

Tuesday, October 21 9:00 am-10:30 am

411 Understanding the Jury in Sexual Harassment Litigation

Kevin Mencke

Senior Counsel, Employment and Labor International Paper Company

Chad A. Shultz *Partner* Ford & Harrison LLP

Kwarma Vanderpuye Senior Vice President and General Counsel SDD Global Solutions

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Faculty Biographies

Kevin J. Mencke

Kevin J. Mencke is senior counsel, employment and labor law, with International Paper Company (IP) located at its global headquarters in Memphis, TN. Kevin is responsible for providing labor and employment law advice as well as counsel to human resources and management for IP's printing and communications business and corporate staff.

Before joining IP, Mr. Mencke was an attorney in the Atlanta office of the national labor and employment law firm of Ford & Harrison LLP. At Ford & Harrison, Mr. Mencke was an employment law litigator who concentrated his practice representing and advising company management on all aspects of labor and employment law, including discrimination and harassment under Title VII, the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act and other Wage-Hour laws, and other related employment laws.

Mr. Mencke received a BA from Emory University and is an honors graduate from the University of Georgia School of Law.

Chad A. Schulz

Chad A. Shultz is a partner with Ford & Harrison LLP in Atlanta. In his practice, Mr. Shultz defends employee lawsuits and advises clients on avoiding litigation and managing lawsuits through proactive policies and supervisor training. Mr. Shultz has represented management in state and federal court in 23 states during his tenure with Ford & Harrison.

Active with the Society of Human Resource Management (SHRM) at the state and local levels, Mr. Shultz currently serves on the board of directors for SHRM-Atlanta, is a past president of the Central Georgia Chapter, past director for the SHRM Georgia State Council, and past legislative director for SHRM-Atlanta.

Mr. Shultz received a BS from the University of Wisconsin at Oshkosh and is a graduate of the University of South Dakota School of Law. He also holds a LLM in litigation from Emory University School of Law.

Kwarma Vanderpuye

Kwarma Vanderpuye is senior vice president and general counsel for SDD Global Solutions in New York, a leading off shoring company headquartered in Mysore, India with offices in London and New York.

Prior to joining SDD Global, Ms. Vanderpuye had been partner for several years at prominent law firms, and has also had experience as head of the litigation department at two firms. She was the first African American partner at the New York Defense firm of

Jones Hirsch and won sixteen consecutive defense verdicts in high exposure complex litigation cases, which was a record number for the firm. In addition to her role as a trial partner, Ms. Vanderpuye served as the firm's EEO compliance officer for several years. Following her tenure at Jones Hirsch, Ms. Vanderpuye joined the Cochran firm, New York as a litigation partner at the invitation of the late Johnnie L. Cochran Jr. At the Cochran firm, Ms. Vanderpuye gained valuable experience in handling gender and race discrimination cases on behalf of plaintiffs. As such, she brings a unique and valuable perspective to the panel.

Ms. Vanderpuye is an active member of the Bar Association for the City of New York and the International and American Bar Associations.

INTRODUCTION:

After two years with the Company, Jaclyn Platten, a research analyst, loses her job in a reduction-in-force. Meg Holman, Ms. Platten's supervisor for only 60 days selected Ms. Platten based primarily on Ben Fryer's (Ms. Platten's former manager) assessment of her performance. Ms. Holman didn't know that Ms. Platten had complained to Mr. Fryer about her co-worker's unprofessional conduct, and re-buked Mr. Fryer's alleged sexual advances. After Ms. Platten was terminated, she filed a lawsuit asserting sexual harassment and retaliation (see attached Complaint). The Company denies any liability (see attached Answer). The Court denied the Company's Motion for Summary Judgment and the Parties were unable to resolve this case in mediation. The case must now go to trial and you have been selected to be a juror.

