

THE AMERICAN INSTITUTE OF ARCHITECTS
PUERTO RICO CHAPTER
SEXUAL HARASSMENT AND DISCRIMINATION POLICY

Policy Scope

This policy prohibits all sexual harassment and discriminatory behavior, or practices. This includes unwelcome or offensive conduct, which includes but is not limited to misconduct based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status. The conduct may violate this policy even if it is not motivated by sexual desire. It may be reflected in a single incident or in multiple incidents, or in a pattern of conduct.

This policy applies to all AIA Puerto Rico members, AIA Puerto Rico employees, partners, sponsors, vendors, and others in connection with AIA Puerto Rico operations, while attending or engaged in AIA Puerto Rico -hosted events or activities, or while at an AIA Puerto Rico venue (such as at AIA Puerto Rico's offices); or when participating in business or social activities or discussions at the AIA. This policy also includes behaviors that may occur via email, phone, text messages, direct messaging, social networking sites, or other means.

Examples of Sexual Harassment and Discrimination

These are various types of sexual harassment, which are strictly prohibited:

- Unwelcome physical acts, including touching of any type (such as kissing or hugging);
- Unwelcome sexual advances or propositions.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality (including sexual orientation or attraction), or the sexual experience of that person or any other person.
- Sex stereotyping, that is, viewing conduct or traits as inappropriate because they may not conform to other people's ideas about how somebody of a particular sex should act or look. (This includes stereotyping based on gender identity and expression, gender orientation, and/or transgender status);
- Sexual displays or publications (including digital publications or content), such as displaying pictures, posters, calendars, or other materials that are sexually demeaning or pornographic; and
- Hostile acts or creating hostile environments directed at people because of their sex, sexual orientation, gender identity or transgender status.

Prohibition Against Retaliation

AIA Puerto Rico wishes to ensure that people are comfortable raising their concerns without fear of reprisal. Retaliation is when someone penalizes another person for such things as:

- Reporting, or expressing an intent to report, what the person believes in good faith to be harassment, or another violation of this policy;
 - Assisting another person in reporting a violation of this policy; and
 - Participating in any investigation under this policy.
- AIA strictly prohibits retaliation.

Reporting a Violation

AIA Puerto Rico encourages individuals being harassed or discriminated against to firmly and promptly tell the offender that the behavior is unwelcome. AIA Puerto Rico also recognizes power and status differences between an individual and the offender may make such a confrontation uncomfortable. Such direct communication is therefore not required before filing a complaint. Violations should be reported as soon as possible; in some cases, AIA Puerto Rico may be limited in what actions it can take because of the length of time that has transpired since the violation.

Reports of harassment and discrimination will be investigated immediately.

Individuals may make a report under this policy, either orally or in writing to any of the AIA Puerto Rico Board Members.

Anonymous Reporting. AIA Puerto Rico 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 under this policy as stated above. In some instances, AIA Puerto Rico may ask for additional information, including the individual's identity, to act under this policy.

AIA Puerto Rico's Board or designee will review complaints submitted under this policy and will take such further action as may be appropriate.

Individual(s) reporting misconduct against any AIA Puerto Rico member may submit a complaint to the AIA Puerto Rico's Board who may refer the case to the AIA National Ethics Council which oversees the AIA's Code of Ethics and Professional Conduct.