

denigrates or shows hostility or aversion toward an individual because of any protected characteristic

participating in Caltech's employment and education programs and activities). This policy applies to conduct occurring on Institute-controlled property, at Institute-sponsored events and in Institute employment and education programs and activities regardless of location.

3.0 Reporting Complaints and Concerns

Caltech's ability to remedy harassment and maintain a harassment-free environment is limited if incidents are not reported. Anyone who witnesses, experiences, or is otherwise aware of conduct that they believe to be in violation of this policy, including retaliation, is urged to immediately report it, or to request assistance and guidance, from the Equity and Title IX Office or one of the Equal Employment Opportunity coordinators listed below, at campus, or the Employee Relations Group at JPL. Reports may be made at any time. A delay should not discourage anyone from reporting harassment. Delayed reporting is better than no reporting. Reports may be made in writing or orally.

Members of the Caltech community are encouraged to err on the side of reporting any conduct they think may be harassment covered under this policy, regardless of where the incident occurred or who committed it. Even if Caltech does not have jurisdiction over the incident or the perpetrator, Caltech will take reasonable action to remedy the effects of the harassment on the Caltech community and prevent any reoccurrence of the behavior.

Any employee in a supervisory role, including faculty, must promptly report **all**

reporting options; if

“complaints”) may be made at any time. Complaints can be made orally or in writing. Complaints should be brought to the attention of one of the individuals designated in this policy.

Privacy generally means that information related to a report of harassment

- For JPL employees:
[Empathia](https://www.mylifematters.com/) (identify yourself as a JPL employee)
<https://www.mylifematters.com/> (Password: JPL): (800) 367-7474

Other Confidential resources are:

- Campus Hotline: (626) 395-8787 or (888) 395-8787
- JPL Ethics Hotline: (818) 354-9999

10.0 Equal Opportunity Coordinators and Title IX Coordinator

Caltech has designated Equal Opportunity coordinators (EO coordinators) who are responsible for assisting with and coordinating the education and compliance efforts relating to equal opportunity and nondiscrimination laws and Caltech policies. The following individuals have been designated as EO coordinators: the provost is the coordinator for faculty; the assistant vice president for human resources is the coordinator for campus staff, postdoctoral scholars, and volunteers; the associate deans of students are the coordinators for undergraduate students and interns; the dean of graduate studies is the coordinator for graduate students and interns; and the director for human resources at the Jet Propulsion Laboratory is the coordinator for employees, interns and volunteers assigned there.

The assistant vice president for equity and equity investigations, who manages the Equity and Title IX 4 Tw 4.152 0 Tdf41 Td[T]-13.6 (it)-9.6 0.6 (r)-68TsL-9.6 0.6 (r)-68TM3Td-25t6 (it)-9.6 0.6 (r)-uID 28 B D