

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 520.25</p>	<p style="text-align: center;">Effective Date 6/24/21</p>	<p style="text-align: center;">Page 1 of 1</p>
<p style="text-align: center;">POLICY</p>	<p style="text-align: center;">Approval</p>		
<p>Title</p> <p style="text-align: center;">ABUSIVE CONDUCT PREVENTION</p>			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide procedures for reporting and resolving abusive conduct and stipulate when training on abusive conduct in the workplace shall be provided.

2. POLICY

It is the policy of the College to provide and maintain a work environment free from abusive conduct.

3. REFERENCES

- Utah Code, 67-26-203, State Officers and Employees, Utah Public Employees Healthy Workplace Act, Abusive Conduct

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1. Abusive Conduct

1.1 Abusive conduct means verbal, nonverbal, or physical conduct of an employee to another employee that, based on severity, nature, or frequency of the conduct, a reasonable person would determine:

1.1.1 is intended to cause intimidation, humiliation, or unwarranted distress;

1.1.2 results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or

1.1.3 exploits a known physical or psychological disability.

1.2 The following actions do not constitute abusive conduct unless they are especially severe and egregious:

1.2.1 a single act;

1.2.2 appropriate disciplinary or administrative actions;

1.2.3 appropriate coaching or work-related feedback;

1.2.4 reasonable work assignments or job reassignments; or

1.2.5 reasonable differences in styles of management, communication, expression, or opinion.

1.3 Once a complaint of abusive conduct has been filed, the accused may not communicate with the complainant regarding allegations in the complaint.

2. Complaint Procedure

2.1 Management shall permit employees who allege abusive conduct to file complaints and engage in a review process free from bias, collusion, intimidation, or retaliation.

2.2 Employees who feel they are being subjected to abusive conduct should do the following:

2.2.1 Document the occurrence;

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2.2.2 Continue to report to work; and

2.2.3 Identify a witness(es), if applicable.

2.3 An employee shall file a written complaint of abusive conduct with their immediate supervisor, any other supervisor in their direct chain of command, or Human Resources.

2.3.1 Complaints may be submitted by any employee, witness, volunteer, or other individual.

2.3.2 Any supervisor who has knowledge of abusive conduct shall take immediate appropriate action in consultation with Human Resources and document the action.

3. Investigative Procedure

3.1 When warranted, the Human Resources director or appointee shall conduct a prompt and thorough investigation into the allegations.

3.2 Participants in any abusive conduct investigation shall treat all information pertaining to the case as confidential.

3.3 If an investigation finds the allegations of abusive conduct to be substantiated, management shall take appropriate administrative action.

3.4 If an investigation reveals evidence of criminal conduct in abusive conduct allegations, the president or Human Resources may refer the matter to the appropriate law enforcement agency.

3.5 At the conclusion of the investigation, the appropriate parties shall be notified of the investigative findings.

4. Abusive Conduct Training

4.1 The College shall provide employees with training on abusive conduct and how to prevent it.

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- 4.2 Management shall ensure employees complete training within a reasonable time after hire and annually thereafter.
- 4.3 Training records shall be maintained by Human Resources-