

What can I do if I'm sexually harassed?

Say No: Tell the harasser that the behaviour is unwelcome and must be stopped immediately. Don't ignore the behaviour as it might be perceived ambiguously.
Keep a record: Write down the details of the events, including the **dates, times, location** and **witnesses**, as well as **my reactions and feelings**.
Safety & Protection Plan: Speak to someone you trust, are comfortable with, to address your immediate needs – safety and protection (physical, psychological, logistical, etc.)

On campus:

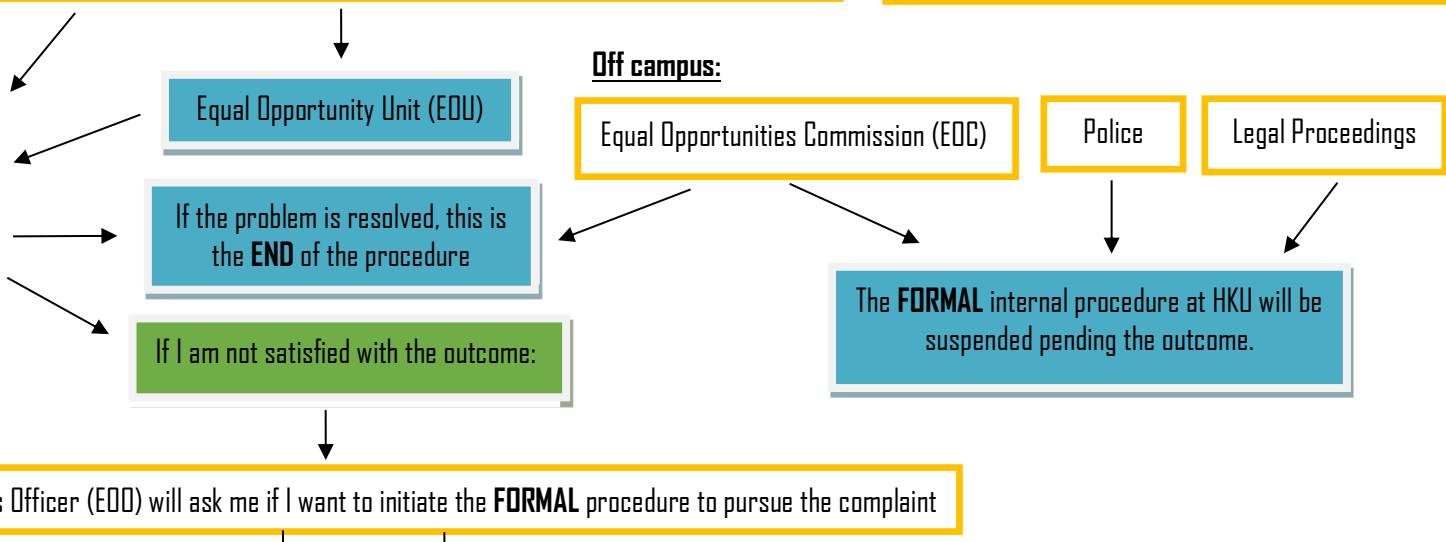
I may seek assistance from various channels on campus and off campus depending on my needs.

1. Information
I can read "The University's Policy on Equal Opportunity and Procedures for handling discrimination/harassment complaints" at www.eouunit.hku.hk/eng/policy.php.

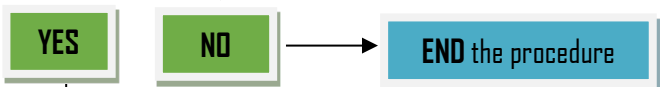
2. Consultation
I can consult my supervisor, the head of department, an Equal Opportunity Advisor, the Dean of Student Affairs, CEDARS, the hall warden, the Equal Opportunity Officer or any other supervisory personnel who will support me and may act as a mediator between the respondent and me.

3. Individual Counselling, Consultation and Support Services
at CEDARs (These procedures are **CONFIDENTIAL*** and handled with utmost discretion)

Mediation
I can give consent to the person in authority to attempt a resolution of the complaint **INFORMALLY** with assistance from other persons. (These procedures are **CONFIDENTIAL*** and handled with utmost discretion)



The Equal Opportunities Officer (EEO) will ask me if I want to initiate the **FORMAL** procedure to pursue the complaint

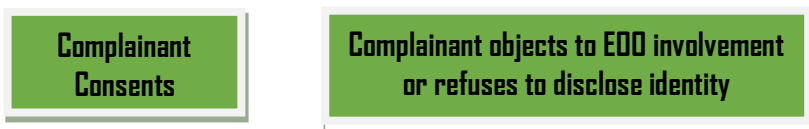


Can I lodge a formal complaint but keep my identity anonymous?
Where the President and Vice-Chancellor receives a complaint, which is **anonymous**, s/he shall not proceed further unless s/he considers that the complaint alleges matters which are of such a nature that they should, in the interests of good administration, be further investigated (i.e. where multiple complaints are being lodged against a perpetrator or a pattern emerges). If President and Vice-Chancellor considers that **an anonymous complaint should be further investigated**, the President and Vice-Chancellor shall communicate the substance of the complaint to the person(s) alleged by the complaint to have engaged in discrimination/harassment and offer the person(s) an opportunity to respond to the complaint.

