

**Following is the AIChE Staff Sexual Harassment Policy and the AIChE Code of Ethics and Institute Policy.**

**Whether you are an AIChE staff employee or volunteer, it is expected that your behavior be consistent with both of these policies.**

## **AIChE STAFF SEXUAL HARASSMENT POLICY**

### **PRACTICE**

Sexual harassment of any employee or job applicant in the work environment, i.e., which can include conferences, meetings and seminars, will not be tolerated and is unlawful.

### **DEFINITION**

Sexual harassment consists of sexual advances; requests for sexual favors and other physical or verbal conduct when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual;
3. The behavior is sexually oriented with the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Other sexually harassing conduct in the work environment that creates an intimidating, hostile, or offensive work environment, whether it be in the form of physical or verbal harassment, and regardless of whether committed by a supervisor, employee or non-employee (volunteer), is also prohibited. Such conduct includes, but is not limited to:

1. Sexual flirtations, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic verbal comments of a sexual nature about an individual's body;
4. Sexually degrading words used to describe an individual;
5. The display in the workplace of sexually suggestive objects or pictures; and
6. E-mail or other written messages of an inappropriate or sexually suggestive nature.

## **REPORTING AN INCIDENT OF SEXUAL HARASSMENT**

AIChE encourages the reporting of all behavior prohibited by our sexual harassment policy regardless of the offender's identity or position. Each supervisor is responsible for monitoring the work environment and stopping behavior prohibited by the policy, and contacting Human Resources if they have knowledge of a prohibited behavior.

AIChE encourages, but does not require individuals who believe they are receiving behavior prohibited by this policy, to promptly ask the offender to stop his or her unwelcomed behavior. Often this action alone will resolve the problem. If an individual feels uncomfortable talking directly with the offender, he or she should talk with his or her supervisor, the supervisor's superior, HR Director or the Executive Director.

## **NOTIFICATION**

Any individual who has received a sexual harassment complaint and/or has witnessed sexual harassment should immediately contact his or her immediate supervisor, the supervisor's superior, or the Director, Human Resources (whomever the individual prefers under the circumstances) as soon as possible, preferably on the same or following business day. If the complaint involves the Human Resources Department, then the Executive Director should be contacted. Any supervisor who has been approached by an employee or is aware of behavior prohibited by this policy must immediately contact Human Resources to report the complaint. Failure to do so can result in disciplinary action, including termination.

## **TIMELINESS IN REPORTING HARASSMENT**

AIChE encourages the prompt reporting of complaints or concerns in order that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual harassment.

## **INVESTIGATION**

Any reported allegations of sexual harassment will be investigated promptly by the Human Resources Department or Executive Director, whichever is appropriate. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct, or may have relevant knowledge.

## **CONFIDENTIALITY**

The complaint and investigation will be handled with sensitivity and confidentiality, throughout the investigation process to the extent practical and appropriate given the circumstances with regard to privacy interests of all concerned.

## **PROTECTION AGAINST RETALIATION**

Retaliation against an individual reporting sexual harassment or assisting in providing information relevant to a claim of sexual harassment (even if the claim is determined to be unfounded) is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated.

## **RESPONSIVE ACTION**

Misconduct constituting sexual harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, compensation adjustments or termination, as AIChE may believe appropriate under the circumstances. If sexual harassment has been committed in the work environment, including conferences, meetings and seminars, etc., by someone other than an employee, appropriate action will be taken to avoid repetition.

## **RECORD OF COMPLAINT AND INVESTIGATION**

AIChE will maintain a written record of each complaint, its investigation and its resolution. Written records will be maintained in confidence to the extent practical and appropriate for at least the same period as other personnel records are maintained. The complainant and accused will be notified of the findings of the investigation.

## **APPEALS PROCESS**

If a party to a complaint does not agree with its resolution, the party may file written comments with the Executive Director.

## **AIChE CODE OF ETHICS AND INSTITUTE POLICY**

**(revised and Board approved November 2015)**

The Board of Directors of the American Institute of Chemical Engineers adopted this Code of Ethics to which it expects that the professional conduct of its members shall conform, and to which every applicant attests by signing his or her membership application.

Members of the American Institute of Chemical Engineers shall uphold and advance the integrity, honor and dignity of the engineering profession by: being honest and impartial, and serving with fidelity their employers, their clients, and the public; striving to increase the competence and prestige of the engineering profession; using their knowledge and skill for the enhancement of human welfare. To achieve these goals, members shall:

1. Hold paramount the safety, health and welfare of the public and protect the environment in performance of their professional duties;
2. Formally advise their employers or clients (and consider further disclosure, if warranted) if they perceive that a consequence of their duties will adversely affect the present or future health or safety of their colleagues or the public;
3. Accept responsibility for their actions, seek and heed critical review of their work and offer objective criticism of the work of others;
4. Issue statement or present information only in an objective and truthful manner;
5. Act in professional matters for each employer or client as faithful agents or trustees, avoiding conflicts of interest and never breaching confidentiality;
6. Treat all colleagues and co-workers fairly and respectfully, recognizing their unique contributions and capabilities by fostering an environment of equity, diversity and inclusion;
7. Perform professional services only in areas of their competence;
8. Build their professional reputations on the merits of their services;
9. Continue their professional development throughout their careers, and provide opportunities for the professional development of those under their supervision-
10. Never tolerate harassment;
11. Conduct themselves in a fair, honorable and respectful manner.