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JACLYN PLATTEN

•	70	

CIVIL ACTION No. 3-10-62

ABC COMPANY

VERDICT

We the Jury in the above-referenced case find as follows: (circle "1" or "2")

1. For the Defendant. (*Please circle the number "1", sign this form, and return it to the bailiff.*)

or

2. For the Plaintiff on:

Count 1 (sexual harassment)yes/ no (circle one)Count 2 (Retaliation)yes/no (circle one)

If you circled "Yes" to either Count 1 or count 2, please answer the following questions concerning damages, then sign this form and return it to the bailiff.

A.	Backpay	

- Total Damages \$

This ______, 200___.

Jury Foreperson

IN THE US DISTRICT COURT DISTRICT OF ANYWHERE

Jaclyn Platten

Plaintiff,

v. ABC COMPANY

Defendant.

CIVIL ACTION NO.: 05-678-123

COMPLAINT

PARTIES

1.

Plaintiff, Jaclyn Platten is a resident of Rose County, in the state of Anywhere.

2.

ABC Company is a business who has an office and conducts business in the state

of Anywhere.

JURISDICTION

3.

This Court has jurisdiction over the subject matter of this Complaint.

4.

This Court has personal jurisdiction over Defendants, and venue is proper in this

Court.

FACTUAL BACKGROUND

5.

Defendant ABC Corporation hired Plaintiff Jaclyn Platten as an Analyst in November 2004. Plaintiff Platten remained employed in that capacity until her termination.

6.

In August 2005, Plaintiff Platten received a performance review from her supervisor, Ben Fryer, stating that that she was "meeting expectations."

7.

In June 2006, Plaintiff Platten reported to Mr. Fryer that two of her co-workers made inappropriate sexual jokes and comments at work.

8,

Rather than report her complaint as required by Defendant ABC Corporation policy, Mr. Fryer sent Plaintiff Platten off-color e-mails. At least one such e-mail included partial nudity.

9.

On July 15, 2006, Mr. Fryer sent Plaintiff Platten an c-mail requesting that she accompany him on a trip to St. Louis. There was no business justification for Plaintiff Platten to join Mr. Fryer on the trip. Plaintiff Platten refused.

10.

On July 18, 2006, Mr. Fryer called Plaintiff Platten at home and again requested that she accompany him to St. Louis.

11.

On July 19, 2006, Plaintiff Platten confronted Mr. Fryer and demanded he cease his inappropriate conduct toward her.

12.

After Plaintiff Platten demanded Mr. Fryer cease his inappropriate conduct, on August, 2006, Mr. Fryer gave Plaintiff Platten a performance review which indicated that her performance "needed improvement."

13.

On September 15, 2006, Meg Holman replaced Mr. Frycr as Plaintiff Platten's supervisor.

14.

On November 15, 2006, Ms. Holman, based on the information that she received

from Mr. Fryer's evaluation, terminated Plaintiff Platten's employment.

COUNT I: SEXUAL HARASSMENT

15.

Plaintiff Platten re-alleges and incorporates by reference Paragraphs 1 though 14

above as though fully set forth herein.

16.

Plaintiff Platten was subjected to ongoing sexual harassing behavior by her co-

workers and her supervisor, Mr. Fryer.

-2-

17.

Plaintiff Platten complained of the harassing conduct to her supervisor, Mr. Fryer. However, Defendant ABC Corporation took no action to correct the inappropriate conduct or prevent future harassment directed against Plaintiff Platten.

18.

The conduct that Plaintiff experienced was sufficiently severe or pervasive to establish a hostile work environment.

COUNT II- RETALIATION

19.

Plaintiff Platten re-alleges and incorporates by reference Paragraphs 1 though 14 above as though fully set forth herein.

20.

Plaintiff Platten was subjected to retaliation for reporting sexual harassment through a false and defamatory evaluation and then by terminating her employment

WHEREFORE, Plaintiff, Jaclyn Platten having set forth their Complaint in this matter, pray that the Court enter judgment in their favor and against the Defendant as

follows:

1. That Plaintiff be reinstated.

2. That Plaintiff recover lost wages that resulted from Defendant's illegal

actions.

