

To: All Employees

From: [Name/Department]

Date: [Date]

Subject: Policy Update: Professional Boundaries and Harassment Prevention

Dear Team,

[Company Name] is committed to providing a work environment that is professional, respectful, and free from all forms of harassment. To ensure the well-being of every employee, we are issuing this formal reminder regarding our standards of conduct and professional boundaries.

1. Professional Boundaries

All employees are expected to maintain professional interactions at all times. This includes respecting personal space, using appropriate language, and ensuring that workplace communication remains focused on business objectives. Actions that blur the line between professional and personal life in a way that creates discomfort are strictly prohibited.

2. Harassment Prevention

Harassment of any kind—whether verbal, physical, or visual—will not be tolerated. This includes, but is not limited to, unwelcome comments, gestures, or contact based on race, gender, religion, age, sexual orientation, disability, or any other protected characteristic. We maintain a zero-tolerance policy for behavior that creates an intimidating or hostile work environment.

3. Reporting Procedures

If you witness or experience behavior that violates these standards, we encourage you to report it immediately. You may contact [Name/Department] at [Email/Phone Number]. All reports will be investigated promptly and kept confidential to the extent possible. Retaliation against any individual who reports a concern is a violation of company policy and will result in disciplinary action.

4. Compliance

Adherence to these guidelines is a condition of employment. Failure to comply with our harassment prevention policies may result in disciplinary measures, up to and including termination.

We appreciate your cooperation in maintaining a safe and productive workplace for everyone.

Sincerely,

[Signature]

[Name]

[Title]