[DATE]

Contact Name

Address

Address2

City

State/Province

Postal Code

**RE: DISCRIMINATION AND HARASSMENT**

Dear [CONTACT NAME],

As you are aware, in South Africa our rights to do something are limited when, by doing so, we infringe on the rights of others. We believe it’s essential to follow those principles and that’s why [COMPANY] does not condone or tolerate discrimination or harassment of any kind.

[COMPANY] is committed to providing a free from discrimination and harassment, based on a person's gender, age, ethnicity, race, religion, or any other legally protected characteristic, workplace. Any obvious or implied discrimination is not allowed. Violators of this policy will be disciplined and could lead to the termination of your employment.

If you witness or are the victim of a single act of discrimination or harassment, please report the incident to your supervisor or please contact [NAME]. Any report you make will be confidential and without reprisal.

Your cooperation in this matter is appreciated.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]