

**ACKNOWLEDGMENT FORM**

**NEW YORK STATE UNIFIED COURT SYSTEM  
EMPLOYEE HANDBOOK (2011)**

This Employee Handbook explains the court system's policies, rules and procedures regarding many aspects of employment and the various benefits to which you are entitled as a court system employee.

**NEW YORK STATE UNIFIED COURT SYSTEM  
BIAS-FREE WORKPLACE POLICY (2011)**

It is the policy of the New York State Unified Court System to ensure equal employment opportunity for all employees and applicants for employment, without regard to:

**Race, Color, National Origin, Religion, Creed, Sex (including sexual harassment), Sexual Orientation, Gender Identity or Expression, Age, Marital Status, Disability, Military Status, and Prior Criminal Record (in certain circumstances).**

It is illegal to discriminate in an employment-related matter on the basis of any of the above-mentioned protected classes or categories, or such others as protected by applicable law. Employment-related matters may include recruitment, interviewing, hiring, dismissal, discipline, job assignment, training opportunity, shift assignment, transfer, promotion, demotion or working conditions.

Harassment on the basis of any of these protected characteristics is also illegal. Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, creed, sex, sexual orientation, gender identity or expression, age, marital status, or disability. Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes and display or circulation in the workplace of written or graphic material that demeans or shows hostility or aversion toward an individual or group.

Use of the UCS e-mail system to transmit material that is vulgar, profane, insulting or offensive (including offensive material concerning any of the aforementioned protected characteristics) is also prohibited.

Conduct prohibited by this policy relates to the workplace and to any work-related settings outside the workplace, such as business trips, business meetings and business-related social events.

The Unified Court System strives to protect all employees and applicants for employment from illegal discrimination and from harassment. Prompt action will be taken to address a complaint of discrimination or harassment. If an investigation determines that illegal discrimination and/or harassment has occurred, disciplinary action may be taken which may include demotion, suspension without pay or termination.

I \_\_\_\_\_, acknowledge by my signature below receipt of the 2011 Employee Handbook and that I have read the 2011 Bias-Free Workplace Policy. I understand the Employee Handbook contains important policies, rules and procedures governing my court system employment and entitlement to benefits, and that it is my responsibility to comply with the policies, rules and procedures and to promote a bias-free workplace.

(Print Name)

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**THIS ACKNOWLEDGMENT IS TO KEPT IN THE EMPLOYEE'S PERSONNEL FILE  
WITH A COPY TO THE EMPLOYEE**