



## Anti- Harassment Policy

### Purpose

AIA California Central Coast (a component of the American Institute of Architects (AIA)) 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. This policy is designed to prevent sexual and other types of harassment within AIA California Central Coast, and to provide for corrective action as appropriate.

### Who Is Covered by the Policy

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

- members of the AIA California Central Coast Board of Directors (or other governing body).
- all individuals who act on AIA California Central Coast's behalf through election, appointment (including appointment to a committee), or Board action, or under authority from its Bylaws or Rules of the Board.
- AIA California Central Coast staff
- all individual members of AIA California Central Coast engaged in activities relating to the business of the AIA such as meetings and events, continuing education sessions, tours, and any other AIA-related activities.
- all other individuals engaged in activities relating to the business of AIA California Central Coast such as meetings and events, continuing education sessions, tours, and any other AIA California Central Coast related activities.

### Prohibited Conduct

This policy prohibits discriminatory or harassing behavior (that is, unwelcome conduct) directed toward a person because of his or her sex, race, color, religion, national origin, age, marital status, personal appearance, sexual orientation or identification, family responsibilities, physical or mental disability, political affiliation, or other status protected under the laws of the jurisdiction(s) in which AIA California Central Coast is present or the relevant activities take place.

Accordingly, no Covered Individual shall:

- engage in or facilitate any discriminatory or harassing behavior directed toward AIA officers, directors, members, staff, meeting 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, in connection with activities relating to the AIA.

### Reporting a Violation

Violations of this policy may be reported to the AIA California Central Coast Board of Directors. 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. Such inquiry or investigation shall be conducted by the Board or by one or more of its members, by legal counsel retained by AIA California Central Coast, or by such other person(s) as the Board may designate.



**Board Action**

Promptly after the inquiry or investigation has been completed, the resulting findings will be reported to the Board. The Board shall then conduct such proceedings and take such action as may be appropriate and authorized under applicable law and under the governing documents of the Institute and of AIA California Central Coast. 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 Board of AIA California Central Coast fails to address an alleged violation in the manner shown above, the person reporting the alleged violation may contact AIA California Council at [www.aiacc.org](http://www.aiacc.org) in Sacramento, California. If AIA California Council fails to respond, the person reporting the alleged violation may contact the General Counsel of the American Institute of Architects at [jstephens@aia.org](mailto:jstephens@aia.org).***

**Alleged Violations of the AIA Code of Ethics**

Certain acts may violate the [AIA 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, go to the link provided above.

All members of the AIA California Central Coast Board of Directors, it’s officers and members of its committees are required to receive this policy annually and acknowledge receipt.

I have received a copy and read “The American Institute of Architects, California Central Coast Harassment Policy” and agree to comply with the guidance shown there.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_