



AIA
United Kingdom

The American Institute of Architects

AIA United Kingdom
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Anti-Harassment Policy (All members, volunteers and employees of AIA UK)

Article I Purpose

The AIA United Kingdom Chapter (AIA UK) expects all AIA UK members, volunteers and employees to be in full compliance with all laws and regulations and to act to the highest ethical standards at all times in the way operations, activities and events are conducted. This policy is designed to prevent sexual and other types of harassment within the AIA UK Chapter, and to provide corrective action as appropriate.

Article II Who the Policy Covers

This policy relates in particular to AIA UK Officers, Board of Directors, Board Correspondents and AIA event organisers, but also applies generally to all AIA UK employees, volunteers and all categories of AIA UK membership actively engaged in any activity under the name of the AIA UK Chapter through election, appointment (including appointment to a committee), or Board action or under authority from the Chapter Bylaws. Those covered will be referred to as AIA UK Volunteers.

Article III Prohibited Conduct

This policy prohibits discriminatory or harassing behaviour (that is, unwelcome conduct) directed toward a person because of his or her sex, race, colour, religion, national origin, age, marital status, personal appearance, sexual orientation or identification, family responsibilities, physical or mental disability, political affiliation or other status protection under the laws of the jurisdiction in which the AIA UK Chapter is present or the relevant activity takes place.

Accordingly, no AIA Volunteer shall:

- engage in or facilitate any discriminatory or harassing behaviour directed toward AIA officers, directors, members, other AIA Volunteers, staff, meeting or event attendees, exhibitors, advertisers, sponsors, suppliers, contractors, guests, or others in connection with activities relating to the AIA.
- engage in speech or conduct which is disparaging or derogatory of persons based on any of the factors mentioned above.



Article IV Reporting a Violation

Violations of this policy may be reported to the AIA UK's Board of Directors via addresses set out in the AIA UK Website (www.aiauk.org) for the President, Vice President, Secretary or Executive Secretary. The Board will be responsible for resolving any reported violation, and will determine an appropriate course of action. This will ordinarily involve a prompt inquiry or investigation, which shall be conducted with utmost discretion and be kept confidential to the greatest extent possible. The Secretary (or by one of more of the Board members delegated by the Board) will be responsible for investigating any reported violation, and will present his or her written findings and recommendations to the Board within a reasonable timeframe. If there is a conflict of interest, or as directed by the Board, independent counsel will be retained to conduct the investigation, and to present findings and recommendations to the Board.

Article V Board Action

After receiving the Secretary's findings and recommendations, the AIA UK Board of Directors shall conduct such proceedings and take such corrective action as may be appropriate and authorized under applicable law and the Chapter Bylaws, or take other actions against the member violating the Policy, including a ban on UK Chapter board or committee membership, event organisation, convention delegation status and other positions representing the UK Chapter. The actions might also include directing the violating member to refrain from contact with the individual being harassed or ejecting the member from the event at which the harassment takes place.

If a Board member has been charged with the pertinent 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 the AIA UK Board of Directors fails to address an alleged violation in the manner shown above, the person reporting the alleged violation may contact the General Counsel of the American Institute of Architects at jstephens@aia.org.

Article VI Alleged Violations of the AIA Code of Ethics

Certain acts may violate the AIA Code of Ethics and Professional Conduct and, therefore, might be subject of a complaint to the Institute's National Ethics Council. Please refer to the AIA Code of Ethics and Professional Conduct web page for more information.



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ACKNOWLEDGEMENT AND DISCLOSURE FORM

To be signed once each year by AIA Board of Directors, Event Organisers and AIA Volunteers functioning on behalf of the Board.

I have received, read and understand the Anti-Harassment Policy of the AIA United Kingdom Chapter (AIA UK) set forth above, and agree to comply fully with its terms and conditions at all times during my relationship with the AIA UK.

Signature:

Printed Name:

Date:
