

Harassment Policy for Hybrid Work Environments

01 Definition & Scope

Harassment includes verbal, physical, visual, written, and digital conduct, covering behavior in the office as well as on video calls, chat, email, and other collaboration tools. This policy covers sexual harassment, discriminatory harassment based on protected characteristics, and general bullying or hostile behavior, regardless of whether it happens in person or remotely.

02 Zero-Tolerance Statement

Harassment of any kind, in any setting, whether in the office, over video, or in chat, from anyone at any level, including leadership and executives, is not tolerated. No one is exempt from this standard regardless of role, tenure, or work location.

03 Reporting Channels

Employees can report through multiple channels, including a direct manager, HR, an anonymous hotline or form, or a skip-level contact, with the same ease whether they work in the office or remotely. A separate path exists for reporting when the harasser is HR or a senior leader.

04 Non-Retaliation Protection

No one will face retaliation for reporting in good faith, participating in an investigation, or supporting a colleague who reports. Anyone found to have retaliated faces disciplinary action up to and including termination, regardless of the outcome of the original complaint.

Retaliation includes demotion, exclusion from meetings or projects, reduced hours, negative performance reviews, or any other adverse action taken because someone reported or supported a report.

05 Investigation Process

Reports are met with a defined timeline, clear confidentiality expectations, and a fair process for both the reporter and the accused, whether the incident took place in person or through a digital channel. Support continues throughout the investigation, not just at the point of filing: each reporter is assigned a point of contact, receives regular check-ins, and has access to counseling or EAP resources so no one waits alone while a case is reviewed, including employees working fully remote.

06 Consequences & Accountability

Disciplinary action ranges from a formal warning to mandatory training, suspension, or termination, based on the severity and repetition of the conduct rather than the seniority, performance, or work location of the person involved.

07 Manager Responsibilities

Managers are required to report issues they witness or hear about, whether in person, on a video call, or in chat, rather than handling them informally. This includes staying alert to signs that are easier to miss remotely, such as a pattern of exclusion from meetings, dismissive behavior in chat, or inappropriate comments during calls, and being held accountable for not letting harassment become normalized on their team.

08 Training & Prevention

Recurring training is required for all employees, covering appropriate conduct on video calls, chat, and other digital tools alongside in-person behavior. Managers receive enhanced training on recognizing and addressing harassment across both in-office and remote settings.