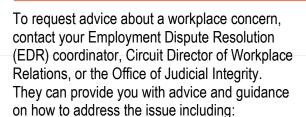


### **You Have Options**

# **How to Address Wrongful Conduct** in the Workplace

#### **INFORMAL ADVICE**



- 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.



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

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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."