3. That Plaintiff recover compensatory damages in an amount to be determined at trial for pain and suffering and loss of enjoyment of life resulting from Defendant's illegal conduct.

- 4. That Plaintiff recover punitive damages.
- 5. That Plaintiff recover the costs incurred in this matter together with such

other and further relief as the Court may deem proper.

LANONROF JR. Attorney for Plaintiff

Atlanta:430749. J

IN THE DISTRICT COURT DISTRICT OF ANYWHERE

Jaclyn Platten

Plaintiff,

٧.

ABC COMPANY

Defendant.

CIVIL ACTION NO.: 05-678-123

ANSWER AND DEFENSES

AFFIRMATIVE DEFENSES

FIRST DEFENSE

Some or all of Plaintiff's claims are barred by the doctrine of waiver.

SECOND DEFENSE

Some or all of Plaintiff's claims are barred by the doctrine of estoppel.

THIRD DEFENSE

Plaintiff's claims of harassment are barred to the extent that she unreasonably failed to take advantage of any preventive or corrective opportunities provided by Defendant or to otherwise avoid harm.

FOURTH DEFENSE

If Plaintiff has been damaged, which Defendant denics, Plaintiff's claims are barred to the extent that Plaintiff failed to exercise due diligence to mitigate her alleged damages.

ANSWER 1.

Defendant is without sufficient knowledge of information to admit, or deny the allegation set forth in Paragraph 1 of Plaintiff's Complaint.

2.

Defendant admits the allegation in Paragraph 2 of Plaintiff's Complaint.

JURISDICTION

3.

Defendant admits the allegation in Paragraph 3 of Plaintiff's Complaint.

4.

Defendant admits the allegation in Paragraph 4 of Plaintiff's Complaint.

FACTUAL BACKGROUND

5.

Defendant admits the allegation in Paragraph 5 of Plaintiff's Complaint. 6.

Defendant admits the allegation in Paragraph 6 of Plaintiff's Complaint. 7.

Defendant denies the allegation in Paragraph 7 of Plaintiff's Complaint.

8.

Defendant denies the allegation in Paragraph 8 of Plaintiff's Complaint.

9.

Defendant admits only that Mr. Fryer sent Plaintiff an email inviting her to participate in the business trip to St. Louis. Defendant denies the remaining allegations in Paragraph 9 of Plaintiff's Complaint.

10.

Defendant denies the allegation in Paragraph 10 of Plaintiff's Complaint.

11.

Defendant denics the allegation in Paragraph 11 of Plaintiff's Complaint.

12.

Defendant admits only that Mr. Fryer gave Plaintiff Platten a performance review which indicated that her performance "needed improvement." Defendant denies the remaining allegations in Paragraph 12 of Plaintiff's Complaint.

13.

Defendant admits the allegation in Paragraph 13 of Plaintiff's Complaint.

14.

Defendant admits only that Ms. Holman terminated Plaintiff's employment on November 15, 2006. Defendant denies the remaining allegations in Paragraph 14 of Plaintiff's Complaint.

COUNT I: SEXUAL HARASSMENT

15.

Defendant repeats, repleads, and incorporates by reference its responses to Paragraph 1 though 14 above as though fully set forth herein. 16.

Defendant denies the allegation in Paragraph 16 of Plaintiff's Complaint.

17.

Defendant denies the allegation in Paragraph 17 of Plaintiff's Complaint.

18.

Defendant denies the allegation in Paragraph 18 of Plaintiff's Complaint.

COUNT II- RETALIATION

19,

Defendant repeats, repleads, and incorporates by reference its responses to Paragraph 1 though 14 above as though fully set forth herein.

20.

Defendant denies the allegation in Paragraph 20 of Plaintiff's Complaint.

To the extent that the paragraph beginning with "WHEREFORE" requires a response, Defendant denies that Plaintiff is entitled to judgment for any relief whatsoever, and denies any remaining and further allegations of such paragraph. Further, Defendant denies each and every averment of the Complaint not heretofore specifically admitted, denied, or controverted.

