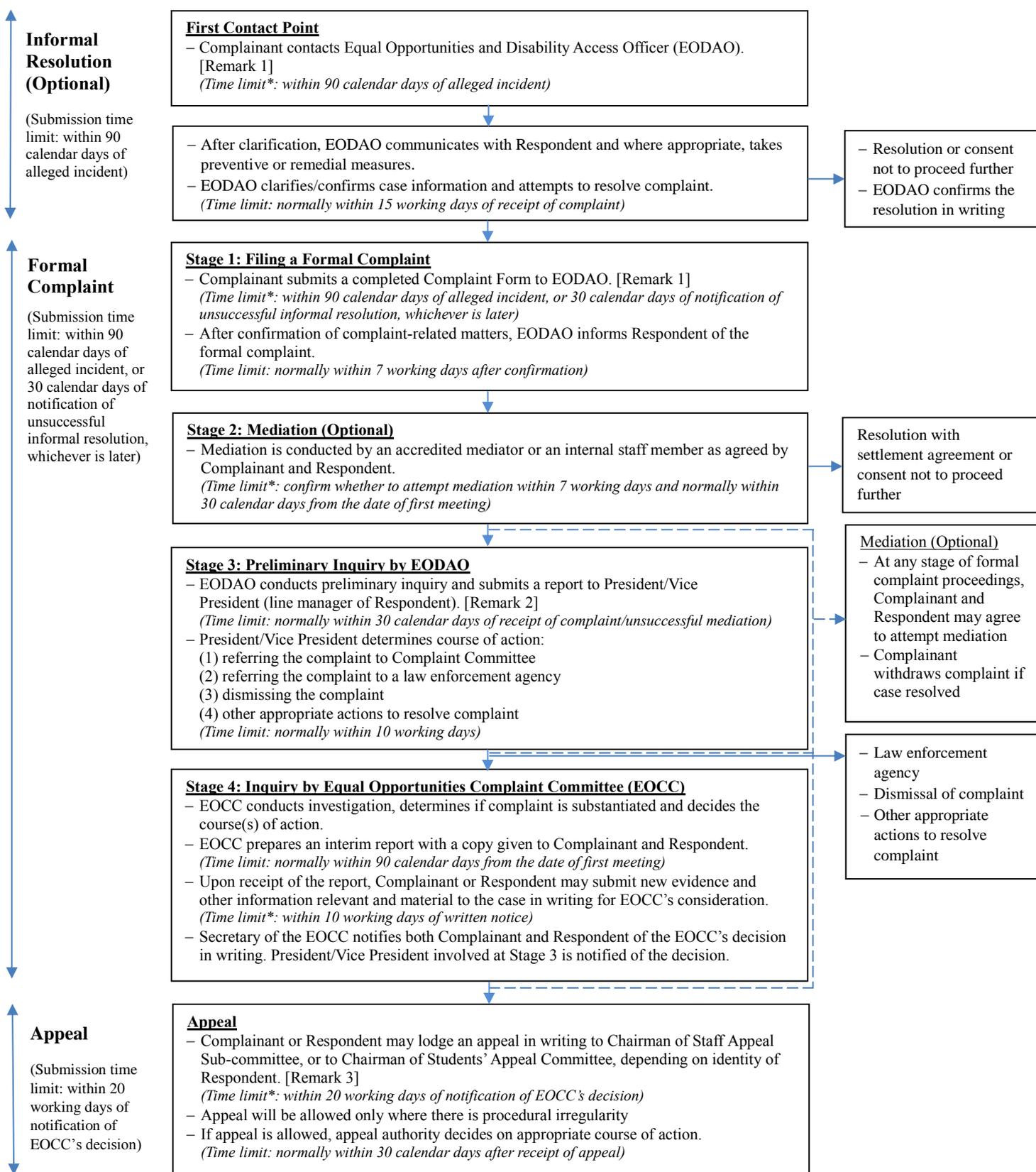


Flow Chart for Handling Complaints under the Equal Opportunities Policy

**Remark**

* The University may exercise discretion to extend time limit under exceptional circumstances.

1. If EODAO is involved in the alleged case of prohibited discriminatory act, the Complainant shall report the case to the Vice President (Administration).
2. If Complainant/Respondent is the Vice President, the complaint should be filed with the President who may consult the Chairman of the Staffing Committee to conduct an informal resolution, mediation or inquiry.
If Complainant/Respondent is the President, the complaint should be filed with the Chairman of Council who may ask the Chairman of the Staffing Committee to conduct an informal resolution, mediation or inquiry.
3. If Respondent is the President or Vice President, the appeal should be lodged with the Chairman of Council.