

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Complaint Form – Equal Opportunities and anti-discrimination

Before filling in the form, please note the following:

1. Please read the Equal Opportunities and Anti-discrimination Policy to understand the Procedures involved.
2. The form applies to those who wish to make a formal complaint under the circumstances that (a) the informal resolution fails, (b) the complainant is unwilling to attempt informal resolution, or (c) informal resolution is not preferred in view of the seriousness or nature of the case.
3. The complainant should keep the original of the documents/evidence submitted to the Diversity and Equal Opportunities Committee.
4. Please complete ALL the fields on this form as best as you could, to facilitate handling of the matter by the Diversity and Equal Opportunities Committee.
5. All personal data provided will be treated with strict confidence and in compliance with the Personal Data (Privacy) Ordinance (Cap 486 of the Laws of Hong Kong, the “PDPO”) and the relevant policies adopted by the University from time to time. The personal data provided will only be used for the purposes of investigating into, processing and handling the subject complaint, and be shared with only essential parties involved in the investigation and handling on a “need-to-know” basis. Data subjects have the right to request access to and correction of their personal data submitted in connection with the complaint. Any formal request for access and/or correction of personal data under the PDPO should be submitted in writing to Diversity and Equal Opportunities Committee.
6. Upon completion, please send the form, together with relevant materials, to the Diversity and Equal Opportunities Committee, The Hong Kong University of Science and Technology; or by email to: ead@ust.hk.
7. Where assistance is needed in relation to the filling of the form, please send an email to ead@ust.hk.

PART I: Basic personal information

Name (as appear on the University record):	Student/Staff ID:
Program and Year of Study (for student)/ Post (for staff):	School/Department/Unit:
Contact no.:	Email for communication:

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PART II: Particulars of respondent(s) (The respondent can be a person or a School/Department/Unit)

Name:	Student/Staff ID (if applicable or known):
Program and Year of Study (for student)/ Post (for staff):	School/Department/Unit:
Contact no.:	Email:

PART III:Details of the incident

1. Please describe your complaint(s)/allegation(s) in detail, including the name(s) of person(s), date(s), time, location(s), etc., as far as possible. (Please attach an additional page with your name and initial if you need extra space to write.)

2. Please describe if any attempt has been made to resolve the matter informally, including action taken and person(s) involved in settling the matter. (Please attach an additional page with your name and initial if you need extra space to write.)

3. Please provide supporting document/materials as attachment, if any, and list out the same below. (Please attach an additional page with your name and initial if you need extra space to write.)

(i)

(ii)

(iii)

PART IV: Declaration

- ☐ I confirm that the information provided in this form is true and accurate to the best of my knowledge and belief. I understand that the University has the right to take disciplinary action against any staff or student who is found to have made a false or malicious complaint or intentionally provided false information.

- ☐ 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 investigation of the matter as appropriate.

Signature: _____

Name: _____

Date: _____