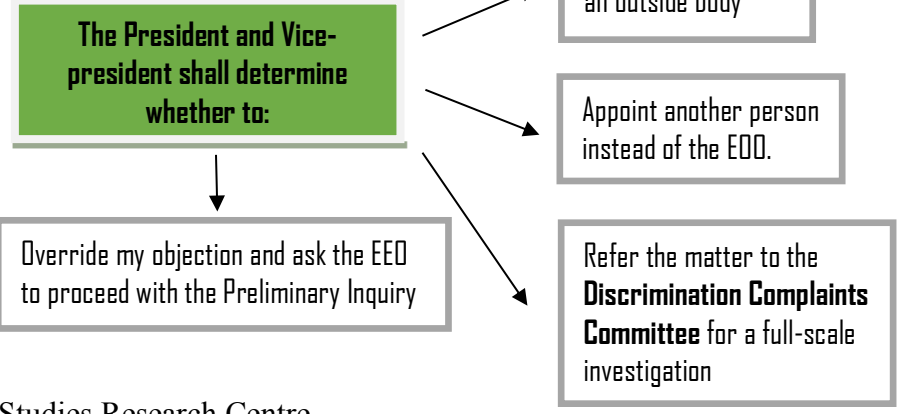
Formal Complaint
I can make a formal complaint to the President and Vice-Chancellor (either directly or through the EEO or the Equal Opportunity Advisors) **in writing** with **provide details of the alleged incident, my identity and the identity of the person alleged to be responsible for the act**. The EEO will then be my main point of contact for this case.

Procedures on Lodging Formal Complaint

The EEO will ask for complainant's written consent to:
 - involvement of the Equal Opportunity Officer (EEO)
 - the disclosure of complainant's identity to the **respondent** and other persons (only on a needs basis)



Within around 4 weeks of the receipt of the complaint, the EEO submits a **written report** of the **Preliminary Inquiry** to the President and Vice-Chancellor, setting out the allegations, a summary of the evidence, and the conclusion on whether there are sufficient grounds which warrant a full-scale investigation into the respondent's conduct. As this is a preliminary inquiry, it is not intended to be a preliminary hearing and the EEO is not expected to engage in a full-scale enquiry or extensive hearing of witnesses.



***CONFIDENTIALITY**

- All records of proceedings and documents produced for use in relation to a complaint made under these Procedures are confidential and shall be dealt with by all parties concerned in strict confidence and in accordance with applicable laws on the protection of personal information.
- Unauthorised disclosure of any information may result in appropriate action or sanctions by the Council.

FULL-SCALE INVESTIGATION

The Committee shall **notify me** of the proceedings of the Committee and provide me and the **respondent** with a copy of the Policy on Equal Opportunity; a copy of these Procedures; membership of the Committee; a copy of my written complaint; a copy of the report provided to the Committee following the Preliminary Inquiry conducted by the Equal Opportunity Officer; and any other documents considered relevant by the Committee.

The Committee may decline to inquire into a complaint or may **suspend or discontinue its inquiry** into a complaint if:

- it considers that I do not allege facts which, if proved, would amount to discrimination or harassment;
- the substance of the complaint of discrimination has been examined or is being examined under another University procedure or by any public body which has responsibility for receiving complaints of discrimination, or by a court or tribunal;
- I (and the **respondent**) have agreed to resolve the matter and the Committee considers that the terms of the agreement are consistent with respect for the principles of equal opportunity.

DCC may find the complaint is substantiated

The DCC may dismiss the complaint if it concludes that the complaint is not substantiated

The DCC can make any **specific recommendation** in relation to the case and **any general recommendation** for better enhancing or upholding the University's policies relating to equal opportunities.

DCC may find the alleged act constitutes an exception under paragraph 15 of the **Undergraduate Student Handbook 2016-17**, if:

- there is a statutory exception
- there are legitimate reasons
- a reasonable person would consider this as an appropriate act.

Where the respondent is a student, the DCC may order the imposition of any of the following penalties:

- reprimand (and such reprimand shall form part of the student's official record for the remainder of his or her studies in the curriculum concerned);
- fine (maximum to be determined from time to time by the Council);
- withdrawal of any academic or other University privilege, benefit, right or facility other than the right to follow courses of instruction and present himself or herself for examinations;
- suspension;
- expulsion;
- and/or make appropriate recommendation to the President and Vice-Chancellor.

The DCC may, **where the respondent is a staff member**, make recommendations to the President and Vice-Chancellor to initiate appropriate proceedings as provided for in the University Ordinance and Statutes, Terms of Service and Staff Manual.

Subject to the right of appeal under paragraphs 52 and 53 which shall be pursued if available, any person who is aggrieved by a decision of the Discrimination Complaints Committee under paragraph 52 or 53 or by a decision of the President and Vice-Chancellor under Paragraph 26 or 53(ii) may seek redress through the University's **formal grievance procedure**.