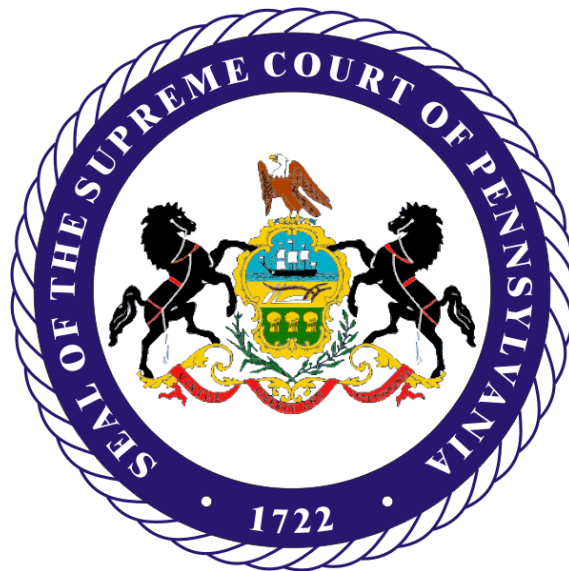


Unified Judicial System of Pennsylvania

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. Individuals covered by the policy are expected to treat others with respect while working for the UJS in a court facility, and in turn should be treated in a similar manner.

Conduct prohibited by this policy, includes 1) discrimination or harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, or religion and/or, 2) retaliation against someone who complains about harassment or discrimination or cooperates with an investigation. Covered individuals may be subject to appropriate disciplinary action. Individuals who observe or are made aware of conduct prohibited by this policy should immediately report the concerns. 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, and strongly adhered to non-discriminatory workplace practices (prior to the implementation of this policy in 2008). The policy 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, gender identity or expression, 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 by thoroughly reading the policy and reporting procedures.

Remain Objective by:

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

Who is Covered?

- Personnel of the System
- Supreme Court Boards and Committees
- Related Staff
- Court Users

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, gender identity or expression, 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. The Policy on Non-Discrimination and Equal Employment Opportunity prohibits 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.

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/judicial-administration/human-resources.

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 Resources Department at the Administrative Office of Pennsylvania Courts (AOPC) at (717) 231-3309 or by email at

Human.Resources@pacourts.us.

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www.pacourts.us