

Responsibility Claimed or Credit Due

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

