

# Sexual Harassment Prevention Policy Notice



Combating  
Sexual Harassment

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

All employees have a legal right to a workplace free from sexual harassment, and Loyal Building Services, Inc. is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, Loyal Building Services, Inc. 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, company President or Vice President, so we can take action.**

**Our complete policy may be found: Your worksite office, Loyal's main office, or on-line at [www.loyalbuildingservices.com](http://www.loyalbuildingservices.com) – Employee Info**

**Our Complaint Form may be found: our worksite office, Loyal's main office, or on-line at [www.loyalbuildingservices.com](http://www.loyalbuildingservices.com) – Employee Info**

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

Human Resources Department

631-647-4040 or  
[hr@loyalbuildingservices.com](mailto:hr@loyalbuildingservices.com)

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)**