Flow Chart on Handling Enquiries and Complaints on Discrimination, Harassment and Vilification

Enquiry / Request for Advice received by Diversity and Inclusion Office (DIO)

- Initial Assessment: Possible discrimination/harassment case?
  - Yes
  - Within scope of the Procedures?
    - Yes
      - Informal Resolution
    - No
      - Formal Written Complaint
  - No
    - Categories of matters
      - Student
        - Referral to relevant D/U for handling
      - Staff
        - Referral to relevant D/U for handling
  - Case dismissed

- Case completed

- Preliminary Inquiry report considered by Convenor of the Panel Against Discrimination and Sexual Harassment

- Preliminary Inquiry undertaken by CS

- Resolved?
  - Yes
  - Case completed
  - No
  - Dismissed?
    - Yes
    - Case dismissed
    - No
    - Referral to an outside body?
      - Yes
      - Case to be referred to an outside body
      - No
        - Within scope of the Procedures?
          - Yes
            - Conciliation conducted by CS
          - No
            - Case to be referred to other support services

- Investigation by the Panel Against Discrimination and Sexual Harassment (PADSH)

- Fact-finding Report submitted to the Convenor of PADSH

- Case Established
  - Right of appeal under relevant University procedures
- Case Not Established
Notes:

I. Role of DIO:
   a. Acts as coordinator
   b. Seeks Advice from Equal Opportunities Commission
   c. Refers cases under other domains to relevant D/U(s)

II. Matters relating to student discipline and student complaints will be dealt with by respective Colleges/Departments/Faculties, the Senate Committee on Student Discipline and/or in accordance with the University's prevailing Procedures for Dealing with Student Complaints and other relevant policies (e.g. Policy on Research, Policy Against Sexual Harassment, etc.) as appropriate.

III. Matters relating to staff will be handled separately under other relevant procedures by respective office(s) based on the nature of cases:
   a. Research misconduct to be handled in accordance with the Policy on Research. (Please refer to the relevant sections of the Policy on Research for the definition of 'research misconducts'.)
   b. Complaints about sexual harassment to be handled in accordance with the Policy Against Sexual Harassment. (Please refer to the relevant chapter of the Staff Handbook.)
   c. Serious misconducts that are not covered under other formal procedures to be handled in accordance with the Procedure for Handling Serious Misconduct. (Please refer to the relevant chapter of the Staff Handbook.)

IV. This flow chart is for illustration purpose only. Please refer to the full text of the Procedures for details.