University Level

Proceedings at the University level will be considered if the requirements set out under paragraph 73 are fulfilled.

I. By the Complainant

The Complainant should submit the Complaint and evidence to the Chairperson of the Committee on Equal Opportunities via the EO Officer responsible.

II. By EO Officer

The EO Officer responsible will assist in reviewing the Complaint and consult with the relevant Dean(s)/Director(s)/staff members as appropriate, including making enquiries about the steps already taken to resolve the Complaint, and the decisions made on the case (e.g. School/Office Level Proceedings and consideration by Relevant Authority). If deemed necessary, the Complainant may be requested to supplement any information, document or evidence in support of the complaint.

III. By EO Chairperson

The Chairman will receive the recommendations of the responsible EO Officer and take into account all relevant factors.

IV. By EO Panel

EO Panel shall complete such investigation as it considers appropriate in the circumstances and provide the Relevant Authority with a written report.

V. By Relevant Authority

The Relevant Authority, having taken into account the EO Panel's recommendations, will make a final decision.

Appropriate Procedures:

Step 1

The Complainant may submit the written Complaint, within 14 calendar days from the notification of the decision by School/Office, to the Chairperson of the Committee on Equal Opportunities ("Chairperson") or Relevant Authority as set out in paragraph 86 to 88 via the EO Officer responsible.

The EO Officer responsible will acknowledge receipt of the Complaint to the Complainant within 7 calendar days of the Complaint being submitted.

Step 2

The EO Officer responsible will inform the Accused in writing by copying the Complaint to the Accused, who will have the opportunity to respond in writing within 14 calendar days. The written response from the Accused will be copied to the Complainant for information.

The EO Officer responsible will further review the documents and recommend the steps to be taken to the Chairperson, normally within 14 calendar days.

Step 3

The Chairman will decide within 14 calendar days on the action(s) to be taken under paragraph 76.

REFER THE CASE TO EO PANEL

DISMISS (under paragraph 76(a)

Step 4a

The written report containing its findings, voting results (if applicable) and recommendations on the appropriate course(s) of action to be taken by the University, within 3 calendar months from the date of its first meeting or such longer period as it considers

Step 4b

Relevant Authority should consider putting up the case at the EO Panel for decision to ensure sufficient objectivity in the process of decision.

Step 5

The decision will be made normally within 14 calendar days after receipt of the Panel's recommendations. Longer decision time may be granted as deemed appropriate. The decisions and actions should be copied to the President for information. Any decision of the Relevant Authority shall be final.

For the full version, please refer to the Policy on Equal Opportunities.