



The American Institute of Architects, Orlando Chapter (AIA Orlando) Harassment Policy

Purpose

AIA Orlando, a component of the American Institute of Architects (the “Institute”), and its members are committed to full compliance with all laws and regulations and to maintaining the highest ethical standards in the way we conduct our operations and activities. AIA Orlando strives to promote and maintain a working environment in which people are treated with dignity, decency and respect. In keeping with these commitments, AIA Orlando will not tolerate any form of unlawful discriminatory or harassing conduct, including but not limited to sexual harassment, and we are committed to enforcing this policy at all levels within AIA Orlando. AIA Orlando also will not tolerate retaliation against any Covered Individual for reporting such conduct.

Who Is Covered by the Policy

This policy applies to the following persons, referred to as Covered Individuals:

- AIA Orlando Staff
- Members of the AIA Orlando Board of Directors (or other governing body).
- Individuals who act on AIA Orlando’s behalf through election, appointment (including appointment to a committee), or Board action, or under authority from its Bylaws or Rules of the Board.
- Individual members of AIA Orlando engaged in activities relating to the business of the AIA such as meetings and events, continuing education sessions, tours, and other AIA-related activities.

Prohibited Conduct

This policy prohibits unlawful discriminatory or harassing behavior, including sexual harassment, that creates an environment that is hostile, intimidating or offensive to reasonable people, and is directed toward a person because of his or her sex, race, color, religion, national origin, citizenship, age, marital status, personal appearance, sexual orientation or identification, family responsibilities, physical or mental disability, political affiliation, veteran status, or other status protected under the laws of the jurisdiction(s) in which AIA Orlando is present or the relevant activities take place.

As confusion sometimes arises in regard to the meaning of sexual harassment in particular, a specific reference is necessary. Sexual harassment is offensive, unsolicited, and unwelcome conduct based upon sex, whether physical, verbal or visual in nature and whether directed towards a person of the opposite or same sex. Sexual harassment may include explicit sexual propositions, sexual innuendo, sexually suggestive communication, sexually graphic communication, sexually graphic images, and physical contact of a sexual nature, as to create a discriminatorily abusive environment.

Accordingly, no Covered Individual shall:

- Engage in or facilitate any unlawful discriminatory or harassing behavior, speech or other conduct, including sexual harassment, directed toward AIA Orlando officers, directors, members, staff, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, guests, or others in connection with AIA Orlando activities.

AIA Orlando also prohibits retaliation against any Covered Individual who reports such conduct or cooperates with the investigation of any such reported conduct.



AIA Orlando Harassment Policy Page 2

Reporting a Violation

Violations of this Policy may be reported to the AIA Orlando Board of Directors and/or the AIA Orlando Executive Director and it is encouraged that violations be reported promptly. However, AIA Orlando cannot take prompt and effective action unless each Covered Individual assumes the responsibility of promptly reporting the facts of any incident of discrimination, harassment or retaliation by completing and submitting the **Confidential Harassment Complaint Form** to the AIA Orlando Executive Director and/or to the AIA Orlando Board of Directors (“Board”) as soon as possible after an incident has occurred, in order to initiate the investigation of a complaint.

An investigation of any reported violation of this policy will be conducted, as promptly and thoroughly as possible, by the Board, one of its members, by legal counsel retained by AIA Orlando or by such other person(s) that the Board may designate. Every reasonable effort, to the extent practicable, will be made to maintain the confidentiality of all information disclosed in the process, which will only be implemented on a need-to-know basis to facilitate the investigation and resolution.

Board Action

After an investigation has been completed, the resulting findings will be reported to the Board, as well as the complainant and the accused. If an investigation confirms that a violation of this policy has occurred, corrective action shall be taken as may be appropriate and authorized under applicable law and under the governing documents, bylaws and/or rules of AIA Orlando and the Institute. If a Board member has been charged with the pertinent policy violation, he or she may present arguments and supporting evidence on his or her behalf, but will not otherwise influence or participate in the Board’s proceedings on the violation.

If either a complainant or accused is dissatisfied with AIA Orlando’s handling of an alleged violation of this policy, he or she may contact AIA Florida at 850-222-7590. If either a complainant or accused is dissatisfied with AIA Florida’s handling of an alleged violation of this policy, he or she may contact the General Counsel of the American Institute of Architects, Jay Stephens, at jstephens@aia.org.

Alleged Violations of the American Institute of Architects’ Code of Ethics

Certain acts may violate the [American Institute of Architects’ Code of Ethics and Professional Conduct](#), and therefore might be the subject of a complaint to the Institute’s National Ethics Council. For more information, please contact the Institute’s General Counsel, Jay Stephens.

****Nothing in this policy prevents the complainant or the accused from pursuing formal legal remedies or resolution through local, state or federal agencies or the court system.****

Please refer to AIA Orlando Harassment Procedure

Attached Forms

- AIA Orlando Confidential Harassment Complaint Form