

## AIA Complaint Form for Reporting Harassment

If you believe that you have been subjected to conduct in violation of the AIA's Non-Discrimination, Anti-Harassment, and Complaint Policy, you may file a complaint with AIA by completing this form and submitting it to [generalcounsel@aia.org](mailto:generalcounsel@aia.org).

If you are more comfortable reporting harassment by speaking with someone, you may do so by contacting Renée Byng Yancey, Chief External EDI Officer ([reneeyancey@aia.org](mailto:reneeyancey@aia.org) - 202.626.7454) or Terrence (Terry) Ona, Esq., Sr. VP & General Counsel ([tona@aia.org](mailto:tona@aia.org) - 202.626.7375).

**Anonymous Reporting. AIA recognizes that in some cases, individuals who have been harassed are reluctant to identify themselves. In such cases, the individual may make an anonymous report. In some instances, AIA may ask for additional information, including the individual's identity, in order to act under the policy.**

### COMPLAINANT INFORMATION

Name:

Title:

Firm:

Address:

Phone:

Email:

Select Preferred Communication Method:

Email

Phone

In person

### COMPLAINT INFORMATION

1. Individual who is the subject of your complaint:

Name:

Title:

Firm:

Address:

Phone:

Email:

Relationship to you: \_\_\_\_\_

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

3. Date(s) harassment occurred:

Is the harassment ongoing?  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 review.*

5. Have you previously submitted a complaint or provided information (oral or written) about related incidents? If yes, when and with whom were you in contact?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_