

State of Utah	REF. NR-97-B-4	PAGE 1 of 2
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 06/28/97	
POLICIES AND PROCEDURES	REVISION DATE 10/01/03	
SUBJECT: Unlawful Discrimination and Harassment		
Bob Morgan, Executive Director		

I. PURPOSE

The purpose of this policy is to provide for the implementation of the state's unlawful discrimination and harassment rules within the Department of Natural Resources (DNR).

II. POLICY

It is the policy of DNR to provide an unlawful discrimination and harassment free work environment for its employees by taking appropriate steps to prevent occurrences and to address complaints swiftly and appropriately should they occur.

- A. This policy does not supersede or take precedence over state laws, the current Human Resource Management rules or the Governor's Executive Order on sexual harassment.
- B. All management efforts to prevent or deal with unlawful discrimination and harassment shall be in accordance with the current Human Resource Management (DHRM) Rules.
- C. All complaints of unlawful discrimination and harassment made by department employees will be reported to the department's Human Resource Office (HR) and investigated by a team of specially trained investigators appointed by HR.
- D. All new department employees must successfully complete a classroom version of the unlawful discrimination and harassment prevention training that meets the standards established by the Department of Human Resource Management within 90 calendar days of starting their employment with the department. Employees who transfer into the department

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from another state organization will not have to take the classroom version of the course if they have proof of having completed a classroom course that met DHRM's standards.

- E. All department employees must successfully complete a refresher version of the training that meets DHRM's standards every three years after completing the classroom version.

- F. All new department supervisors must complete a classroom version of the unlawful discrimination and harassment prevention training for supervisors that meets the standards established by DHRM within 90 calendar days of being placed in a supervisory position. Employees who transfer into a supervisory position within the department from another state organization will not have to take the supervisor training if they can show that they have completed a DHRM approved version of the training.

- G. All records related to unlawful discrimination and harassment complaints shall be classified as protected and shall be maintained by the department's Human Resource Office in accordance with the records maintenance requirements of the state's current HR Rules. Under no circumstances will the supervisor or the division retain records related to a complaint or a subsequent investigation.