Patricia Griffith

Attorney for Defendant

Atlanta:430751.1

	WORK MANAGEMENT			
Timeliness of Assignment Completion	/	NOT OBSERVED		
Almost all assignments completed promptly or even ahead of deadlines.	Most assignments are completed in a reasonable period of time and meets most deadlines.	Completion of work in a timely fashion occurs less than half of the time or deadlines are too frequently missed.		
Efficiency/Productivity	/	NOT OBSERVED		
Exceptional producer; generates maximum output efficiently and accurately.	Consistently meets expectations for work produced.	Output is below acceptable level.		
Accuracy in Document Preparation		NOT OBSERVE		
Documents are almost always accurate, requiring minimum supervision/review. Edits and improves overall work product.	Documents contain a minimal number of mistakes.	Documents contain frequent errors, requiring diligent supervision/review.		
Document Management		NOT OBSERVE		
promptly and accurately.	Mail, faxes and deliveries are usually handled in a reasonable time.	Mail, faxes and deliveries are sometimes mislaid causing mild work disruptions.		
Critical Events Calendar Management		NOT OBSERVE		
Keeps in good order, notifies me in advance of deadlines, makes certain of compliance.	Usually keeps in good order, occasional problem discovered and rectified.	Keeps in good order with continued supervision		
Filing		NOT OBSERVE		
Completed on a daily basis. Supervision of File Clerks, if used, is excellent. Only very rarely are documents misfiled - documents are never lost.	Generally current by end of week - always by month-end. Supervision of File Clerks, if used, could use attention as documents are misfiled too often (15% or more).	Filing is rarely up to date. Use of File Clerk used, requires serious attention. Documents found misfiled often (25% or more of the tim		
Comments:		L		
		PLAINTIFF'S EXHIBIT		
	1			

	PROFESSIONAL ATTRIBUTES			
Follows Instruction/Solves Problems		NOT OBSERVE		
Exceptional ability to understand instructions and learn. Very keen and alert.	Grasps instructions with average ability. Can solve some problems.	Requires more than average instruction and explanations. Solves few problems alone.		
Judgment	/	NOT OBSERV		
Demonstrates exceptional reasoning skills and decisions.	Generally exercises sound judgment to arrive at effective solutions.	Occasional lapses in judgment.		
Initiative	/	NOT OBSERV		
Regularly anticipates needs and potential problems and follows through; performs the most difficult jobs independently.	Generally solves routine problems as they occur; performs some tasks independently.	Displays little initiative when job routine val unusual circumstances arise. Often must out fires.*		
Organization	/	NOT OBSER		
Extremely efficient use of time and resources; sets outstanding example for others.	Tasks are completed within deadlines.	Poor management of time and resources; consistent problem meeting deadlines.		
Telephone Demeanor		□ NOT OBSER		
Answers promptly, courteously and professionally, providing timely accurate messages.	Some elements of phone demeanor are an occasional problem.	Lacks necessary skills. Messages sometime incomplete or insufficient.		
Performance Under Pressure				
Always Maintains performance and composure, even under extreme pressure.	Even-tempered; handles routine job pressures.	Occasional display of behavior sufficient to disrupt others and hinder performance.		
even under extreme pressure.		aisrupt omers and ninder performance.		

3ehavior/Attitude		
	1	NOT OBSERVE
Always conducts self in a professional manner. Is courteous and consistent with all firm policies, including not speaking negatively about firm's attorneys, co-worker, supervisors, or others. Remains positive when changes are made to procedures, routine, environment, and/or responsibilities. Demonstrates this by cooperating and adhering to the changes.	Usually conducts self in a professional manner and is consistent with most firm policies. Usually remains positive when changes are made to procedures, routine, environment, and/or other responsibilities.	Consistently conducts self in an unprofessional way; is inconsistent with firm policies. Not cooperative when changes are made and does not adhere to change in procedure, routine, environment, and/or responsibility.
Comments:	USE OF WORK DAY	
Attendance/Scheduling of PTO		
Always regular and prompt; usually plans time off	Usually present and on time.	Lax in attendance and/or reporting on time. Often schedules time off with little or no advance
in advance. Comments:		notice.
Comments: Meets Expecta		
Comments:		
Comments: Meets Expecta		

