APPENDIX D

**RESPONSIBILITY CLAIMED OR CREDIT DUE**

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| **1. INSTRUCTIONS TO** **COMPLAINANT** | If all or part of your Complaint relates to responsibility claimed or credit due for projects or other work, the procedure described in this Appendix D must be followed and documented before your Complaint will be heard. If necessary to preserve your rights to a timely filing under Section 3.2 of the Rules of Procedure, you should file a Complaint prior to or concurrent with this procedure. |
| **2. INSTRUCTIONS TO** **RESPONDENT** | The receipt of this form, or communications regarding it, indicates that the filing of a Complaint against you for the alleged violation of the AIA Code of Ethics and Professional Conduct may be pending. Your good faith participation in the procedure described here will assist in the fair disposition of this matter and can serve to expedite its resolution. |
| **3. REQUIRED PROCEDURE** |

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| **COMPLAINANT** |
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|  |  **START** | You believe the Respondent violated the Code by improperly claiming responsibility or attributing credit for work. Have the alleged violations been satisfactorily corrected in the time since they occurred? **Initial one box only.** |  |
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|  |  | YES | **- - -** |  |  |  NO | - - - |  |  |  |  |
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|  | Did the parties enter a written or oral agreement regarding proper attribution prior to this alleged violation? **Initial one box only.** |  |
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|  |  | NO | **- - -** |  |  |  |  |  | YES | **- - -** |  |
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| REPEAT AT LEAST ONCE | Propose actions for the Respondent to take that would correct the alleged violation(s). Be specific. If these actions involve the correction of any wording, for example, write out the exact language proposed. |  |  |
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|  | Mail (certified) or e-mail the prior agreement or your new proposal for correction along with this form to the Respondent.  **Attach a copy as Exhibit(s) D-****#\_\_**, **D-#\_\_ ,,,** |  |
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|  | Do you accept the implemented corrections and proposed further modifications, if any? **Initial one box only.** |  |
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|  |  | NO | **- - -** |  | DEADLOCK | **- - -** |  | YES | - - - |  |
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|  | Consider other methods to seek resolution, including face-to-face meetings or private mediation. **Attach a dated list of these actions as Exhibit D-#\_\_**. |  |  |
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| **RESPONDENT** |
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|  | Implement all aspects of the Complainant's proposal with which you agree. |  |
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|  | Propose modifications to any aspects of the Complainant's proposal with which you disagree. Be specific. |  |
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|  | Provide date and evidence of corrections that you implemented. Provide proposed modifications to Complaint's proposal. Mail (certified) or e-mail to Complainant. **Attach a copy as Exhibit(s) D-#\_\_**, **D-#\_\_** ,,, |  |
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|  | **END** | Should you still choose to submit a Complaint regarding past violations of attribution, **attach this form and all its marked Exhibits to the Complaint form.** *Please be advised that the AIA cannot negotiate or enforce attribution agreements and can only assess whether a violation did occur and whether or not it merits a penalty.* |  |
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