



# Institute Policies

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## Employees' Guide to Caltech

### **Institute Policies**

The following are abridged versions of six key policies that are referred to as the Institute Policies. The full version of these policies can be found in your Employee Handbook binder behind the tab marked "Institute Policies", or can be accessed online at <http://cit.hr.caltech.edu/policies/policies-main.html>.

#### **Accommodations for Disabilities**

##### **Caltech Policy on Accommodations for Disabilities**

It is the policy and practice of Caltech to comply fully with the Americans with Disabilities Act, and other applicable federal, state and local laws to ensure equal opportunity for qualified persons with disabilities. Caltech is committed to ensuring that there is no unlawful discrimination in any of its programs, services, activities, and terms and conditions of employment. As required by law, Caltech will provide reasonable accommodations to qualified individuals with a disability.

#### **Computer Use**

##### **Caltech Policy on Acceptable Use of Electronic Information Resources**

Caltech provides computer resources to assist members of the Institute community in the pursuit of education and research. The intent of these resources is to carry out the legitimate business of the Institute. This policy, in conjunction with other applicable Caltech policies, sets forth the acceptable use of all Caltech electronic information resources owned or managed by Caltech, and describes the rights and responsibilities of the Institute and faculty, staff, students, and other members of the Institute community with respect to use of these resources.

Faculty, staff, students, and other members of the Institute community should not have an expectation of privacy with respect to their use of Institute electronic information resources or data, files, or other records generated, stored, or maintained on Institute resources.

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### **Nondiscrimination and Equal Employment Opportunity**

#### **Caltech Policy on Nondiscrimination and Equal Employment Opportunity**

The California Institute of Technology is an equal opportunity employer and is committed to its Affirmative Action Program. It is the policy of the Institute that all faculty, staff, and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the position being filled, regardless of race, color, religion, national origin, gender identity, citizenship, ancestry, age, sex, marital status, sexual orientation, pregnancy, medical condition (cancer-related), physical or mental disability (including AIDS/HIV), or whether the individual is a disabled veteran or veteran of the Vietnam era, or has any other characteristic protected by federal or state law. All other terms and conditions of employment, such as assignments, compensation, evaluations, benefits, layoffs, terminations, and training (including apprenticeship and tuition assistance) are also governed by this policy.

The Institute also strictly prohibits unlawful employment discrimination. The Institute will extend equal employment opportunity to qualified disabled persons, in accordance with state and federal laws. Caltech will provide reasonable accommodations to the known physical or mental limitations of an otherwise qualified disabled employee or applicant.

### **Sexual Assault**

#### **Caltech Sexual Assault Policy**

The California Institute of Technology will not tolerate sexual assault, whether directed at males or females. It is the policy of the Institute to provide a work and academic environment free of physical assault, including sexual assault. Rape and other types of sexual assault, whether by a stranger or by an acquaintance, are violations of the law and Caltech policy. Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual



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battery, or threat of sexual assault. Caltech views sexual assault, in any of its forms, as a very serious matter and is committed to responding promptly to, and thoroughly investigating, sexual assault charges leveled at a member of the Caltech community. To reduce the risk of sexual assault, Caltech provides education for the campus community to increase awareness of this important issue.

### **Substance Abuse**

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#### **Caltech Policy on Substance Abuse**

Employees are to remain free from the influence of drugs and alcohol while they are on the job. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase, offer to purchase, and/or use of controlled substances in the Institute workplace (including parking lots and vehicles) is prohibited. Employees are subject to disciplinary action up to and including discharge for cause for violations of the policy.

### **Unlawful Harassment**

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#### **Caltech Unlawful Harassment Policy**

Caltech is committed to providing a work environment that is free of unlawful harassment. In keeping with this commitment, the Institute maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy applies to all staff, as well as faculty and students. Unlawful sexual harassment may take many forms, including:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, posters, calendars, or computer screens
- Making or using derogatory comments, epithets, slurs, or jokes of a sexual nature
- Verbal sexual advances or propositions
- Downloading, reviewing, and/or sharing of pornography

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- Verbal abuse of a sexual nature, graphic commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Unwelcome, intentional, and/or repeated touching of a sexual nature

Any employee who believes he or she has been subject to unlawful harassment should immediately bring the matter to the attention of his or her supervisor or to the Employee Relations Department in Human Resources. Employee Relations will investigate all such claims and ensure that appropriate corrective action is taken when warranted.

Confidential counseling is available to employees through the Staff and Faculty Consultation Center and the Ombuds Office.

Retaliation against an employee for bringing a complaint of unlawful harassment is specifically prohibited under Caltech policy and the law.