WORK MANAGEMENT							
Timeliness of Assignment Completion							
Almost all assignments completed promptly or even ahead of deadlines.	Most assignments are completed in a reasonable period of time and meets most deadlines.	Completion of work in a timely fashion occurs less than half of the time or deadlines are too frequently missed.					
Efficiency/Productivity	1	NOT OBSERVE					
Exceptional producer; generates maximum output efficiently and accurately.	Consistently meets expectations for work produced.	Output is below acceptable level.					
Accuracy in Document Preparation							
 Documents are almost always accurate, requiring minimum supervision/review. Edits and improves overall work product. 	Documents contain a minimal number of mistakes.	Documents contain frequent errors, requiring diligent supervision/review.					
Document Management		NOT OBSERV					
Mail, faxes and deliveries are handled and routed promptly and accurately.	Mail, faxes and deliveries are usually handled in a reasonable time.	Mail, faxes and deliveries are sometimes mistai causing mild work disruptions.					
Critical Events Calendar Management		NOT OBSERV					
Keeps in good order, notifies me in advance of deadlines, makes certain of compliance.	Usually keeps in good order, occasional problem discovered and rectified.	Keeps in good order with continued supervision					
Filing	J						
Completed on a daily basis. Supervision of File Clerks, if used, is excellent. Only very rarely are documents misfiled - documents are never lost.		Filing is rarely up to date. Use of File Clarks, used, requires serious attention. Documents a found misfiled often (25% or more of the time					
Comments:	l						

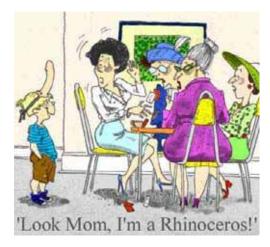
	PROFESSIONAL ATTRIBUTES	
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exceptional ability to understand instructions and learn. Very keen and alert.	Grasps instructions with average ability. Can solve some problems.	Requires more than average instruction and explanations. Solves few problems alone.
ludgment		V NOT OBSERVE
Demonstrates exceptional reasoning skills and decisions.	Generally exercises sound judgment to arrive at effective solutions.	Occasional lapses in judgment.
nitiative		
Regularly anticipates needs and potential problems and follows through; performs the most difficult jobs independently.	Generally solves routine problems as they occur; performs some tasks independently.	Displays little initiative when job routine varies unusual circumstances arise. Often must "pu out fires."
Organization		NOT OBSERV
Extremely efficient use of time and resources; sets outstanding example for others.	Tasks are completed within deadlines.	Poor management of time and resources; consistent problem meeting deadlines.
Telephone Demeanor		NOT OBSERV
Answers promptly, courteously and professionally, providing timely accurate messages.	Some elements of phone demeanor are an occasional problem.	Lacks necessary skills. Messages sometime incomplete or insufficient.
Performance Under Pressure	NOT OBSERVED	
		Occasional display of behavior sufficient to disrupt others and hinder performance.

Behavior/Attitude		
Always conducts self in a professional manner. Is courteous and consistent with all firm policies, including not speaking negatively about firm's attorneys, co-worker, supervisors, or others. Remains positive when changes are made to procedures, routine, environment, and/or responsibilities. Demonstrates this by cooperating and adhering to the changes.	Usually conducts self in a professional manner and is consistent with most firm policies. Usually remains positive when changes are made to procedures, routine, environment, and/or other responsibilities.	Consistently conducts self in an unprofessiona way; is inconsistent with firm policies. Not cooperative when changes are made and doe not adhere to change in procedure, routine, environment, and/or responsibility.
Comments:		
	USE OF WORK DAY	
Attendance/Scheduling of PTO		
Always regular and prompt; usually plans time of		Lax in attendance and/or reporting on time. Often schedules time off with liftle or no advan
in advance.		notice.
Comments: Needs Improv		
Comments: Needs Improv		
Comments: Needs Improv		
Comments:		

To:Camric Shultz; Brett Stovern, Jaclyn Platten; Chuck Brown; Mile
Grunnet; Mike Robert; Curt DurbenFrom:Ben FyerSent:May 20, 2006Subject:Very Funny!



