

**APPENDIX 5**  
**POSTERS**

FOR EXTERNAL DISPLAY

# How to Address Wrongful Conduct in the Workplace

## INFORMAL ADVICE



To request advice about a workplace concern, contact your Employment Dispute Resolution (EDR) coordinator, Circuit Director of Workplace Relations, or the Office of Judicial Integrity. They can provide you with advice and guidance on how to address the issue including:

- Your rights under the EDR Plan
- Advice on handling discriminatory, harassing, or abusive conduct
- Options for addressing the conduct



## ASSISTED RESOLUTION

Contact an EDR Coordinator to request Assisted Resolution. This interactive, flexible process may include:

- Discussions with the source of the conduct
- Preliminary investigation, including interviewing witnesses
- Resolving the matter by agreement

## FORMAL COMPLAINT



Contact an EDR coordinator to file a formal complaint. The Complaint must be filed within **180 days** of the alleged violation or the discovery of the violation. This formal process includes:

- Appointment of Presiding Judicial Officer
- An investigation and/or hearing if appropriate
- Written decision
- Appeal rights

### Confidentiality

All options for resolution are intended to respect privacy of all involved to the greatest extent possible, and to protect the fairness and thoroughness of the process by which allegations of wrongful conduct are initiated, investigated, and ultimately resolved.

### Contact Information:

#### Primary EDR Coordinator

Kate Smith  
(912) 650-4120

#### Alternate EDR Coordinators

Lori Phillips                      Connie Shugars  
(912) 262-2607                      (706) 849-4443

#### Circuit Director of Workplace Relations

Kate Adams  
(404) 335-6538  
Kathleen\_Adams@ca11.uscourts.gov

#### National Office of Judicial Integrity

Michael Henry, Judicial Integrity Officer  
(202) 502-1603  
AO\_OJI@ao.uscourts.gov

The EDR Plan for the U.S. District Court for the Southern District of Georgia is located on the internal and external main homepages under the link labeled, "Your Employee Rights and How to Report Wrongful Conduct."



# Your Rights

## In a Federal Judiciary Workplace

Employees of the Federal Judiciary are protected by the employment rights listed below, as described in *Guide to Judiciary Policy*, Vol. 12, Ch. 2.

Employees have options for resolution, including Informal Advice, Assisted Resolution, and filing a Formal Complaint. Formal Complaints must be filed within 180 days of when the Employee knew or should have known of the alleged violation. More information, including a list of court EDR Coordinators, can be found on JNet.

Employees may confidentially report workplace discrimination, harassment, abusive behavior, or retaliation to an EDR Coordinator or the Judicial Integrity Officer, Michael Henry, at 202-502-1603.

### Protection from Unlawful Discrimination

Prohibits discrimination in personnel actions based on race, color, sex, gender, gender identity, pregnancy, sexual orientation, religion, national origin, age (40+), or disability.

### Protection from Harassment

Prohibits sexual harassment, discriminatory harassment, and abusive conduct.

### Protection for Exercising Workplace Rights

Prohibits intimidation, retaliation, or discrimination against employees who exercise their employment rights or report or oppose wrongful conduct, including **whistleblower protection**.

### Family and Medical Leave

Provides rights and protections for employees needing leave for specified family and medical reasons.

### Protection for Veterans and Members of the Uniformed Services

Protects employees performing service in the uniformed services from discrimination and provides certain benefits and reemployment rights.

### Notification of Office Closings and Mass Layoffs

Under certain circumstances, requires that employees be notified of an office closing or of a mass layoff at least 60 days in advance of the event.

### Hazard-Free Workspaces

Requires employing offices to comply with occupational safety and health standards, and provide workplaces free of recognized hazards.

### Polygraph Testing Prohibition

Restricts the use and the results of polygraph testing.

*These rights are fully explained in Guide to Judiciary Policy, Vol. 12, Ch. 2.*

# The Employment Dispute Resolution Formal Complaint Process

## File a Complaint

File a complaint with an EDR coordinator within **180 days** of the conduct (or discovery of the conduct).



## Gather Information

The Presiding Judicial Officer decides what investigation and discovery are needed and if written arguments are needed.



## Hearing

The Presiding Judicial Officer determines if a hearing is needed.



## DECISION



## RIGHTS

- An impartial investigation and/or hearing, if appropriate.
- Both parties may use an attorney (at own expense).
- Both parties may present witnesses and examine adverse witnesses.
- A prompt written decision by a Presiding Judicial Officer.
- Appeal.

## APPEAL



Parties have the right to appeal to the circuit judicial council within 30 days of a decision.