

**Student Development Services (SDS)
Student Life and Resources Section**

Guidelines for Organising Student-led Activities

The University has taken serious measures to prevent and eliminate sexual harassment on campus, with a zero-tolerance policy in place. As activity organizers, students should have the responsibility to observe and follow the following guidelines in organising activities:

1. Safety is the top priority in conducting any activities.
2. Be circumspect on designing activities. The main subject of the activities should be educational. Avoid vulgar, violent or obscene activities.
3. Be aware of sexual harassment and review the activities thoughtfully. Avoid body touching in the activities.
4. Observe and take care feelings of members. No forcing and only encouraging members to join the planned task. Members can say no if they are not willing to join.
5. No alcohol drinks in the activities.
6. Always keep campus and campsite clean. Be friendly to our environment, reduce waste and encourage reuse and recycle.
7. Be considerate and not to cause disturbances and inconvenience to the public.
8. Exercise extra cautions in clarifying proposed sponsorships to avoid commercial traps.
9. Protect the personal data of organisers and participants according to the Personal Data (Privacy) Ordinance.
10. Observe the University's Policy for Group Personal Accident Insurance – Students¹.
11. Report immediately if any issues are encountered and notify the respective academic department and/or Student Development Services (sdssat@cityu.edu.hk) for assistance.

Students are recommended to visit the University's Committee Against Sexual Harassment (CASH) website², to complete the online tutorial³ to raise awareness and understanding of sexual harassment issues.

¹ <https://www.cityu.edu.hk/fo/studentlan/htm/accident.htm>

² <https://www.cityu.edu.hk/cash/>

³ https://www.cityu.edu.hk/cash/studentlan/Online_Tutorial/