

Company Name

Address: xxxxxxxx,xxxxx

Contact Info:

Internal Memo

Date: January 22, 2015
Subject: Workplace Violence
Sexual Harassment

Distribution Name	Company
All Employees	

M+W continues to strive to ensure our workplace is one in which all employees are treated with dignity and respect. All employees have a right to work in an environment in which they feel comfortable and safe on a daily basis. As we enter into a New Year, we would like to take the opportunity to reiterate our company polices on Workplace Violence and Workplace Harassment.

Harassment of employees on any basis undermines employee morale, interferes with working relationships and adversely effects productivity. Many forms of harassment violate both M+W policy and the law.

Workplace Violence and Workplace Harassment will not be tolerated at M+W. Any M+W employee who is found to have engaged in workplace violence or harassment will be disciplined.

Harassment

- a. The Company is firmly committed to maintaining a positive working environment in which all individuals are treated with respect and dignity. The Company promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Company expects that all workplace relationships will be professional and businesslike and the workplace will be free

of bias, prejudice, harassment, and inappropriate conduct, including offensive verbal and written communication of a sexual nature.

- b. The Company will not tolerate harassment of its employees, whether committed by a fellow employee, a member of management, or a visitor to the Company's workplace, such as a vendor or customer. All employees are responsible for ensuring that the workplace is free from harassment, especially when such conduct relates to gender, race, age, religion, national origin, disability or other protected categories. All employees, including managers and supervisors, will be subject to disciplinary action, up to and including discharge from employment, for any act of harassment they commit.
- c. Examples of prohibited harassment include, but are not limited to:
 - 1. Use of slurs, epithets, and words that degrade an individual, even when used in a joking fashion;
 - 2. Unwelcome advances, demands or requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature, such as flirting, touching and commenting inappropriately about another person's dress or body;
 - 3. Display of cartoons, photographs, drawings, pinups, posters, calendars, or images that are offensive or degrading to others;
 - 4. Conduct which has the purpose or effect of substantially interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment; or
 - 5. Conditioning hire, continued employment, or terms and conditions of employment upon submission to sexual advances or requests for sexual favors.
- d. If an employee feels that he or she is being harassed, or if an employee has knowledge of harassment of a co-employee, the employee must immediately bring it to the attention of a supervisor. If for any reason you do not feel comfortable discussing the matter with your supervisor, contact Human Resources or any member of management whom you feel comfortable in approaching. All reports will be promptly investigated in as confidential a manner as possible. Based upon the findings of the investigation, the Company will take prompt and appropriate action to remedy any violations of this policy.
- e. No employee who brings a good faith report of harassment to the attention of the Company will suffer retaliation or other adverse employment action as a consequence. Any employee, including managers and supervisors, who is found to have retaliated against an employee who reported a violation of this policy, in good faith, will be subject to discipline up to and including discharge from employment. It is important for employees to report incidents of harassment,

because without your assistance, violations could go undetected and unremedied.

- f. The Company's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline, up to and including discharge from employment. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law:

Workplace Violence

- a. The Company strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Human Resources Department. All complaints will be fully investigated.
- b. Workplace violence includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto Company property, or any other act of inappropriate workplace aggression.
- c. Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor, any manager with whom they feel comfortable, or the Human Resource Manager. Complaints will be investigated, and action that management believes is appropriate will be taken.
- d. Employees who observe or have knowledge of any violation of this policy should immediately report it to Company management or Human Resources. Where appropriate, employees may contact proper law enforcement authorities without first informing management if they believe a threat to the safety of themselves or others exists.
- e. The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination.

All employees and managers have a responsibility for keeping our workplace safe. Please report any and all incidents per our reporting policy outlined in our Employee Handbook.

Please contact HR or management for any additional questions.