



OFFICE OF INDIGENT  
DEFENSE SERVICES  
SAFEGUARDING JUSTICE

NCIDS.org

NORTH CAROLINA OFFICE OF INDIGENT DEFENSE SERVICES

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CHAIR

CHIEF PUBLIC DEFENDER/ STATEWIDE DEFENDER CERTIFICATION THAT ALL OFFICE EMPLOYEES ARE  
FAMILIAR WITH THE ADMINISTRATIVE OFFICE OF THE COURTS UNLAWFUL WORKPLACE HARASSMENT  
POLICY

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**Instructions:** The Chief Public Defender/ Statewide Defender should complete and sign this certification on a biennial basis. The Chief Public Defender/ Statewide Defender in each office should then email the certification to General Counsel, Indigent Defense Services, at [Whitney.B.Fairbanks@nccourts.org](mailto:Whitney.B.Fairbanks@nccourts.org).

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1. I am the Chief Public Defender of Defender \_\_\_\_.  
I am the head of a statewide defender office (check below):
  - Office of Appellate Defender
  - Office of Capital Defender
  - Office of Juvenile Defender
  - Office of Parent Defender
  - Office of Special Counsel
2. All employees in my office have read the Administrative Office of the Court Unlawful Workplace Harassment Policy (Effective June 26, 2015) and have signed a certification that they understand and agree to abide by the policy.
3. I have also read, understand, and agree to abide by the policy.

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Name

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Title

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Signature

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Date

**Attachment A – Policy History**

Policy Name:	Chief Public Defender/ Statewide Defender Certification that all Office Employees are Familiar with the Administrative Office of the Courts Unlawful Workplace Harassment Policy
Policy Number:	07.01A.01
Custodian:	General Counsel
Effective Date:	2023.05.01
Next Review Date:	2025.05.01, unless reviewed earlier
Location:	<a href="https://ncids.org">For Public Defenders - Indigent Defense Services (ncids.org)</a>
Revision History	Policy adopted September 25, 2009.