Flow Chart on Handling Sexual Harassment Complaints

1. Allegation received by the Panel Against Discrimination and Sexual Harassment

2. Designated Pro-Vice-Chancellor/Vice-President and the Panel Convenor to review complaints under the complainant’s veto or brought anonymously or by third parties if deemed necessary

3. Conciliation

   - Conciliation

   - Resolved
   - Not resolved

4. Investigation

   - *Investigation Team (At least two panelists of different genders) appointed by the Convenor of the Panel Against Discrimination and Sexual Harassment (hereafter “the Panel Convenor”)

   - Investigation Team to submit a fact-finding report to the Panel Convenor who will notify the complainant and the complainee in writing of the findings of the fact-finding report

   - Complainant or Complainee may submit an appeal to the Panel Convenor

   - Ad Hoc Panel (a panel of 3 members) appointed by the Panel Convenor

   - Ad Hoc Panel to report their decision to the Panel Convenor (Their decision on the facts will be final)

5. Investigation and Appeal Procedure

   - Sexual harassment not established
     - Panel Convenor to report the matter to designated Pro-Vice-Chancellor/Vice-President
     - Inform complainant and complainee

   - Sexual harassment established
     - Panel Convenor to make recommendations to designated Pro-Vice-Chancellor/Vice-President on the disposal of the case
     - Inform complainant and complainee
     - Complainee will have the right to appeal to the Vice-Chancellor on designated Pro-Vice-Chancellor/Vice-President’s decision on disposal of the case
     - Disciplinary procedures/other appropriate actions

* Under special circumstances as deemed necessary by the Convenor of the Panel Against Discrimination and Sexual Harassment, a non-staff Council member/an external member/a student representative will join the investigation team to ensure that justice is upheld and seen to be upheld in the process of investigation.