



CREDITED FIRM DECLARATIONS

The American Institute of Architects (AIA) Honors & Awards Program recognizes excellence in architecture through nearly 30 awards, guided by the AIA Framework for Design Excellence; honoring achievements in design, innovation, and contributions to climate resilience, social equity, and community impact (“Portfolio of Awards”).

AIA requires that all firms credited with participation in a project submitted to its Portfolio of Awards provide declarations of abiding AIA policy(s) to remain eligible for consideration. A fully executed version of this form must be submitted by the application deadline to comply with this policy. Firms that cannot declare abiding the below policies are not eligible for consideration toward receipt of an AIA award.

To be completed by Award Applicant:

Date

AIA Award Program (Year, Name)

Submitting Architect and/or Firm (“Firm”).....

Project Name (“Project”)

To be completed by Credited Firm Representative:

Firm Representative Name

Firm Name (“Firm”)

I, the undersigned, affirm that I am duly authorized to act on behalf of the Firm associated with the above-identified Project. On behalf of the Firm, I hereby declare:

Unpaid Labor Declaration:

- We do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which the I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules of the Board are exempt from this Policy.
- We have not utilized any unpaid labor as defined above: for a minimum of 5 years prior to the application deadline for all Institute Honor Awards (if I am a candidate for such an award); and a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards.
- We acknowledge adherence to the terms of this Policy.

Code of Ethics and Professional Conduct:

The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transitions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.

In addition, the Rules of Conduct of the AIA Code of Ethics and Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.

- Rule 1.401 – Members shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.
 - Rule 1.402 – Members shall not engage in conduct involving wanton disregard of the rights of others.
 - Rule 2.101 – Members shall not, in the conduct of their professional practice, knowingly violate the law.
 - Rule 2.104 – Members shall not engage in conduct involving fraud.
- We affirm that we uphold this value in all business and professional practices, and in all activities and conduct relating to the AIA.
 - We affirm that, throughout the course of my AIA membership, we have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2. 104 of the 2018 AIA Code of Ethics and have not engaged in conduct that may have violated the standards stated there. (If you are not an AIA member, this still applies for the sake of this application.)
 - We understand and agree that the AIA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation we have made is false, misleading, or deceptive, or for any other reason the AIA may in its sole discretion determine is appropriate.

Background Check:

The AIA reserves the right to conduct a background check of recipients of AIA Honors and Awards:

- We understand any potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.

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Firm Representative Signature

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Date

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Firm Representative Phone

.....
Firm Representative E-mail

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Firm Street Address (line 1)

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Firm Street Address (line 2)

.....
Firm City/State

.....
Firm Zip