



The Equity and Title IX Office  
1200 E. California Blvd. 230-87  
Pasadena, CA 91125  
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### Title IX Advisor Policy and Confidentiality Agreement

As part of Caltech’s process for responding to Title IX complaints, including complaints brought under the Institute’s Nondiscrimination and Equal Opportunity, Unlawful Harassment and Gender-Based Misconduct Policies, the complainant and the respondent will meet separately with the investigator(s) assigned to the case. In this process, complainants and respondents may have an advisor of their choice (other than a witness) accompany them to the investigative meetings. All advisors must agree to abide by and act in accordance with the requirements of this Title IX Advisor Policy and Confidentiality Agreement.

The role of the advisor is to (a) provide support to a person participating in the process, (b) encourage the complainant or respondent to speak for him or herself, and (c) respect the process and procedures throughout the resolution of the complaint. All conversations in the investigative meetings will be between the investigator(s) and the interviewee only. The advisor may not speak during the meeting, including on behalf of the interviewee, ask questions of the investigator(s) or interviewee, or otherwise interfere with or disrupt the interview or investigative process. However, the advisor may provide written notes or instructions to the interviewee during the interview. Caltech will not communicate directly with advisors, nor will it schedule meetings around advisors’ availability. If the advisor repeatedly does not comply with the requirements set forth in this Title IX Advisor Policy and Confidentiality Agreement, Caltech may require the advisor to leave the meeting and the advisor may be disqualified.

To protect the privacy of complainants, respondents and witnesses, the advisor must sign this Title IX Advisor and Confidentiality Agreement prior to attending an interview or participating in Caltech’s investigatory process. The advisor may not share any information they learn as a result of their participation in the process with any individual other than Title IX Coordinator, the investigators, and the person they are supporting.

### ACKNOWLEDGEMENT AND AGREEMENT

I, \_\_\_\_\_(Advisor Full Name) am acting as the advisor for \_\_\_\_\_(Party’s Full Name). I hereby acknowledge and agree to abide by Caltech’s Title IX Advisor Policy and Confidentiality Agreement as set forth above. I understand that in my role as an advisor, I may learn or be given access to confidential student information (for example, academic records, student address and contact information, and student health information), and I agree that I will not copy, distribute, post, alter, or make public any such information, and that this obligation will continue after the investigation is completed.

Advisor Signature Date: \_\_\_\_\_