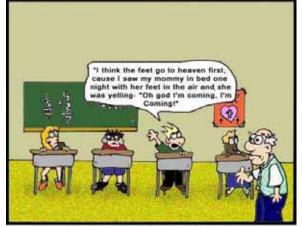
"I think it's called a scale, but mom calls it a @#\$&% liar!"





How come you always buy balloons for Dad and not for me?





One day in Sunday school the teacher asked the kids what body part did they think should go to heaven first.



Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Charges	Long Dist/ Other Chgs	Total
/26	7:05A	678-614-6896	Peak	IN Allow	Stockbridg GA	Mobile CL	2			
7/26	7:42A	678-614-6896	Peak	IN Allow	Stockbridg GA	Mobile CL	2			
//26	11:57A	678-614-6896	Peak	1N Allow	McDunough GA	Incoming CL	2			
7/26	3:55P	000-000-0086	Peak	PlanAllow,CallVM	McDonough GA	Voice Mail CL	1			
7/26	3:57P	770-318-4041	Peak	IN Allow	McDonough GA	Atlanta NE GA	1			÷
7/26	3:58P	770-318-4041	Peak	IN Allow	McDonaugh GA	Incoming CL	6			
7/26	4:03P	678-614-6896	Peak	IN Allow	McDonaugh GA	Mobile CL	1			
7/26	4:04P	404-888-3891	Peak	PlanAllow	McDonough GA	Atlanta GA	2			
7/26	4:23P	7703184041	Peak	IN Allow	Stockbridg GA	Mobile CL	12			
7/26	4:36P	678-614-6896	Peak	IN Allow	McDonough GA	Mobile CL	3			
7/28	5:10P	678-614-6896	Peak	IN Allow	McDanaugh GA	Mobile CL	6			
7/26	5:16P	678-614-6896	Peak	IN Allow	McDanough GA	Mobile CL	.4			-
7/26	9:56P	678-614-6896 0	ffPeak	IN Allow	Stockbridg GA	Incoming CiL	1			-
7/26	10:14P	678-614-6896 0	ff-Peak	IN Allow	Stockbridg GA	Mobile CL	1			
7/26	10:15P	678-614-6896 0	ff-Peak	IN Allow	Stockbridg GA	Incoming CL	6		,	-
7/27	7:15A	678-614-6896	Peak	IN Allow	Stockbridg GA	Mobile CL	2			-
7/27	5:04P	678-614-6896	Peak	IN Allow	McDonough GA	Mobile GL	2		~-	
7/27	5:10P	678-300-6978	Peak	IN Allow	McDoneugh GA	Incoming CL	1			-
7/27	5:14P	678-300-6978	Peak	IN Allow	McDencugh 6A	Mobile CL	3			-
7/27	5:26P	678-245-2944	Peak	PlanAllow	Stockbridg GA	Atlanta NE GA	1			~
7/27	5:26P	678-245-2944	Peak	PlanAllow	Stockbridg GA	incoming CL	1			-
7/27	5:30P	678-300-6978	Peak	IN Allow	Stockbridg GA	Incoming CL	1			
7/27	5:39P	678-245-2944	Peak	PlanAllow	Stockbridg GA	Atlanta NE GA	1			-
7/27	5:46P	678-614-6896	Peak	IN Allow	Stockbridg GA	Mobile CL	` 1			
7/27	5:46P	678-614-6896	Peak	IN Allow	Stockbridg GA	Incoming CL	2			-
7/27	5:49P	770-527-5585	Peak	PianAllow	Stockbridg GA	Atlanta NE GA	2			-
7/27	5:50P	678-300-6978	Peak	IN Allow	Stockbridg GA	Mebile CL	1			-
7/27	6:41P	678-614-6896	Peak	IN Allow	Stockbridg GA	Incoming CL	4			-
7/27	6:58P	678-614-6896	Peak	IN Allow	Stockbridg GA	Atlanta NE GA	1			-
7/27	6:59P	770-914-6311	Peak	PlanAllow	Stockbridg GA	Atlanta So GA	1			
7/27	6:59P	678-614-6896	Peak	IN Allow	Stockbridg GA	Atlanta NE GA	1			
7/27	7:01P	678-614-6896	Peak	IN Allow	Stockbridg GA	Incoming CL	2 .			
7/27	8:20P	770-474-1406	Peak	PlanAllow	McDonough GA	Atlanta So GA	2			
7/28	8:23A			PromoAllow	Jonesboro GA	Incoming CL	1			
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7/28	9:50A			IN Allow	Lake City GA	Atlanta NE GA				
7/28	10:01A			IN Allow	Slockbridg GA	Incoming CL	7			
7/28	10:14A			IN Allow	Stockbridg GA	Atlanta NE GA	1			
7/28	12:21P			IN Allow	Stockbridg GA	Mobile CL	1			
7/28	1:302	_		IN Allow	Lithonia GA	Incoming CL	2			
				IN Allow	Lithonia GA	Mobile CL	3			
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7/28	2:17P			IN Allow	Stockbridg GA	Mobile CL.	2			
7/28	2:52P			IN Allow	Stockbridg GA	Mobile CL			PLAIN	FIF
7/28	3:06P 3:08P			IN Allow	Stockbridg GA Stockbridg GA	Atlanta NE GA	1		EXH	186

