

U. S. DISTRICT COURT
SOUTHERN DISTRICT OF MISSISSIPPI

EDR INCIDENT REPORT FORM

An employee has a duty to report wrongful conduct (as defined in Chapter II of the EDR Plan) to his or her supervisor as soon as possible. When reported, the employee's supervisor shall make such report known to the Court's Employment Dispute Resolution Coordinator (EDR coordinator) on this form within two business days. Confidentiality of allegations of wrongful conduct shall be protected and said allegations shall be investigated in accordance with the Plan.

A person reporting an incident or submitting an Incident Report will not suffer retaliation.

This report is NOT the same as initiating or filing a claim under the EDR plan; an employee who wishes to file an EDR claim relating to alleged wrongful conduct as defined in Chapter II of the EDR Plan must follow the procedures set forth in Chapter X of the Plan.

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|----|---|--|
| 1. | Name of person making report of possible EEO/EDR Plan Violation | |
| 2. | Name and job title of person accused of wrongful conduct | |
| 3. | Date of reported incident(s) | |
| 4. | Describe below the wrongful conduct you believe occurred and other pertinent events and facts | |
| | | |
| 5. | Has the individual making the report been advised of his or her rights under the Court's EEO/EDR Plan ? | |
| | | <input type="checkbox"/> yes <input type="checkbox"/> no |

Date submitted: _____

Name of person making report

Signature of person making report

Date Received: _____

Signature of EDR Coordinator