



Anti-Discrimination and Anti-Harassment Notice

The U.S. District Court, Eastern District of Arkansas prohibits employment discrimination on the basis of race, color, sex, gender, gender identity, pregnancy, sexual orientation, religion, national origin, age (40 years and older), or disability ("protected categories"). The court provides equal employment opportunities to all individuals, and employment considerations will be based solely on merit, qualifications, and abilities.

The court also prohibits harassment based on any protected category, such as sexual or racial harassment, or any abusive conduct, regardless of motivation. The court has adopted the U.S. District Court Employment Dispute Resolution Plan (EDR Plan), which allows employees, intern/externs, and applicants who have been interviewed to seek redress for wrongful discrimination and harassment in the work place and provides other employment law protections. Retaliation for reporting any discrimination, harassment, abusive conduct, or other wrongful conduct is prohibited.

Employees can report, resolve, or seek remedies for any discrimination, harassment or other wrongful conduct under the EDR Plan by contacting any of the court's EDR Coordinators listed below. Employees can also seek confidential advice from the AO's Office of Judicial Integrity, listed below. A copy of the EDR Plan is posted on the court's internal and external websites, labeled "Your Employee Rights and How to Report Wrongful Conduct."

EDR Coordinators:

Lisa McDaniel 501-604-5130 lisa_mcdaniel@ared.uscourts.gov	Margaret Hoskyn 501-604-5298 margaret_hoskyn@arep.uscourts.gov	Chase Ferguson 501-918-5513 chase_ferguson@areb.uscourts.gov
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Circuit Director of Workplace Relations
Jill Langley
303-335-2975
jill_langley@ca10.uscourts.gov

Office of Judicial Integrity
Michael Henry
202-502-1603
AO_Report_Workplace_Harassment@ao.uscourts.gov

Kristine G. Baker
Chief U.S. District Judge

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 or Circuit Director of Workplace Relations 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 Coordinators:

Lisa McDaniel

501-604-5130

Lisa_McDaniel@ared.uscourts.gov

Chase Ferguson

501-918-5513

Chase_Ferguson@areb.uscourts.gov

Margaret Hoskyn

501-604-5298

Margaret_Hoskyn@arep.uscourts.gov

Circuit Director of Workplace Relations

Jill Langley

303-335-2975

jill_langley@ca10.uscourts.gov

National Office of Judicial Integrity

Judicial Integrity Officer

202-502-1603

AO_OJI@ao.uscourts.gov

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, Circuit Director of Workplace Relations, or the Judicial Integrity Officer (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 a representative or 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.