

**Addendum to the Policy on Equal Employment Opportunity, Discrimination,  
Harassment, and Employment Dispute Resolution for the  
United States Courts for the Southern District of Indiana**

Adopted October 11, 2018 – Amended August 4, 2021

**1. EEO/EDR Coordinators**

The Policy On Equal Employment Opportunity, Discrimination, Harassment, and Employment Dispute Resolution for the United States Court of Appeals for the Seventh Circuit (“Policy”) provides that the Chief Judge of each Court will designate an individual to serve as the Court’s EEO/EDR Coordinator. In accordance with this provision, Chief Judge Tanya Walton Pratt of the District Court and Chief Judge Jeffrey J. Graham of the Bankruptcy Court have named the following individuals as EEO/EDR Coordinators:

Mary Giorgio - - U.S. District Court  
James H. Robinson - - U.S. Bankruptcy Court  
Sharon Gracey - - U.S. Probation Office

The EEO/EDR Coordinators are obligated under the Policy to provide information to the judges and employees of the Courts regarding the rights and protections afforded under the Policy. In addition, the EEO/EDR Coordinators must advise the Chief Judge of the Seventh Circuit on designating EEO/EDR counselors – employees who agree to serve in that role and to receive specialized training in counseling other employees and in the procedures established by the Policy, including the formal EDR procedures – within each court unit. EEO/EDR counselors will be named separately, in conjunction with EEO/EDR training to be provided by the Seventh Circuit.

This specific designation is not meant to restrict any employee’s ability to report discrimination or harassment that he/she may have experienced or witnessed in the course of employment. For the Court to effectively implement the Policy, it is critical that all employees respond to and report discrimination, retaliation, and inappropriate sexual and other behavior covered by the Policy. Employees are encouraged to report any conduct which might amount to discrimination or harassment to either Court’s EEO/EDR Coordinator or to a designated EEO/EDR counselor within the Circuit.

## **2. Sample Request for Formal Dispute Resolution**

The sample complaint form, attached below, may be used by any employee to request Formal Dispute Resolution under the Policy. Alternatively, an employee may make a request on a form of their own creation, so long as the request includes the information listed by the Policy in Section XI.A (Formal Dispute Resolution Procedures; Request for Formal Dispute Resolution).

**COMPLAINT UNDER EEO/EDR POLICY**

Filed under the procedures of the  
Equal Employment Opportunity/Employment Dispute Resolution Policy  
For the United States District Court, United States Bankruptcy Court, and the United  
States Probation Office for the Southern District of Indiana

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*Prior to completing this form, please refer to the Policy on Equal Employment Opportunity, Discrimination, Harassment, and Employment Dispute Resolution for the United States Court of Appeals for the Seventh Circuit ("Policy").*

Please complete this form legibly, and submit it to an EEO/EDR Coordinator designated in the Southern District of Indiana Addendum to the Policy.

1. Full name of person filing complaint: \_\_\_\_\_
  
2. Mailing address: \_\_\_\_\_  
\_\_\_\_\_
  
3. Home Phone: (    ) \_\_\_\_\_      Work Phone: (    ) \_\_\_\_\_
  
4. If you are a court employee, state the following:  
  
    Court unit in which employed: \_\_\_\_\_  
  
    Job Title: \_\_\_\_\_
  
5. Name and address of the employing office against whom this complaint is filed.  
(Under the terms of the Policy, all complaints must be filed against an "employing office", not an individual): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Identify the Chapter(s) of the Policy under which your complaint is being filed:

- Chapter IV-XI- Equal Employment Opportunity & Anti-Discrimination Rights
  - Race
  - Color
  - National Origin
  - Age
  - Religion
  - Gender/Sex (includes sexual harassment)
  - Sexual Orientation
  - Gender Identity or Expression
  - Veteran Status
  - Disability
  - Genetic Information
  
- Chapter XII - Family and Medical Leave Rights
  
- Chapter XIII - Worker Adjustment and Retraining Notification Rights
  
- Chapter XIV - Employment and Reemployment Rights of Members of the Uniformed Services
  
- Chapter XV - Occupational Safety and Health Protections
  
- Chapter XIV - Polygraph Tests
  
- Chapter XVII - Whistleblower Protection

7. Date(s) of alleged violation: \_\_\_\_\_

8. Please describe any attempts you have made to resolve this matter, either on your own or by making an informal report. To the extent you recall the approximate dates and nature of these attempts, please include that information. If you communicated with anyone

concerning your complaint either orally or in writing, please identify those persons. (If there is insufficient space below, you may attach additional pages.)

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9. Please summarize the actions or occurrences giving rise to your complaint. Explain in what way you believe your rights under the Policy were violated. Identify all persons who participated in this matter or who can provide relevant information concerning your complaint. (If there is insufficient space below, you may attach additional pages.)

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Please attach a copy of any documents that relate to your complaint, such as email or other written communications, application form, resume, letters, notices of discipline or termination, etc.

10. What corrective action do you seek from your complaint?

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11. Do you have an attorney or any other person who represents you in this matter?

Yes

No

If yes, please provide the following information concerning that person:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

I affirm that the information provided in this complaint is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date