

# Sexual Harassment Prevention Policy Notice



## **Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and **[Employer Name]** is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, **[Employer Name]** has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

**If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or **[other person designated]** so we can take action.**

**Our complete policy may be found:** \_\_\_\_\_

**Our Complaint Form may be found:** \_\_\_\_\_

**If you have questions and to make a complaint, please contact:**

**[Person or office designated]**

**[Contact information for designee or office]**

For more information and additional resources, please visit:

**[www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)**