Appendix C: Responsibility Claimed or Credit Due

1. Instructions to 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 C must be followed and documented before your Complainant Complaint will be heard. The receipt of this form, or communications regarding it, indicates that the filing of a Complaint 2. Instructions to Respondent 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. **COMPLAINANT** RESPONDENT 3. Required Procedure You believe the Respondent violated the Code by improperly claiming responsibility or attributing credit STAR for work. Have the alleged violations been satisfactorily corrected in the time since they occurred? Initial one box only. YES NO Did the parties enter a written or oral agreement regarding proper attribution prior to this alleged violation? Initial one Implement all aspects of box only the Complainant's proposal with which you YES NO agree. Propose actions for the Respondent to take that Propose modifications to would correct the alleged violation(s). Be specific. If any aspects of the these actions involve the correction of any wording, Complainant's proposal for example, write out the exact language proposed. with which you disagree. Be specific. Mail (certified) or e-mail the prior agreement or your new Provide date and evidence proposal for correction along with this form to the of corrections that you Respondent. Attach as Exhibit(s) C-# implemented. Provide proposed modifications to Do you accept the implemented corrections and proposed Complaint's proposal. further modifications, if any? Initial one box only. Mail (certified) or e-mail to Complainant. Attach as Exhibit(s) D-NO DEADLOCK YES Consider other methods to seek resolution, including face-to-face meetings or private mediation. Attach a dated list of these actions as Exhibit C-# Should you still choose to submit a Complaint regarding past violations of attribution, attach this END 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.