

# 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:

EDR Coordinators - Primary: Billie Goodman 803-253-3491  
Billie\_Goodman@scd.uscourts.gov  
Alternate: Larry Long 803-253-3482  
Larry\_Long@scd.uscourts.gov

Circuit Director of Workplace Relations - Leila Jabbar  
804-916-2181  
Leila\_Jabbar@ca4.uscourts.gov

National Office of Judicial Integrity  
Michael Henry, Judicial Integrity Officer 202-502-3957  
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