

HONG KONG BAPTIST UNIVERSITY

HUMAN RESOURCES POLICIES AND PROCEDURES/GENERAL

Whistle-blowing policy statement

1. The University is committed to maintaining good governance, accountability and a high degree of transparency, and encourages staff, students and external parties to report any suspected malpractice, misconduct, irregularity or illegality at the University.
2. A whistle-blower is encouraged to provide his/her identity when making a report, so that more information and clarification can be sought, if necessary, to enable effective handling of the matter reported. This notwithstanding, an anonymous report will be attended to and acted on if it is specific and provides prima facie evidence that the matter reported is of significant importance.
3. The University shall attend to a report of suspected malpractice, misconduct, irregularity or illegality promptly and in accordance with the relevant established procedures¹, including:
 - (a) Principles and procedures for handling complaints (other than those covered by (b) to (g) below);
 - (b) Procedures on handling of complaints on discrimination/harassment (on grounds covered by the equal opportunities ordinances);
 - (c) Procedures for handling staff grievances;
 - (d) Student grievances procedures;
 - (e) Guidelines stipulated in the *Calendar/Bulletin* for handling complaints relating to academic matters, e.g. course-based assessment and academic decisions;
 - (f) Procedures of the School of Chinese Medicine for handling complaints relating to the provision of Chinese medicine outpatient services; and
 - (g) Policy on responsible conduct of research.
4. The University shall ensure confidentiality in the handling of reports from whistle-blowers, for the protection of the reporters and fairness to those accused.
5. A whistle-blower filing a report in good faith shall not be discriminated against, intimidated or harassed. Staff or students who act as whistle-blowers making a report in good faith or participate in the handling of the matter shall be protected, regardless of whether the matter reported is substantiated. Any staff member or student, who discriminates against, intimidates or harasses another staff member or student who has reported a concern or participated in handling the case is liable to disciplinary action.
6. If, on the basis of credible evidence, a whistle-blower is found to have made an untrue report maliciously, with an ulterior motive or for personal gain, the University reserves the right to take appropriate action against the whistle-blower. This may include disciplinary action or reporting the matter to the police.
7. The University shall, except when a report is made anonymously, keep the whistle-blower informed of the action taken and, as appropriate, the outcome of the investigation.

¹ For (a) to (c), see the homepage of the Human Resources Office; for (d), see the homepage of the Office of Student Affairs; for (e), see the homepage of the Academic Registry; for (f), check with the School of Chinese Medicine; for (g), see the homepage of the Graduate School.