



Human Resources: Other
Abusive Conduct

Effective Date: January 7, 2021
Board Approval: January 7, 2021

1. Purpose

To maintain and reinforce the Southwest Technical College (Southwest Tech or the College) continuing goal of establishing, maintaining, and providing a respectful work environment that fosters collaborative relationships free from abusive conduct.

2. References

Southwest Technical College Policy Manual-[Corrective Action & Employee Discipline Policy](#)

Southwest Technical College Policy Manual-[Harassment, Nondiscrimination & Equal Opportunity Policy](#)

Southwest Technical College Policy Manual-[Grievance Policy](#)

Utah Code 67-26-203 – Policy Requirements

3. Definitions

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

- Was intended to cause intimidation, humiliation, or unwarranted distress.
- Exploits a known physical or psychological disability.
- Results in substantial physical or psychological harm caused by intimidation, humiliation or unwarranted distress.

Non-Abusive Conduct. The following actions do NOT constitute abusive conduct unless they are particularly egregious and severe:

- Appropriate administrative or disciplinary actions.
- Appropriate feedback or coaching.
- Reasonable job-related assignments.
- Reasonable differences in styles of communication, management, expression, or opinion.

4. Policy

4.1. Abusive Conduct and Respectful Work Conditions

- The College prohibits abusive conduct, as described under this policy, and is committed to provide a workplace that is free from such.
- An employee may be subject to discipline under this policy even if the abusive conduct occurs outside the scheduled work hours or location. (Resources listed in Section 2 of this policy)
- Employees who experience alleged abusive conduct are entitled to file a complaint using the [Abusive Conduct form](#) and engage in a review process, as outlined in the college [Grievance Policy](#), free from bias, collusion, intimidation, or retaliation. (Resources listed in Section 2 of this policy-Grievance Policy)

5. Abusive Conduct Prevention Training

The College will annually provide to all employees, training 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