

GPS Policies Regarding Gender Discrimination and Safety

The GPS Division does not tolerate harassment of any kind. Sexual harassment, discrimination, and bullying are not accepted and we expect professional behavior within the Division as well as in the laboratory, on field trips, observing trips, cruises at sea, and conferences.

The Caltech Code of Conduct can be found here:

<http://codeofconduct.caltech.edu/>

- In each bathroom in GPS, signs have been put up with information on resources if you need to make a report of discrimination, harassment, or sexual misconduct. The sign is also attached [here](#). Both "Reporting Resources" and "Confidential Resources" are listed on the flyer. As well as these Caltech resources, you can come talk to any faculty member, the Division Chair (grotz@gps.caltech.edu, x6111, Arms 156), Jen Shechet (shechet@gps.caltech.edu, x6111, Arms 156), or Julie Lee (jlee@gps.caltech.edu, x6125, Arms 164) to report incidents, ask questions, or field any concerns you might have.
- The Title IX office has started holding monthly office hours in GPS. Allie McIntosh (Community Educator and Deputy Title IX Coordinator for Students – allie@caltech.edu, x1743) spends two hours in an office in Arms every month for people to come learn about the resources and options available under Title IX, learn more about how people can get involved in the Title IX Student Council (advises on programming, policy and process), ask questions regarding a specific situation you may have experienced or witnessed, or to discuss any concerns regarding the general environment of a lab, division, etc.
- All field trips of any kind (incl. cruises, observing trips) require selection of an ombudsperson by the students who can serve as a liaison with the leading faculty member(s). It could be the TA, but could also be independent. They will be a confidential resource for fielding concerns and reports of harassment. We have asked Hanna Song (Senior Director for Diversity) to help us develop customized in person training and programming for GPS. Jen Shechet will send out a notice when this is ready for implementation.
- After a field trip, index cards will be available where participants, if they wish, can provide feedback immediately to the class ombudsperson, Julie Lee, or Jen Shechet (anonymously or not).
- Open communication between trip leaders and students is important for decreasing the potential for misunderstandings before they escalate into major problems. Trip leaders cannot anticipate all possible problems or concerns, but can often make accommodations if brought to their attention. Course participants are encouraged to communicate proactively with their professor, TA, or class ombudsperson about specific

needs or concerns, recognizing that this is for personal and group safety in field situations.

- We will provide important information and contact numbers/methods to trip participants. This will be made available in the first aid kit in each vehicle and posted on the GPS website. These numbers not only include those related to vehicle management, but also the Title IX office, including their after-hours number, since many field trips occur on weekends.
- Women's hygiene products have been added to all division vehicles. They will be replenished as necessary.
- Restroom facilities are not always available out in the field. If this is the case, the faculty will inform the students (especially new field geologists) prior to the trip so they can plan accordingly.
- In the field, leadership should be inclusive about creating opportunities for students to expand their skill sets regardless of their gender or previous camping experience. Duties should be equally shared among participants (e.g. campfire construction, cooking, dish washing, driving).
- Satellite phones should be taken to all remote field locations so there is a way to make outside contact if necessary. Professors and TA's will take responsibility for this though students are encouraged to ask and confirm before the vehicles depart.