

The kit contains:

- A booklet detailing information about EO rights, responsibilities and benefits including a checklist and FAQs
- A fact sheet for employees 
- A sample equal opportunity policy 
- A sample procedure for handling EO related problems 



Chinese and English versions of this kit are available at the **Equal Opportunities Commission (EOC) Office** (see page 25) or at its homepage <http://www.eoc.org.hk>

如欲索取此資料套的中文或英文版，請聯絡**平等機會委員會**（詳見第25頁），或瀏覽委員會網站<http://www.eoc.org.hk>

TABLE OF CONTENTS

<i>Equal opportunity is better for business</i>	3
Getting the most from this kit	4
<i>Your EO essentials kit at a glance</i>	
Step 1: Understanding equal opportunity: rights, responsibilities, benefits	5
<i>What is EO?</i>	5
<i>What does EO law say?</i>	5
Discrimination	
Sexual harassment and disability harassment	
Vilification	
Victimization	
<i>How does EO law apply to your business?</i>	10
<i>What are your responsibilities?</i>	11
<i>Are there any cases when discrimination may be lawful</i>	13
<i>What happens if someone makes a complaint against my business?</i>	15
Step 2: Find out how well your business is meeting its EO responsibilities	16
<i>EO Checklist</i>	16
Step 3: Use our tools to manage EO effectively	18
<i>Sample EO action plan</i>	18
Action 1: Have an EO policy	
Action 2: Have a procedure for handling EO related problems	
Action 3: Provide regular information about EO	
Action 4: Appoint an existing and appropriate employee to look after EO	
Step 4: Get help and information	21
<i>Frequently asked questions</i>	21
<i>Information, advice and help with EO</i>	25
<i>Legal assistance and information</i>	25

Tools

- Fact sheet for employees
- Sample equal opportunity policy
- Sample procedure for handling EO related problems





Equal opportunity
is better for business

If you are running one of Hong Kong's 290,000 small to medium enterprises (SMEs), you are probably well aware that managing a successful business is a full-time job.

SMEs are vital to the economy and employ around 60% of the workforce. To be competitive these days you need to take steps to ensure that you follow the law, and effectively hire and manage staff.

When it comes to your workforce, equal opportunity (EO) is one area you can't afford to ignore. It applies to all businesses regardless of size.

As the examples in this kit show, following EO law offers a number of benefits to business as well as reducing the risk of legal liability, and costly and time consuming disputes. Applied appropriately, EO principles can create a work environment in which everyone can be comfortable, improving staff productivity, morale, and workplace stability. And, because it fosters diversity, EO can promote innovation, open new markets and enhance customer service and satisfaction. The Equal Opportunities Commission (EOC) is not alone in recognizing this. An EOC-commissioned survey (2001) reported that the majority of SME employers and employees identified a number of benefits associated with EO. Those benefits included that employees would

- have a better working relationship
- have higher efficiency
- feel more stable in and confident with the company

As part of our commitment to establishing a culture of excellence, equality and enterprise, the EOC has worked with SMEs to ensure that this kit contains the information you need. We urge you to take the time to work through it. Following the four simple steps set out in this kit on page 4 and using the tools we have provided will help your business enjoy the benefits of EO as well as meet your obligations.

Getting the most from this kit

This kit has been designed for busy people. It contains a practical outline of everything you need to know about EO. We suggest you go through all the material if possible, but if time is short you can use the 'Your EO essentials kit at a glance' guide below to quickly find the information you need.

This kit is not a substitute for legal advice. For information and help with individual inquiries or issues, we recommend that you refer to the contacts section on page 25.

Your EO essentials kit at a glance

Step 1



Understanding equal opportunities: rights, responsibilities, benefits *(explained on page 5)*

Find out how EO applies to your business, what the law says, employers' responsibilities, defences, when discrimination may not be unlawful.

Step 2



Use our checklist to find out how well your business is meeting its EO responsibilities *(explained on page 16)*

A 'good score' is just the beginning. EO is an issue that needs ongoing attention. This kit includes tools to help your business meet its responsibilities and enjoy the benefits of EO.

Step 3



Use the EOC's tools to implement EO effectively *(explained on page 18)*

Four-step EO action plan

Fact sheet for employees

Sample EO policy **(can also be downloaded at**

<http://www.eoc.org.hk/CE/sme/policy.doc>)

Sample procedure for handling EO related problems

(can also be downloaded at

<http://www.eoc.org.hk/CE/sme/procedure.doc>)

Step 4

Contact the EOC for information and help *(details on page 21)*

FAQs, which include many employers' questions about EO and their answers, plus useful contacts.