

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 HARASS include conferences, meetings, with the board

#### 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;

environment, whether it be in the form of physical or verbal  
of whether committed by a supervisor, employee or non-  
prohibited. Such conduct includes, but is not limited to:

advances, or propositions;

sexual nature;

comments of a sexual nature about an individual's body

## REPORTING AN INCIDENT OF SEXUAL HARASSMENT

AChE 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 by contacting Human Resources if they have knowledge of a prohibited behavior.

AChE 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 unwelcome behavior.

## 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 s

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; 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