





4. Participants in any conduct investigation shall treat any information pertaining to the case as confidential.

#### *Workplace Harassment Records*

1. A separate, confidential file of any workplace harassment and retaliation complaints shall be maintained and stored in the agency human resource field office, or in the possession of an authorized official.
  - a. Files shall be retained in accordance with the retention schedule after the active case ends.
  - b. Any information contained in the complaint file shall be classified as protected.
  - c. No person may release information contained in the workplace harassment and retaliation file unless the agency head or Division Director, DHRM, determines the release is required by law.
2. Supervisors may not keep separate files related to complaints of workplace harassment or retaliation.
3. Participants in any workplace harassment or retaliation proceeding shall treat any information pertaining to the case as confidential.

#### *Required Training*

1. All USBE employees, interns, and volunteers shall complete the DHRM-required training on the prevention of workplace harassment, discrimination, and abusive conduct 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.