

 <b>Grossmont Healthcare District</b>	<b>Policy No:</b> BOD-12	Page 1 of 1
	<b>Title:</b> ETHICS TRAINING AND EDUCATION RELATING TO THE WORKPLACE	
<b>Policies and Procedures Manual</b>	<b>Last Board Approval Date:</b> 07/17/25	

It is the policy of Grossmont Healthcare District (“District”) to ensure that District Board members and District staff shall receive training in ethics and education relating to workplace harassment.

**GUIDELINES:**

1. All meetings and communications shall be administered according to State law governing the requirements for ethical conduct on the part of public officials and public agencies.
2. Pursuant to Government Code Sections 53234 et seq., all District Board members and designated staff are required to complete a minimum of two (2) hours of ethics training every two (2) years and the District shall maintain certificates of completion of ethics training for at least five (5) years.
3. All District Board members and District staff are required to complete at least two (2) hours of training and education relating to workplace harassment prevention every two (2) years.
4. In addition to the required ethics and harassment prevention, all District Board members are required to take a governance-related course within three (3) months of being sworn in; with one governance-related course being required thereafter every four (4) years.
5. All District Board members are required to take at least one (1) approved governance-related course annually for the duration of their term in office.
6. This policy shall also be incorporated into the District Employee Handbook.