

04-01. Abusive Conduct and Workplace Harassment Prevention

Internal Policies and Procedures of the Utah State Board of Education
Policy # 04-01
Subject: Abusive Conduct and Workplace Harassment Prevention
Effective Date: formerly Unlawful Harassment (10/6/2010) Retaliation (4/21/2010), and Workplace Violence (5/9/2011)
Revision Dates: 02/07/2018
Purpose: To provide a work environment free from abusive conduct, discrimination, retaliation, and harassment.
Policy: USBE employees shall comply with R477-15 and R477-16. USBE employees should interact with each other in a professional manner, treat others with dignity and respect, and conduct themselves in such a way that would provide an environment free from harassment.
References: DHRM Administrative Rule R477-15. Workplace Harassment Prevention DHRM Administrative Rule R477-16. Abusive Conduct Prevention

Procedures:

- A USBE employee (including an intern or a volunteer) shall complete the DHRM-required training upon hire, and every two years after. DHRM training is found at: <https://dhrm.utah.gov/training/statewide-required-training>
 - An additional training for specifically for supervisors is encouraged but not required.
- An USBE employee may be subject to discipline under this policy even if the conduct occurs outside of scheduled work time or work location.
- Employees who feel they are being subjected to abusive conduct, workplace harassment, or retaliation should do the following:
 - Document the occurrence;
 - Continue to report to work; and
 - Identify a witness or witnesses, if applicable.