



TITLE IX

*What every employee should know
about Title IX*

Caltech

what the institute believes

All members of the Caltech community have the right to be treated, and the responsibility to treat others, with dignity and respect.

Caltech will not tolerate sexual violence, unlawful harassment, discrimination or retaliation. The Institute is committed to educating the community in ways to prevent sexual violence, unlawful harassment, discrimination and retaliation. All forms of sexual violence, unlawful harassment, discrimination and retaliation are considered serious offenses. Caltech believes reporting all incidents of violence, unlawful harassment, discrimination and retaliation is the right thing to do.

what the institute expects



The Institute expects all employees and managers to recognize and report all incidents of violence.

It is our hope that this presentation will give you tools and resources to help members of our community, particularly students, get the help they need when confronted with any type of violence, including unlawful harassment, sexual violence, stalking, domestic violence and dating violence.

title IX overview

Sexual Harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The Sexual Violence Elimination Act (SaVE) seeks to address campus violence through education, crime reporting and impartial investigation procedures.

Title IX is the federal civil rights law that prohibits sex discrimination in education.

Sexual harassment, rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking are investigated under Title IX.

The Office of Civil Rights (OCR) monitors educational Institutions' compliance with Title IX mandates.

OCR has increased its regulations under Title IX and has outlined specific requirements for reporting, investigating, and educating around Title IX issues.

sexual harassment includes



INTIMIDATION:

Touching or standing too close; derogatory, demeaning or stereotypical comments; offensive or crude language

Intimidation can include a hostile environment created by pervasive behavior such as remarks about bodily parts or sex, pictures or cartoons of a sexual nature and slang such as “babes” or “broads.”

EXPLOITATION

Quid pro quo; sex in exchange for favors

VIOLENCE:

Rape or assault

what constitutes sexual violence?

Sexual violence includes sexual assault (rape), forced sodomy, forced oral contact, statutory rape.

Physical sexual acts perpetrated forcibly and/or against a person's will, or where the person is incapable of giving consent

Sexual violence also includes sexual assault with an object, sexual battery, intimate partner violence, sexual coercion, and threat of sexual assault.

definition of sexual violence

As of 2014, the Campus SaVE Act defines sexual violence to include:



DOMESTIC VIOLENCE

Crimes of violence committed by a current or former spouse or someone with whom the person cohabitates or shares a child.

DATING VIOLENCE

Crimes committed by someone with whom the person is or has been in a romantic or intimate relationship.

STALKING

Engaging in behavior directed at a specific person that causes fear for his/her safety or causes substantial emotional distress.

what constitutes consent?

Voluntary, informed, uncoerced agreement through words and/or actions

which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity.

Sexual activity should only occur when all participants willingly and affirmatively choose to engage in particular acts

important things to know about consent



Consent once given may be withdrawn at any time.

Consent cannot be inferred from silence, passivity or lack of active resistance.

- *Consent cannot be inferred from consent to a prior or different activity.*

If consent is withdrawn, the other party must immediately stop whatever sexual activity is occurring.

Being intoxicated or otherwise impaired does not diminish one's responsibility to obtain consent.

REPORTING

Any member of the Caltech community who has experienced sexual violence is strongly encouraged to immediately report the incident to Caltech as well as local law enforcement.



reporting a complaint



The Institute is required to take action to stop acts of unlawful harassment, sexual violence, or retaliation. Once a report of unlawful behavior has been reported to any agent of the Institute, which includes faculty, managers, administrators, deans and directors, action must be taken to investigate and stop the behavior.

The complainant may file or report a complaint by reporting the offending conduct to individuals holding any of the following positions:

- *Provost*
- *Dean*
- *Employee and Organizational Development (HR)*
- *Division Chair*
- *Division Administrator*
- *Supervisor or Manager*

The complaint is then taken to the provost, director of employee & organizational development, or dean(s) as appropriate (for faculty or postdoctoral scholars, staff, and students, respectively).

- *This individual initiates an investigation.*

who to report to

Title IX Coordinator

Provost/Vice Provosts

Deans

**Human Resources'
Employee Organizational
Department EOD**

**Student Affairs
Directors**

**Division Chairs/
Administrators**

**Master of
Student Housing**

title ix coordinator/deputies contact information

TITLE IX COORDINATOR Felicia Hunt

P: 626-395-3132

E: titleixcoordinator@caltech.edu

W: <http://titleix.caltech.edu>

Office: 230 Center for Student Services

TITLE IX DEPUTY FOR FACULTY Melany Hunt

P: 626-395-6339

E: hunt@caltech.edu

W: http://provost.caltech.edu/vp_hunt

Office: 104 Parsons Gates Hall of
Administration

TITLE IX DEPUTY FOR STAFF Susan Conner

P: 626-395-6382

E: employeerelations@caltech.edu

W: <http://hr.caltech.edu/services/eod>

Office: 206 Central Engineering Services (CES)



retaliation

Retaliation against any member of the Caltech community who reports an incident of sexual violence or unlawful harassment is strictly prohibited.

Overt or covert acts of retaliation, reprisal, interference, discrimination, intimidation or harassment against an individual or group is strictly prohibited.

The Institute takes steps to promptly and appropriately stop any acts of retaliation.

RECEIVING A REPORT

Receiving a Report of Unlawful Harassment or Sexual Violence

Protocols & Procedures

hearing a complaint

Once you hear a complaint you must take action to stop the behavior.

