



Institute Policy

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

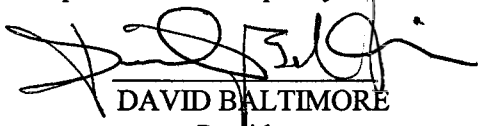
Caltech is committed to equal opportunity for all persons without regard to sex, race, creed, color, religion, national origin, ancestry, age, marital status, pregnancy, gender identity, sexual orientation, status as disabled veteran, a veteran of the Vietnam Era or other eligible veteran, and for otherwise qualified individuals with a disability. It is the policy of Caltech to provide a work and academic environment free of discrimination. Consistent with this policy, illegal harassment will not be tolerated at Caltech, which will take all reasonable steps to eliminate it in its work and academic environment.

Caltech is an equal employment and affirmative action employer and will, whenever possible, actively recruit and include for employment members of minority groups, females, disabled veterans, veterans of the Vietnam era, other eligible veterans, and otherwise qualified persons with disabilities. Caltech will hire, transfer, and promote based on the qualifications of the individual to ensure equal consideration and fair treatment of all. All other employment actions, such as work assignments, appointments, compensation, evaluations, training, benefits, layoffs, and terminations are governed by this policy. Personnel actions will be reviewed to ensure adherence to this policy.

The Provost has been designated as the Equal Employment Coordinator for faculty, the Director of Employee Relations for staff, the Undergraduate Dean of Students for undergraduate students, and the Graduate Dean of Students for graduate students. Inquiries concerning the interpretation and application of this policy should be referred to the appropriate designated individual. These coordinators are responsible for program administration, monitoring progress, and implementing goals and action-oriented programs relating to affirmative action. Likewise, management is responsible for monitoring decisions regarding personnel actions to ensure that these decisions are based solely on the individual's merit, and on legitimate, nondiscriminatory job requirements for the position in question and the reasonableness of any necessary accommodations for persons with a disability. Managers' performance in regards to Caltech's affirmative action goals and objectives will be evaluated, as will be their performance on other Institute goals.

Anyone who witnesses or experiences conduct they believe to be in violation of this policy is urged to contact any of the above mentioned coordinators, the individuals identified in the related harassment policy, or the Employee Relations office immediately. Complaints will be investigated promptly and individuals who violate this policy will be subject to disciplinary action up to and including termination or expulsion.

To achieve the goals of our affirmative action program and to ensure equal employment opportunity and nondiscrimination, each member of the Caltech community must understand the importance of this policy and his/her responsibilities to contribute to its success.


DAVID BALTIMORE
President