

## *What should I do if I experience/observe prohibited conduct?*

If you believe you have been harassed or discriminated against based on race, color, sex, sexual orientation, national origin, age, disability, or religion, or you witnessed an incident of harassment or discrimination in a court facility, you should promptly report the behavior as outlined in the complaint procedures.

If you feel you have been retaliated against, you should promptly report your concerns as outlined in the complaint procedures. Retaliation against any person who:

- complains about harassment or discrimination,
- files a harassment or discrimination complaint, or
- cooperates with, or assists in, the investigation of such complaints

is prohibited by the Policy on Non-Discrimination and Equal Employment Opportunity.

## *Where can I get more information?*

Copies of the policy and complaint procedures are posted prominently within court facilities and on the Pennsylvania Judiciary's website at [www.pacourts.us/T/AOPC/NonDiscrimEEO.htm](http://www.pacourts.us/T/AOPC/NonDiscrimEEO.htm).

*For general information* on bias and discrimination, you can refer to the resources in the *Achieving Fairness through Bias-Free Behavior Handbook*, published by the Pennsylvania Interbranch Commission for Gender, Racial and Ethnic Fairness.

*For answers to policy questions*, you may contact the Human Resource Department at the Administrative Office of Pennsylvania Courts (AOPC) at (717) 795-2080 or by email at [Human.Resources@pacourts.us](mailto:Human.Resources@pacourts.us).

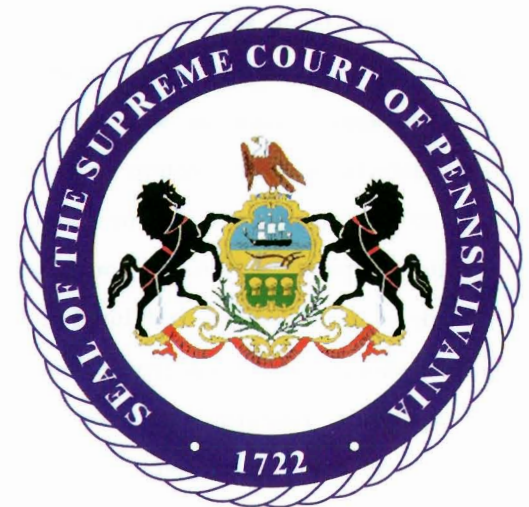
Unified Judicial System of  
Pennsylvania

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Unified Judicial System  
of Pennsylvania

POLICY ON NON-  
DISCRIMINATION  
AND EQUAL  
EMPLOYMENT  
OPPORTUNITY

## Question and Answer Guide



## *What does this policy mean to me?*

The purpose of this policy is to ensure that all individuals having business with the Unified Judicial System of Pennsylvania (UJS) are treated in a respectful and non-discriminatory manner. As an individual covered by the policy, you are expected to treat others with respect while working for the UJS in a court facility, and you should be treated in a similar manner.

If you engage in conduct prohibited by this policy, including 1) discrimination or harassment on the basis of race, color, sex, sexual orientation, national origin, age, disability, or religion and/or, 2) retaliation against someone who complains about harassment or discrimination or cooperates with an investigation, you may be subject to appropriate disciplinary action. If you observe or are made aware of conduct prohibited by this policy, you should immediately report concerns to your supervisor. Likewise, supervisors have a responsibility to ensure that prohibited conduct does not occur, or is properly reported, if observed.

## *Is this a new policy?*

No. The Pennsylvania Judiciary has been an equal opportunity employer prior to this policy, and strongly adhered to non-discriminatory workplace practices. This written policy simply formalizes those practices and promotes the fair and equal treatment of those who work for or have business in the courts and extends the concept across the UJS.



Although many court-related, independently elected offices maintain their own non-discriminatory policies, this policy articulates the Supreme Court's clear intent that hiring, workplace, and business practices should be conducted without regard to race, color, sex, sexual orientation, national origin, age, disability, or religion.

## *How can I do my part to ensure compliance with this policy?*

Discrimination can unfairly deny individuals access to equal justice and/or opportunities. It impedes morale and productivity and can damage the courts' reputation. Discriminatory behaviors take many forms, but they all involve some form of exclusion or rejection. To ensure compliance with this policy, consider the following:

### ***Educate Yourself***

- Thoroughly read the policy and reporting procedures.
- Refer to the Bias-Free Behavior Booklet for helpful ideas.

### ***Remain Objective***

- Treat everyone fairly and don't allow bias or stereotypes to affect your decisions.
- Represent the courts in a positive, fair, and professional manner.
- Consider all perspectives when approaching an issue or situation.