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LAINTIFF'S

Jaclyn Platten

To: Jaciyn Platten

Subject: Travel Plans

From: Ben Fryer Sent: July 15, 2006 To: Jaclyn Platten Subject: Travel Plans Jaclyn, I need to travel to St. Louis next week. Would you like to join me? Let me know. It will be fun.

SUPERVISOR/MANAGER ACKNOWLEDGEMENT AT ABC COMPANY

As a manager or supervisor at ABC Company, I acknowledge receipt of the company's Equal Employment Opportunity Policy. I understand that the company may be held responsible for acts of harassment that I commit, condone, tolerate, or fail to investigate. Therefore, if I know of, or have reason to suspect, any act of harassment or the existence of a hostile, intimidating, or offensive work environment and I fail to report it to higher management, both the company and I can be placed in jeopardy.

I understand, that, because I am a member of management, I may not make sexual advances, welcome or unwelcome, toward any employee. I will conduct myself in accordance with the company's policies. I will immediately report any act, allegation or rumor of harassment to a higher member of management. I will support appropriate corrective action, including investigation of the claims, and I will not retaliate against any person who has reported the existence of such improper conduct.

Finally, I understand that if I violate any aspect of this policy that I will be subject to immediate discipline, up to and including termination, and that I can be sued and may be held personally liable for my acts or omissions.

Ben F. F. Gen-Supervisor



9/4/2007

REPORTING UNWELCOME HARASSMENT AT ABC COMPANY

All employees have an obligation to stop harassment and discrimination from occurring and to report any conduct that violates this policy that they observe. If you feel that your employment is being affected by sexual harassment directed toward you or toward any other employee, you should report your concerns to one of the following individuals: (1) Human Resources Employee at your facility; (2) The most senior member of management at your facility; or (3) The Chief Financial Officer of ABC Company.

You will be asked to reduce your complaint to writing and a thorough investigation of your complaint will be conducted immediately. You will be advised of the results of the investigation in writing.

If you are dissatisfied with the response you receive to your complaint, or if you do not feel your complaint is being investigated appropriately, you should submit your complaint to the next higher member of management.

Jadyn C. Plattin Employee

