Flow Chart on Handling Sexual Harassment Complaints

Allegation received by the Panel Against Sexual Harassment

Conciliation

Resolved
Not resolved

Investigation

* Investigation Team
(At least two panelists of different genders) appointed by the Convenor of the Panel Against 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)

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

Complainant 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 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.