It is the Institute's responsibility to determine whether the behavior did or did not happen (often through an investigation)



Once an employee or student informs you that an unlawful incident may have occurred, the Institute is on notice



The Institute must respond

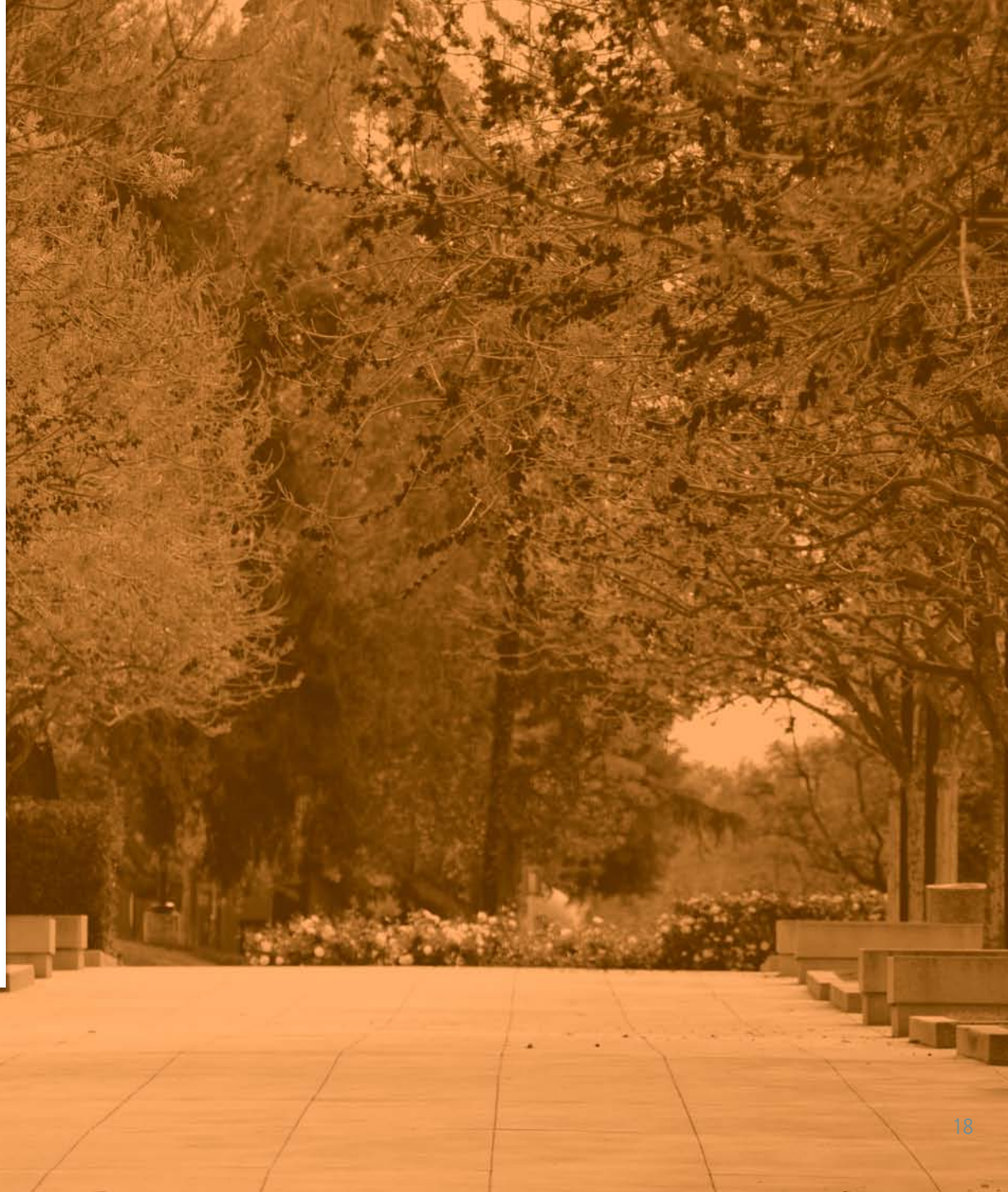
what to say



In my role at the Institute, I need to let you know that by informing me of any situation where you or another person have been exposed to harassing behavior, I have a responsibility to try and stop the behavior.

What this means is that I will need to pass along the information you tell me to the appropriate office who can help you get this resolved.

RESOURCES & REFERRALS



confidential resources



The Institute also offers members of the Caltech community the choice of seeking confidential counseling outside the Institute's formal mechanisms for resolving harassment complaints.

These confidential counseling services are intended for the personal benefit of the individual and offer a setting where various courses of action can be explored.

Those seeking this type of assistance should check with the offices listed below, each of which has its own mandate and guidelines for providing services:

- [Counseling Center](#)
- [Staff and Faculty Consultation Center](#)
- [Caltech Center for Diversity](#)

know your responsibility

Create environments
free of fear and full of
respect

Know and understand
sexual violence (read policy)

Know how to report and
where to refer

Understand consent

VIOLENCE PREVENTION

In 2013, the Institute posted a violence prevention [policy](#). The following is an overview of the policy. All members of the Caltech community are encouraged to read the policy.



definitions

ACTS OF VIOLENCE

Include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual at the Institute.

INTIMIDATION

Is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce or induce duress.

A THREAT OF VIOLENCE

includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

WEAPON

Is any instrument or substance capable of producing bodily harm, in any manner, under any circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person

INSTITUTE OR FACILITIES

Include all Institute locations and off-campus locations where employees including faculty, postdoctoral scholars or students are engaged in Institute activities.

reporting violence



Any individual who experiences or observes a threat, an act of violence, or an unauthorized weapon must immediately notify Campus Security or JPL Protective Services Division, or law enforcement.

Campus Security
626-395-5000

**JPL Protective
Services Division**
818-354-3530