

# Caltech Hotline

“SEE SOMETHING,  
SAY SOMETHING”



**Online Form:**  
<https://asic.caltech.edu/caltech-hotline/contact>



**Telephone:**  
**(626) 395-8787**  
or Toll Free (888)  
395-8787



**Email:**  
[hotline@caltech.edu](mailto:hotline@caltech.edu)



**U.S. Mail:**  
1200 E California Blvd,  
Pasadena, CA 91125  
**Mail Code:**  
**M/C 234-06**

## Internal Process

If you have an ethical dilemma or witness something that does not seem right, we urge you to speak up!

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### Initial Hotline Submission

When an individual contacts the Caltech Hotline via email, mail, online form, or voice mail, and provides his/her/their name, every attempt is made to follow-up on the expressed concern. If the individual decides to remain anonymous, please be sure to submit sufficient information so the concern can be addressed.

### Screening

Inquiries or concerns received via the Caltech Hotline or in person are documented, then discussed among Audit Services and Institute Compliance, the Office of General Counsel, and Human Resources to determine the appropriate course of action.

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### Investigation

Retaliation linked to the raising of allegations is not tolerated. The Caltech Whistleblower Policy prohibits retaliation against any individual who makes a good faith disclosure of suspected wrongful conduct. The Institute responds to such concerns immediately. Caltech's Chief Compliance Officer (CCO) ensure Campus and JPL subject matter experts lead and support investigations.