

Submission of the Respondent to a Harassment Complaint

To: President or AIA Cleveland Executive Director

1. Today's Date:

2. Respondent(s)
(submitter of Response)

Name: (AIA, FAIA, Assoc. AIA, etc.)

Street Address:

City, State & Zip Code:

E-mail:

Telephone:

AIA Number If Applicable:

3. Respondent's Advisor
or Counsel:
(optional)

Do you have an Advisor or Counsel? Yes No

Name:

Street Address:

City State & Zip Code:

E-mail:

Telephone:

Respondent acknowledges that all acts and representations by this advisor or counsel will be taken as acts or representations of the Complainant.

4. Respondent's Contact if
other than self:

Name:

Street Address:

City, State & Zip Code:

E-mail:

Telephone:

AIA Number If Applicable:

All correspondence with regard to this matter will be sent to this person

5. Knowledgeable Parties
or witnesses: (attach
additional documents as
needed)

Name(s):

Phone Number:

6. Additional Statement

(Attach additional sheets
if necessary)

In addition to the facts in the Chronological Narrative in Item 6a below, I offer the following additional statements:
(Respondent may state the reason he or she believes that the alleged conduct is not harassment or the Complaint is otherwise untrue.) *[Insert or attach additional statement.]*

6a. Chronological Narrative: (proceed date-by-date through events and expands necessary)	Date	Event (state the facts of what occurred)	Supporting Exhibit(s) (when applicable)

7. Supporting Documents:
(List)

8. Other filings:

Is there currently pending civil litigation, criminal investigation, AIA National NEC, AIA National Harassment Resources, or any other proceeding concerning the subject matter of this Complaint?
 Yes No *[indicate only one]*

If yes, give details and describe the schedule for resolution as an attachment.

9. Confidentiality:

Respondent agrees to avoid public disclosure and discussion of this Complaint, the parties involved, and the issues under consideration. The Respondent may contact persons with knowledge of the matter, who are potential witnesses, or who might otherwise have information relevant to allegations in a complaint. The Respondent is discouraged from contacting the Complainant.

10. Release and Waiver:

The undersigned hereby gives consent to AIA Cleveland, its officers, directors, staff, or other members ("hereafter AIA Cleveland") for the disclosure of the Complaint and all other submission by or on behalf of Complainant to: (1) Respondent(s) named in the Complaint and any counsel or advisor designated by Respondent(s); (2) the AIA Cleveland Directors, officers, and staff whose access to the submissions is necessary for the resolution of the proceeding.

THE UNDERSIGNED, INDIVIDUALLY AND ON BEHALF OF ANY FIRM OF WHICH THE UNDERSIGNED IS AN OWNER OR MANAGER, AGREES TO RELEASE AND WAIVE AND AGREES NOT TO SUE THE AIA OR AIA CLEVELAND FOR ANY DAMAGES RESULTING OR ALLEGED TO RESULT FROM THE FILING OF THIS COMPLAINT, INCLUDING AIA CLEVELAND'S RECEIPT, REVIEW, AND ANY ACTION THEREON, INCLUDING PUBLIC DISCLOSURE OR ITS CONTENTS.

11 Respondent's Signature

Signature of Respondent

Date

Printed or Typed Name of Respondent