





*Abusive Conduct Records*

1. Records will be maintained by DHRM for seven years after the case is closed.

*Required Training*

1. All USBE employees, interns, and volunteers shall complete the DHRM-required training on the prevention of abusive conduct, workplace harassment, and discrimination within two weeks of hire, and every two years after. DHRM training is found at: <https://dhrm.utah.gov/training/statewide-required-training>
2. Training records shall be submitted to DHRM including who provided the training, who attended the training, and when they attended it.

**IV. HISTORY:**

This policy supersedes the former Unlawful Harassment (10/6/2010), Retaliation (4/21/2010), and Workplace Violence (5/9/2011) policies.