

## **Sexual Harassment Complaint Form**

- 1. Please read the 'Important Notes' in Section A carefully before filling in this Form.
- 2. One may consult the Academic Affairs Department for advice before submitting this Form.
- 3. Please tick the relevant boxes below as appropriate.
- 4. Attach additional sheets if necessary; sign each additional page and submit together with this Form.

## Section A - Important Notes

- 1. After completion of this Form, the Complainant should seal the completed form, together with any written declaration or evidence, in an envelope and submit the envelope in person or by registered mail to the Academic Affairs Department.
- 2. Unless prevented by exceptional circumstances, the Complainant should file a complaint within 1 year after the occurrence of the sexual harassment incident; if such exceptional circumstances do exist, the Complainant should specify the cause of event in the Form.
- 3. Anonymous complaints will not be processed and the pertinent information will be destroyed accordingly.
- 4. The Complainee will receive a notice containing the name of the Complainant and details of the complaint lodged against him/her. Other than the above, the Institute shall not disclose any personal information of the Complainant to the Complainee.
- 5. Any person who knowingly files a false sexual harassment complaint or provides false information in the course of an investigation may be subject to disciplinary proceedings, as well as possible civil or criminal charges.
- 6. As the Institute may contact with the Complainant whenever it is necessary after receiving a complaint, the Complainant is obligated to provide appropriate contact information to the Institute. After completion of the investigation procedures, the Academic Affairs Department shall inform the Complainant in writing of any decision regarding the complaint.

1

- 7. A complaint filed by the Complainant to the Institute shall not impede any individual from reporting to the police or initiating legal proceedings with respect to the incident mentioned in the complaint; nevertheless, once such event occurs and the Institute is aware of the same, the Institute shall suspend immediately the relevant procedures and shall, upon conclusion of relevant police investigation or legal proceedings, consider the necessity of continuing with the relevant procedures accordingly.
- 8. If the Complainant, after filing a complaint to the Institute, reports to the police or initiate legal proceedings with regard to the incident mentioned in the complaint, he or she should notify the Academic Affairs Department as soon as possible so that the Institute may handle the case in accordance with Paragraph 7.
- 9. Any disciplinary decision made by the Institute shall not affect its obligation to report a crime to the appropriate authorities.

Section B - Information of the Complai	nant				
Student (Student No.:					
Name:	Sex: Male	Female			
Address :					
Contact Number :	Email address :				
Section C - Information of the Complai	nee	* g			
Name:	Sex: Male				
Student (Student No.:	)   Staff (Staff Card No.:	)			
Section D - Details of Sexual Harassmer	nt Complaint				
Date of the incident:					
Time of the incident:		*			
Location of the incident:					
Describe details of the incident and nature of harassment :(Attach additional sheets if					
necessary)					
		H H			
4					

	-
· · · · · · · · · · · · · · · · · · ·	

Are there any witnesses to the above-mentioned incident? (Attach separate sheets if				
necessary)				
□Yes	Name of Witness #1:	Contact number :		
(3 witnesses	Email:			
for one case at	Name of Witness #2:	Contact number :		
maximum)	Email :			
	Name of Witness #3:	Contact number :		
	Email :			
□ No				
Evidence/Supplementary Documents: (Attach separate sheets if necessary)				
Yes	Please specify:			
	·			
	<u> </u>			
□ No				
	omplainant's Declaration			
1. I hereby declare that all information provided above is accurate and true.				
2. I understand that all information provided by myself will be treated in confidence and				
give my consent to the disclosure of the same information to any staff members who will				
be responsible for handling this complaint and will be bound by confidentiality				
obligations.				
3. I understand to the best of my knowledge and belief and give my consent to the Important				
Notes in Section A of this Form.				
(I	OD/MM/YYYY)	Signature		
Section F - Pro	eliminary Decision (for internal use only)			
☐ The Academic Affairs Department shall apply follow-up procedures in accordance with				
the "Macao Polytechnic Institute Guidelines on Prevention of Sexual Harassment and				
Procedures for Handling Sexual Harassment complaints".				
☐ To be sub	mitted to the President			
-				