

**AIA Complaint Form
for Reporting Harassment
(Members and Event Participants)**

If you believe that you have been subjected to sexual or other harassment, you may file a complaint with AIA by completing this form and submitting it to tona@aia.org. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting harassment by speaking with someone, you may do so by contacting Terry Ona, Esq., General Counsel, at (202) 626-7375.

COMPLAINANT INFORMATION

Name: _____ Home/Work/Cell Phone: _____

Address: _____ Other Phone: _____

Email: _____

Select Preferred Communication Method: Email Phone In person

COMPLAINT INFORMATION

1. Your complaint of is made about:

Name: _____ Title: _____

Address: _____ Phone: _____

Relationship to you: _____

2. Please describe what happened and how it is affecting you. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred:

Is the harassment continuing? Yes No

4. Please list the names and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (oral or written) about related incidents? If yes, when and to whom did you complain or provide information?

Signature: _____ Date: _____