



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

Procedure

In keeping with its commitment to promote and maintain a working environment in which people are treated with dignity, decency, and respect, AIA Orlando provides the opportunity for Covered Individuals (as defined in the Harassment Policy) to promptly report unlawful discriminatory or harassing behavior. Any Covered Individual that believes she or he has been subjected to unlawful discriminatory or harassing behavior has the responsibility and is encouraged to promptly report 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.

AIA Orlando has established the following procedure for filing a complaint of harassment, discrimination or retaliation. AIA Orlando will treat all aspects of the procedure confidentially, to the extent reasonably possible.

- Fully executed **Confidential Harassment Complaint Forms** should be submitted to the AIA Orlando Executive Director or the AIA Orlando Board of Directors as soon as possible after an incident has occurred.
- After receiving a fully executed **Confidential Harassment Complaint Form**, the complaint will be reviewed and investigated as promptly 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, to determine whether a violation of the Harassment Policy has occurred.
- After an investigation has been completed, the findings will be reported to the AIA Executive Director and/or the Board, which will discuss those findings and recommendations for resolution of the complaint.
- If an investigation determines that a violation of this policy has occurred, corrective action will be taken as may be appropriate and authorized under applicable law and under the governing documents, rules and bylaws of the Institute and of AIA Orlando.
- Once a final decision has been made, the complainant and the accused will be notified of the investigation findings and of any corrective action to be taken.
- 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 at jstephens@aia.org.

Please refer to AIA Orlando Harassment Policy

Attached Documents

- **AIA Orlando Confidential Harassment Complaint Form**