124/516 amended

**THE UNIVERSITY OF HONG KONG**

**EQUAL OPPORTUNITY UNIT**

**REQUEST FOR ADVICE/ASSISTANCE OR COMPLAINT FORM**

Note:

Please refer to the [Equal Opportunity Policy](https://www.eounit.hku.hk/en/about-us/policy-statement) and the [Procedures for Handling Discrimination/Harassment Complaints](https://www.eounit.hku.hk/en/complaints-enquiries/procedures) of the University before filling out this form.

Any employee or student of the University who considers that he or she has been or is being subjected to discrimination/harassment by any other employee or student of the University may use this form to seek advice or assistance confidentially on how to deal with the situation he or she encounters.

An employee or student of the University may also use this form to lodge a complaint against another employee or student of the University about any discrimination/harassment covered by the Equal Opportunity Policy. Upon receipt of a complaint, the matter will be referred to the Equal Opportunity Officer who shall first ascertain whether the complainant is aware of the steps to resolve the complaint informally and whether the complainant wishes to make use of such steps to attempt to resolve the complaint informally. With the consent of the complainant, the Equal Opportunity Officer may attempt, and if appropriate, with the assistance of other persons, to resolve the complaint informally.

Please **complete** all relevant fields, include your contact information, and sign this form so that the EOU can respond to you regarding the subject matter as soon as possible. Please retain a copy of your completed form, including any attached materials, for your record. Do not send original supporting documents; they will not be returned.

Please send the completed form to: Equal Opportunity Unit (Attn: Equal Opportunity Officer), Room 107, Main Building, The University of Hong Kong; or by email to**:** eounit@hku.hk

I would like to:

🞏 make a request for advice/assistance.

🞏 lodge a complaint.

The Equal Opportunity Policy of the University prohibits the following discrimination/ harassment. Please indicate which of the following may be applicable to your case:

🞏 Sex discrimination

🞏 Sexual harassment

🞏 Marital status discrimination

🞏 Pregnancy discrimination

🞏 Breastfeeding discrimination

🞏 Breastfeeding harassment

🞏 Disability discrimination

🞏 Disability harassment/vilification

🞏 Family status discrimination

🞏 Racial discrimination

🞏 Racial harassment/vilification

🞏 Discrimination on the ground of sexual orientation

🞏 Harassment on the ground of sexual orientation

🞏 Victimisation discrimination

S**ECTION 1: PERSONAL INFORMATION**

If you are a student, please provide the following information:

|  |  |
| --- | --- |
| Your full name (as enrolled):    | Your UID: |
| Year of study:   | Expected year of graduation: |
|  Degree/Major: | Hall/College (if applicable): |
| Contact phone no.: | Your preferred email address: |

If you are a staff member, please provide the following information:

|  |  |
| --- | --- |
| Your full name: | Employee ID.:  |
| Post: | Faculty/Department |
| Contact phone no.: | Your preferred email address: |

**SECTION 2: INFORMATION ABOUT YOUR CASE**

|  |  |
| --- | --- |
| First date on which the incident happened or issue arisen:    | Name(s) of the respondent(s), if applicable:  *[A Respondent is the person against whom a complaint of discrimination/harassment has been made.]*     |
| The Respondent is:🞏 a current student of the University.🞏 a current staff member of the University. | Respondent’s Faculty/Department: |
| Please describe your concern(s)/allegation(s) in detail. Include the names of persons, dates and time, and locations involved as far as possible. Use additional sheets if you need more space.              |
| Is there any supporting evidence? (Evidence may include emails, text messages, photos, voice recordings, etc.) Please list below the supporting materials available to you and attach copies if possible. You may also suggest those that may be helpful but unavailable to you (e.g. CCTV footages).  |
| Any witnesses who were present at the scene? Any passers-by who might have coincidentally witnessed the case? Please list details of the witnesses if known to you (full name, contact no., email, occupation, etc.)    |
| What attempts have you made to resolve this case up to now? Please state whom you had contacted and what action, if any, was taken.    |
| Why do you think the matter could not be resolved in your previous attempt?   |
| What outcome are you looking for? |
| **Personal Information Collection Statement**The personal information provided by you herewith will be used for the purposes and activities of and related to the request for advice/assistance or complaint you have made. It may also be disclosed or transferred to any other parties for the aforementioned purposes and activities. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and/or correction of your personal data held by the University. Requests should be made to the Data Protection Officer at privacy@hku.hk. The Privacy Policy Statement of the University can be accessed at <http://www.hku.hk/privacy_policy/> |
| The information you provide in this form will be treated in strict confidence and will be disclosed to those relevant parties, on a need-to-know basis, with your consent.Is there any person in particular whom you do NOT want to be told about your case? (Keep in mind that it may be difficult to resolve the matter if those involved cannot be asked to explain or respond). NOTE: RETALIATION AGAINST A COMPLAINANT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED. SUCH CONDUCT IS AN ACT OF VICTIMISATION DISCRIMINATION AND WILL BE TAKEN SERIOUSLY AND FOLLOWED UP WITH NECESSARY ACTION *(for more details on victimisation discrimination, please refer to https://www.eounit.hku.hk/en/about-us/policy-statement).* |

**I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for the information provided in this form and the materials submitted (or to be submitted) to be disclosed to relevant parties for the purposes of informal resolution and/or inquiry and investigation of the case as appropriate.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised: March 31, 2021