Title IX Adviser Policy and Confidentiality Agreement

As set out in Caltech’s Procedures for Complaints of Sex- and Gender-Based Misconduct Under Title IX ("Procedures"), parties may have an adviser of their choice (other than a witness) generally support them during a resolution process, including accompanying them to meetings that take place in anticipation of and during a resolution process. This adviser may be, but is not required to be, an attorney. All advisers must agree to abide by, act in accordance with the requirements of, and sign this Title IX Adviser Policy and Confidentiality Agreement.

The role of the adviser is to (a) provide support to a party participating in the process, (b) encourage the party whom the adviser supports to communicate for themself, and (c) respect the process and procedures throughout the resolution process. All communications, whether oral or written, in the resolution process will be between the Equity and Title IX Office staff member(s), investigator(s), or other appropriate participating resolution process administrator(s), or their designees, (“Title IX process administrator”), and the party only. The adviser may not speak during any meeting, including on behalf of the party whom they support, ask questions of the administrator(s) or of the party whom they support, or otherwise interfere with or disrupt the meeting and process. Nor may an adviser communicate on behalf of the party in emails or other correspondence with the Equity and Title IX Office, with respect to a resolution process. However, the adviser may provide written notes or instructions to the party whom they support during meetings. If the adviser does not comply with the requirements set forth in this Title IX Adviser Policy and Confidentiality Agreement, Caltech may require the adviser to leave a meeting and may disqualify a non-compliant adviser from continuing in the role. The sole exception to this paragraph is the role in which an adviser may engage during an investigation process hearing, if applicable, in accordance with the Procedures.

Caltech will not assume the responsibility for communicating information to advisers or scheduling meetings around advisers’ availability, except to the extent required to comply with the investigation process set forth in the Procedures.

To protect the privacy of complainants, respondents and witnesses, the adviser must sign this Agreement prior to attending any meeting with the Equity and Title IX Office. The adviser may not share with anyone any information they learn as a result of their participation in a meeting or resolution process with anyone other than the Title IX Coordinator, any assigned Deputy Title IX Coordinator, the investigators (if applicable), and the party whom they are supporting.

Acknowledgment and Agreement

I, (Adviser Full Name) __________________________ am acting as the adviser for (Party’s Full Name)

_______________________________. I hereby acknowledge and agree to abide by Caltech’s Title IX Adviser Policy and Confidentiality Agreement, as set forth above. I agree that in my role as an adviser, I will not share any information I learn as a result of my role, including but not limited to confidential student information (for example, academic records, student address and contact information, and student health information), with anyone, except the Title IX Coordinator, any assigned Deputy Title IX Coordinator, the investigators (if applicable), and the party whom I am supporting, as identified above; and I agree that I will not copy, distribute, post, alter, or make public any information I learn in my role. I agree that these obligations will continue after my participation and/or any resolution process is completed.

Adviser Signature Date: __________________________