

**Hong Kong Campus Crusade for Christ**  
**Guidelines on Handling Sexual Harassment Complaints**

**A. Objective**

According to the Sex Discrimination Ordinance (SDO), sexual harassment is unlawful in both the field of education and employment. The Hong Kong Campus Crusade for Christ (HKCCC) has a legal and moral obligation to provide a serving and learning environment that is free from sexual harassment, and ensure all complaints received are dealt with in a fair manner.

**B. Definition of Sexual Harassment**

According to the SDO, a person sexually harasses another person if he or she makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to that person; or engages in other unwelcome conduct of a sexual nature in relation to that person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person would be offended, humiliated or intimidated; or the person, alone or together with other persons, engages in conduct of a sexual nature which creates a hostile or intimidating environment for that person.

**C. Applicable Targets**

This guideline is applicable to the board directors, staff members, disciples, voluntary workers, activity participants and service users of the HKCCC.

**D. Examples of Sexual Harassment**

1. Conducting unwelcome sexual gestures or requests without the consent of the other person:
  - Conducting uncomfortable physical contact in the name of praying or expressing care;
  - Massaging or brushing against the other person's body or making close contact that invades the personal space of the other person;
  - Conducting sexually suggestive gestures to another person;
  - Talking about one's own or others' sex life or persistent questioning about a person's sex life;
  - Pursuing someone in the name of God regardless of his/her will;

- Justifying inappropriate physical contact or abuse in the name of religion;
2. Making unwelcome requests for sexual favours:
    - Making suggestions that sexual co-operation or the toleration of sexual advances may further a person’s career or affect a person’s employment conditions/performance appraisals;
  3. Conduct of a sexual nature which creates a hostile or intimidating work environment:
    - Leering at a person or at parts of his/her body;
    - Telling sexual and obscene jokes in public place or making sexually derogatory or stereotypical comments;
    - Displaying indecent pictures or materials of a sexual nature that are not related to work;
    - Indecent communication of a sexual nature, including letters, phone calls, faxes, e-mails, text messages, etc.

**E. Reporting of Sexual Harassment Cases**

1. Anyone who is being sexually harassed when participating in the HKCCC should immediately inform staff members or leaders he/she trusts. This is to prevent the harasser from mistaking that he/she can continue the inappropriate conduct with the consent or connivance of the other person.
2. A complainant may choose to lodge the complaint to the HKCCC or directly to the Equal Opportunities Commission (EOC). Please note that there are different timeframes for taking recovery actions in terms of lodging a complaint to the EOC and making a civil claim to the District Court respectively.

**F. Mechanism for Reporting and Following Up of Sexual Harassment Cases**

**The complainant is a staff member of the HKCCC**

A staff member may lodge a complaint directly to the National Director or any members of the Leadership Team;

Upon receiving a sexual harassment complaint case, the National Director shall, together with the Leadership Development and Human Resource (LDHR) Leader and the Crisis Manager, form an investigation committee to take relevant follow-up actions. If the three committee members

mentioned above are of the same sex, the National Director shall appoint an additional senior staff member of the opposite sex to join the committee. If the accused person is one of the above members, he/she will be substituted by the Operation Leader as a committee member.

If a complaint is established but involves only integrity issue, the HKCCC may, depending on circumstances, issue an internal reminder/a warning to the accused person; suspend the accused person from duty; or dismiss the accused person. Upon the request of the complainant, the case may be referred to the EOC for follow-up actions and to seek compensation. If it is suspected to be a criminal case, it will be referred to the Police.

#### **Other complainants**

Anyone who is suspected to be sexually harassed (including same-sex sexual harassment) may raise the issue directly to any staff members of the same sex or lodge a complaint by sending an e-mail to [cash@hkccc.org](mailto:cash@hkccc.org). However, the complainant must provide his/her real name, contact details and a summary of the complaint.

Remark: Committee Against Sexual Harassment

Upon receiving a sexual harassment complaint, the staff member shall inform the Team Leader (TL) and/or the Associate Team Leader (ATL) and the Ministry Team (MCC) Leader-immediately. If the accused person is the TL/ATL, then the MCC Leader should be informed directly. The MCC Leader shall, together with the LDHR Leader and the Crisis Manager, form an investigation committee to take relevant follow-up actions. If the three committee members mentioned above are of the same sex, the National Director shall appoint an additional senior staff member of the opposite sex to join the committee. If the accused person is one of the above members, he/she will be substituted by the OPS Leader as a committee member.

If a complaint is established but involves only integrity issue, the HKCCC may, depending on circumstances, issue a reminder/warning to the accused person; require the accused person not to participate in ministry duties; temporarily suspend the accused person from participating in public events; or order the accused person to withdraw from the HKCCC. Upon the request of the complainant, the case may be referred to the EOC for follow-up actions and to seek compensation. If it is suspected to be a criminal case, it will be referred to the Police.

## **G. General Principles for Handling Sexual Harassment Complaints**

### **To the Complainant**

1. The investigation committee should handle all complaints in a prompt, serious and objective manner. It should also adopt an unbiased and a common sense approach.
2. During the complaint handling procedure, the investigation committee should ensure that the complainant will not be further distressed or humiliated due to the lodging of the complaint.
3. The complainant or the accused person may be accompanied by another staff member to attend all meetings when necessary.
4. If the complainant suspects that the established members in the investigation committee may be biased, he/she may raise the issue when lodging the complaint. The National Director will decide on the final list or number of members in the committee.
5. All sexual harassment complaints received and handled will be treated in strict confidence. During the investigation of the complaint, all information will only be disclosed to parties (including the accused person and other witnesses) on a need-to-know basis. In light of the sensitivity of sexual harassment complaints, the committee will assure parties involved in the complaint that all details of the complaint will not be disclosed to unrelated persons.
6. No one is allowed to take retaliatory actions against the complainant(s) or the witness(es).
7. During (or after) the investigation of the complaint, the complainant and the accused person should avoid taking part in ministries that they may be required to work alone together.

### **To the Accused**

8. The accused person who is a subject of a formal complaint must be informed of the allegations against him/her.
9. The accused person who is a subject of a formal complaint should be given an opportunity to respond to the allegations and raise any matters in his/her own defence.
10. The investigation committee should duly investigate all allegations and deliberate on the submissions by all parties.
11. The complainant shall not participate in the process of determination.
12. No prior assumptions should be made by the persons designated to handle a formal complaint.
13. In conducting the investigation, full accounts from all parties of the case must be obtained before the investigating committee comments, implies or does anything that could be perceived as judging the case.
14. Before the investigation of a formal complaint is settled and determined, all claims lodged by

the person who believes he/she has been harassed are only allegations.

15. Throughout the process of handling the complaint, the investigation committee should inform all involved parties of the progress of the case.
16. All parties involved should be informed of the ranges of resolution outcomes available, e.g. whether the case would be dismissed or the forms of disciplinary action to be adopted.
17. The investigation results should be consistent and in line with the consequences of breaching the policy.