

# 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:

#### Local EDR Coordinator

Maresa Snow  
(706) 378-4031  
Maresa\_Snow@ganb.uscourts.gov

#### Alternate EDR Coordinator

Shannon Morris  
(404) 215-1077  
Shannon\_Morris@ganb.uscourts.gov

#### 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

GANBs EDR Plan is located on the internal and external main homepages under the link labeled “Your Employee Rights and How to Report Wrongful Conduct.”