



TOOELE TECHNICAL COLLEGE

Personnel Policies and Procedures

Abusive Conduct Prevention Policy

Effective Date: **DRAFT**

Board Approval:

1. Purpose

- 1.1. To promote and maintain a work environment free from abusive conduct.

2. References

- 2.1. Employee Complaints and Grievance Policy
- 2.2. Utah Code 67-26-203; Public Employee Healthy Workplace Act; Abuse Conduct - Training - Policy

3. Definitions

- 3.1. "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:
 - 3.1.1. is intended to cause intimidation, humiliation, or unwarranted distress;
 - 3.1.2. results in substantial physical harm or substantial psychological harm as a result of intimidation, humiliation, or unwarranted distress; or
 - 3.1.3. exploits a covered employee's known physical or psychological disability.
- 3.2. "Not Abusive Conduct" the following actions due to their nature or frequency are not presumed to constitute abusive conduct unless they are especially severe and egregious, and would, as determined by a reasonable person, meet the criteria of abusive conduct:
 - 3.2.1. a single act
 - 3.2.2. disciplinary or administrative actions
 - 3.2.3. coaching or work-related feedback
 - 3.2.4. reasonable job-related assignments
 - 3.2.5. differences in styles of management, communication, expression or opinion

4. Policy

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

5. Reporting Procedures

- 5.1. An employee may file a written complaint of abusive conduct with human resources.
 - 5.1.1. Human resources will conduct an abusive conduct investigation in accordance with the Employee Complaints and Grievance Policy.
 - 5.1.2. The State Attorneys General office may be engaged to assist with the investigation.

6. Abusive Conduct Training

- 6.1. The College shall provide annual training to all employees on the prevention of abusive conduct in the workplace. This training will include information regarding what constitutes abusive conduct, how to prevent it, procedures for reporting, and means of resolving findings.