



## How to File an Unlawful Harassment Claim

There are several courses of action available to address complaints of harassment, each with different consequences and implications with respect to confidentiality and resultant action. These options are not mutually exclusive. The complainant may choose which course to follow and may submit a formal complaint at any time. Caltech will conduct a fair, timely and thorough investigation that provide all parties with appropriate due process to ensure that the parties receive notice and an opportunity to be heard.

A member of the Caltech community who wishes to report unlawful harassment should do so as soon as possible, although reports (hereinafter “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 or other responsible employees listed in the Unlawful Harassment Policy.

[http://hr.caltech.edu/documents/46-citpolicy\\_harassment.pdf](http://hr.caltech.edu/documents/46-citpolicy_harassment.pdf)

### Informal Options

Individuals who believe they have been harassed may choose to resolve their concerns informally. In general, the goal of the informal options is to quickly end offending behavior without utilizing disciplinary action. Individuals with an official status at Caltech, such as faculty, managers, or supervisors, are expected to follow up with the complainant to make sure that the issue has been resolved. Individuals are not required to try to resolve their concerns informally before making a formal complaint.

Informal options include:

- Talking personally with the offending individual, or writing a letter asking they stop. This is a personal step taken solely among the relevant parties.
- Speaking to members of the Student Counseling Center, the Staff and Faculty Counseling Center, or the Caltech Center for Diversity on campus and the JPL Employee Assistance Program/Life Matters at JPL. Such conversations are confidential and are not communicated to individuals within or outside Caltech.
- Resolving the complaint informally with the help of a third party who is in a faculty, supervisory or managerial position at Caltech. The goal here is also to allow the parties to resolve complaints without an investigation and without elevating the complaint within Caltech. However, a person in one of these official positions is obligated to follow up with the Title IX Coordinator and complainant to be sure the situation has been resolved.

### Formal Complaint

Formal complaints of unlawful harassment can be reported to any responsible employee listed in the Unlawful Harassment Policy [http://hr.caltech.edu/documents/46-citpolicy\\_harassment.pdf](http://hr.caltech.edu/documents/46-citpolicy_harassment.pdf). A formal investigation will be conducted. If you are a student, you can contact the Title IX Coordinator, if you are an employee, you can contact Employee & Organizational Development for guidance on specific steps to filing a formal complaint.