



POLICY REMINDER
INTERNAL MEMORANDUM TEMPLATE

TO:
FROM:
DATE:
RE: [Type of policy] Policy Reminder

The purpose of this memorandum is to remind you of [Employer's] commitment to providing each of its employees with a work environment that is free from [behavior prohibited by policy, e.g., harassment and retaliation]. Employer has a strict [Policy] and you are expected to abide by it. Violations of the policy are considered serious offenses and will result in disciplinary action, up to and including termination. The following are examples of violations of the [Policy]:

[Examples]

The above-mentioned list is intended to provide you with examples of various types of prohibited behaviors. It is not intended to be comprehensive.

Ongoing conversations about closed or pending issues, disciplinary action of another employee, gossip, and any overall disruption to the workplace are inappropriate and prohibited conduct.

If you have any questions regarding our [Policy], then please contact your supervisor. If you wish to make a complaint of harassment, you must contact your supervisor. You may also contact an MBA Human Resources Consultant at 888-622-6460.

Employee Name (Printed): _____

Date: _____

Employee Signature: _____

Date: _____