

Non-Discrimination

It is the policy of AIA Seattle to seek employee diversity by providing equal employment opportunities to all individuals without regard to race, gender, sexual orientation, creed, color, age, religion, marital status, veteran status, disability, national origin, or other characteristic protected by federal, state or local law. All employment decisions, including but not limited to, decisions affecting recruitment, advertising and solicitation for employment; hiring, placement, promotion, and training; discipline, treatment during employment; and compensation, shall be made in a manner consistent with this policy.

AIA Seattle complies with all applicable state and local laws providing for nondiscrimination in employment against individuals with disabilities. AIA Seattle will offer reasonable accommodation to qualified individuals with disabilities to enable them to perform their job duties, unless doing so would pose an undue hardship on the business. If you need to request accommodation in order to do your job, please inform the Executive Director.¹

AIA Seattle

Center for Architecture
& Design
1010 Western Ave
Seattle, WA 98104

T (206) 448 4938

aiaseattle.org

AIA Seattle is committed to providing a workplace that is free of verbal, physical and visual forms of unlawful harassment. Harassment in employment based on gender, sexual orientation, race, color, national origin, religion, creed, age, disability, or any other basis prohibited by law is unlawful and will not be tolerated. Any retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Because AIA Seattle takes allegations of harassment seriously, we will respond promptly to complaints and, when it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose necessary corrective action, up to and including termination.

Examples of harassment based on race, national origin, religion or other protected characteristic include, but are not limited to, cartoons, pictures or posters that depict such protected groups in a derogatory way; verbal conduct, including using derogatory comments, epithets, slurs and jokes toward such groups; or email containing derogatory material, comments or visual images.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment; submission to or rejection of such conduct is used as the basis of decisions affecting an individual's employment; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment. Sexual harassment also includes offensive

¹ Excerpted from AIA Seattle Employee Handbook, Section 2.2 – The Legal Stuff: Employment Policies



comments, jokes, innuendos and other sexually-oriented statements or the display of sexually suggestive objects or pictures.

If you experience any job-related harassment, you may file a complaint in writing or orally with the Executive Director, Managing Director or the President-Elect of the Board of Directors of AIA Seattle. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint procedures.

Upon receipt of a complaint, AIA Seattle will promptly investigate the allegation in a fair and expeditious manner, maintaining confidentiality to the extent practicable. Our investigation will generally include a private interview with the person filing the complaint, interviews with witnesses, and an interview with the person alleged to have committed the harassment. When we have completed our investigation, we will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.²

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² Excerpted from AIA Seattle Employee Handbook, Section 5.1 –Conduct: Respectful Workplace Policy (Anti-Harassment)