



Policy on Anti-Discrimination and Anti-Sexual Harassment

Declaration on Anti-Sexual Harassment Policy

- South China Athletic Association (“SCAA”) is committed to comply with the legislative provisions in the Sex Discrimination Ordinance (Cap 480)(“SDO”). SCAA does not and will not accept or tolerate members, including the honorary official members, staff, coaches/instructors, players, athletes, contractors, service providers and/or agents to breach or violate the SDO, including but not limited to making an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person, behaviour, conduct, language, wordings of a sexual nature which creates a hostile or intimidating environment for another person; SCAA will ensure all workplace, service and learning environment participants or stakeholders have a duty and responsibility towards creating and maintaining the environment in which the individual dignity is respected and in ensuring that sexual harassment does not occur.
- Set up effective channels for lodging and handling complaints on the principles of fairness, impartiality and confidentiality, and in a serious and discreet manner; All information should be strictly confidential to protect privacy.
- Nobody shall be subject to victimization or reprisal for initiating a good faith complaint.
- Inappropriate sexual harassment behaviour, conduct, language, wordings or any violation of SDO will be properly disciplined.

Sexual Harassment

Sexual harassment falls within the scope of SDO, all provisions in the SDO related to sexual harassment and in this policy are applicable to both men and women as well as sexual harassment to persons of the same sex. Sexual harassment is deemed to be a civil offensive behaviour.

Sexual Harassment Definition

Sexual harassment briefly covers the following situations:

1. Abuse of power to acquire sexual benefits in exchange of the other party's career promotion, remuneration increment or pass in academic results etc;
2. Hostile Environment : Delivering obscene speech or body conduct of a sexual nature that creates a hostile or intimidating work/service/educational environment, or to seriously interfere a person's work/service/learning performance.

Examples

- Repeated attempts to make a date, despite being told "NO" each time
- Comments with sexual innuendoes and suggestive or insulting sounds
- Comments or jokes about sex or gender
- Repeated requests or other forms of pressure for a sexual or other personal relationship
- Expressed or implied threat for obtaining sexual benefits
- Inappropriate and suggestive touching, (such as kissing, rubbing or caressing of a person's body and/or clothing)
- Continuous letters, notes, emails, texts, IMs, or online postings that talk about sex relationship or private body parts
- Displaying sexually obscene or suggestive photographs or literature

Complaint Procedure

The Complainant can make appointment / call / email / write to the Designated Officer; The Designated Officer should interview the complainant promptly, to identify the details of the incident including date, time, venue, nature, occurrences or witness(es), and to prepare a complaint statement/report to be confirmed and signed by the Complainant. SCAA will carry out an intensive and serious investigation into the complaint. Investigation findings will be delivered to the related persons.

The Complainant may lodge the complaint to one of the following Designated Officers:

Name: Mr Richard WONG
Chief Executive Officer
South China Athletic Association
Tel: 2577 6932 Email: rwong@scaa.org.hk

Name: Ms Angel CHANG
Assistant Chief Executive Officer
South China Athletic Association
Tel: 2577 6932 Email: angelchang@scaa.org.hk

Note

- SCAA's internal complaint handling procedure does not affect the Complainant's right to lodge a complaint directly with the Equal Opportunities Commission ("EOC") and/or to take civil court action or to report to the Police or any other organisations.
- Any serious sexual offence complaints will be referred to the Police by SCAA.
- Please refer to <https://www.eoc.org.hk> for details on Sexual Harassment.

Mechanism for Handling Sexual Harassment Complaints

1. Recusal of Designated Officer due to Conflicts of Interest
 - if the Designated Officer who handles the enquiry / complaint case is closely related to the Complainant or the Complainee (e.g. relatives), or the Complainee is the person-in-charge of handling sexual harassment complaints, the case should be handled by another person.
 - An associate with mutual right/benefit or obligation of the party, Designated Officer, spouse, parents, siblings, child.
 - Is or was the agent, authorised representative, assistant of the related party of the incident.
 - Was the witness, appraiser or stakeholder of the case.
2. The complainant may be accompanied by a person other than a legal representative, if he/she so wish, at the interview with the Designated Officer. The accompanying person will not be entitled to speak, question and/or

making comments, nor to express his/her personal interpretation/opinion on behalf of the Complainant.

3. A copy of the SCAA Sexual Harassment Policy will be given to the Complainant by clearly stating SCAA's stance on sexual harassment and putting an appropriate procedure and standard in place before the interview of the Designated Officer with the Complainant.
4. All conversation contents between the Designated Officer and the Complainant will be recorded and documented.
5. The same interview procedure will be applied to both the Complainant and the Complainee.
6. Each and every statement in respect of the above case must be confirmed and signed by the Complainant, Complainee and the Designated Officer respectively.
7. The interview statement should include:
 - Date, Time, Venue.
 - Details of the Sexual Harassment case complained.
 - Analytical details of the Designated Officer against the case.
 - The Complainant's concern and/or requests.
 - Investigation Report including conclusion.
8. All confirmed record materials will be handled in strict confidence and be executed in accordance with the Privacy Policy of SCAA.
9. All the documents relating to the case should not be disposed of in any way during the course of investigation and should be retained and kept intact for 2 years after conclusion of the case.
10. The Complainant or the Complainee may submit a written appeal to the Appeal Committee duly appointed by the Convenor of the Personnel Committee against the decision of the Investigation.
11. The decision of the Appeal Committee shall be full and final.
12. The Complaint case will be assisted and follow-up by staff of SCAA.
13. An anonymous complaint will not be entertained.
14. The course of the investigation does not affect the Complainant's right to lodge a complaint directly with the Equal Opportunities Commission ("EOC") and/or to take civil court action or to report to the Police or any other organisations.

15. The Designated Officer should submit the Investigation Report including the disposal of the case to the Convenor of the Personnel Committee Convenor and the Chairman of the Executive Committee for record.

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