parties

Depending on the severity and circumstances of the harassment, actions may include:

- Issuing a warning to the third party
- Requiring the third party to undergo anti-harassment training
- Restricting the third party's access to company premises or employees
- Terminating business relationships with the third party
- Involving law enforcement if criminal behavior is suspected

6. Prevention and Training

6.1 Employee Training

[Company Name] will provide regular training to all employees on:

- Recognizing and preventing third party harassment
- Reporting procedures and employee rights

- Bystander intervention techniques

6.2 Management Training

Managers and supervisors will receive additional training on:

- Handling reports of third party harassment
- Supporting employees who have experienced harassment
- Implementing preventive measures in their departments

6.3 Third Party Education

[Company Name] will take steps to educate third parties about our harassment policies, including:

- Incorporating anti-harassment clauses in contracts and agreements
- Displaying policy statements in visible locations
- Providing information on our website and in client/vendor materials

7. Monitoring and Review

7.1 Regular Policy Review

This Third Party Harassment Policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws.

7.2 Data Collection and Analysis

[Company Name] will maintain records of all reported incidents and their resolutions, analyzing this data to identify trends and areas for improvement in our prevention efforts.

7.3 Employee Feedback

We encourage employees to provide feedback on the policy and its implementation through annual surveys and suggestion boxes.

8. Non-Retaliation

[Company Name] strictly prohibits retaliation against any employee who reports third party harassment or participates in an investigation. Retaliation may result in disciplinary action, up to and including termination of employment.

9. Legal Compliance

This policy complies with all applicable federal, state, and local laws regarding harassment and discrimination. [Company Name] is committed to updating this policy as legal requirements evolve.

10. Contact Information

For questions or concerns regarding this policy, please contact:

[Name of HR Director]

[Email Address]

[Phone Number]

11. Acknowledgment

All employees are required to acknowledge that they have read, understood, and agree to comply with this Third Party Harassment Policy. Please sign and date below:

Employee Name: _____

Signature: _____

Date: _____

By implementing and adhering to this comprehensive Third Party Harassment Policy, [Company Name] reaffirms its commitment to fostering a safe, respectful, and inclusive work environment for all.