



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION

平等機會培訓課程

Training Workshops on Equal Opportunities

「無障礙設施與你」課程
推出加強版內容

“ Access for All ”
Course Revamped



工作間的性騷擾 —
僱主責無旁貸？

Can employers be held
accountable if sexual harassment
occurs in the workplace?

查詢 Enquiry :
2106-2155

網址 Website :
www.eoc.org.hk

2013

春季課程
Spring Programme

性騷擾與僱主的轉承責任

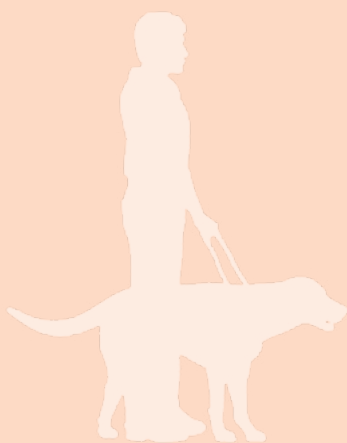
在最近的一宗個案，區域法院判決案中在工作場所受同事性騷擾的女事主勝訴，騷擾者的僱主須為該些性騷擾行為負上轉承責任。

作為人力資源管理的專業人員及僱主，你是否了解何謂性騷擾？什麼是轉承責任？應採用什麼措施防止及回應性騷擾？我們的培訓課程「預防及處理工作間的性騷擾」及「轉承責任」旨在探討上述事宜。要充分了解你的責任，請勿錯過這些課程。

Sexual Harassment and Employers' Vicarious Liability

In a recent case, the District Court ruled in favour of a woman who was sexually harassed in the workplace by her colleague. The harasser's employer was held vicariously liable for the sexual harassment act.

As professional human resource practitioners or employers, do you know what sexual harassment is? Do you understand the concept of "vicarious liability"? What are good management practices in preventing and dealing with these issues? The training courses, "Preventing and Managing Sexual Harassment in the Workplace" and "Vicarious Liability", aim to explore the above topics. Enroll in the courses to better understand your responsibilities under the law.



「無障礙設施與你」課程推出加強版

視障人士和「人類最好的朋友」外出時會遇到甚 問題？聽障人士在使用服務設施時面對甚 障礙？我們可以怎樣倡導殘疾人士參與藝術？

出席這個課程，你可與導盲犬使用者、聽障人士及倡導殘疾人士參與藝術的團體會面；透過他們的分享，獲得實施無障礙服務設施的實用知識。

“Access for All” Course Revamped

Want to better understand the problems faced by people with visual impairment when accompanied by their K9 helpers? What are the barriers people with hearing impairment encounter in accessing services? How can we promote equal opportunities for people with disabilities to participate in and contribute to the world of art?

Enroll now for this revamped course. You will meet users of guide dogs, people with hearing impairment and organisations promoting the arts and artistic talents amongst people with various needs. Get first-hand knowledge and practical tips on implementing accessible services through their sharing.



平等機會可提高機構的生產力及競爭力，歡迎報名參加平等機會的各項免費及收費課程。

如需要度身訂造的培訓服務，請致電 2106-2155與機構傳訊及培訓組聯絡。

All free and paid training courses are now open for enrollment. Don't miss the chance to learn more about equal opportunities to further improve your productivity and competitiveness.

If you need tailor-made corporate training services, please contact our Corporate Communications and Training Unit at 2106-2155.

委員會與法例

The Commission and the Ordinances

日期/ 時間

20/03/2013 (星期三) (1500 – 1700)
19/04/2013 (星期五) (1500 – 1700)
14/05/2013 (星期二) (1500 – 1700)
04/06/2013 (星期二) (1500 – 1700) (英語授課)

Date / Time

20/03/2013 (Wed) (1500 – 1700)
19/04/2013 (Fri) (1500 – 1700)
14/05/2013 (Tue) (1500 – 1700)
04/06/2013 (Tue) (1500 – 1700) (In English)

目標

介紹香港的反歧視條例與平等機會委員會（平機會）的工作

Objectives

To introduce the anti-discrimination laws of Hong Kong and the work of the Equal Opportunities Commission (EOC)

課程內容

- 性別歧視條例
- 殘疾歧視條例
- 家庭崗位歧視條例
- 種族歧視條例
- 平機會的角色與職能
- 平機會的投訴處理程序

Course Content

- Sex Discrimination Ordinance
- Disability Discrimination Ordinance
- Family Status Discrimination Ordinance
- Race Discrimination Ordinance
- Roles and functions of the EOC
- Complaints handling procedures of the EOC

費用

全免（需繳付港幣100元可退還之按金）

Cost

Free (\$100 refundable deposit)

對象

任何希望加深認識反歧視法例所賦予的權利和責任的人士

Participants

Any individuals who want to know more about their rights and responsibilities under the anti-discrimination laws

備註

平機會可能邀請其他嘉賓講者在課程中介紹其他與平等機會有關的課題。

Remarks

Outside guest speakers may be invited to talk about other EO issues in the training.

轉承責任

Vicarious Liability

日期/ 時間

22/03/2013 (星期五) (1430 – 1700)
17/04/2013 (星期三) (0930 – 1200)
15/05/2013 (星期三) (1430 – 1700) (英語授課)

Date / Time

22/03/2013 (Fri) (1430 – 1700)
17/04/2013 (Wed) (0930 – 1200)
15/05/2013 (Wed) (1430 – 1700) (In English)

目標

- 根據現有反歧視法例界定「轉承責任」
- 認識「轉承責任」與僱主責任的關係
- 探討「轉承責任」的免責辯護
- 探討「合理可行的措施」的方法

Objectives

- To define “vicarious liability” under the existing anti-discrimination laws
- To understand how “vicarious liability” relates to employer’s responsibilities
- To explore the defence to “vicarious liability”
- To explore options classified as “reasonably practicable steps”

費用

全免（需繳付港幣100元可退還之按金）

Cost

Free (\$100 refundable deposit)

對象

管理人員、人力資源從業員、僱主

Participants

Managers, human resources personnel and business owners

無障礙設施與你 加強版

Access for All



日期/ 時間

31/05/2013 (星期五) (1400 – 1730)

Date / Time

31/05/2013 (Fri) (1400 – 1730)

目標

- 探討《殘疾歧視條例》下，有關設立無障礙通道及設施，以及提供無障礙產品及服務等問題
- 探討建立無障礙業務的方法

Objectives

- To explore provisions under the Disability Discrimination Ordinance in relation to access to premises and provision of goods and services
- To explore practical ways on actual implementation of accessible business

費用

全免 (需繳付港幣100元可退還之按金)

Cost

Free (\$100 refundable deposit)

對象

任何希望加深認識無障礙設施的人士

Participants

Any individuals who want to know more about accessibility issues



預防及處理工作間性騷擾

Preventing and Managing Sexual Harassment in the Workplace

日期/ 時間

23/04/2013 (星期二) (1430 – 1730)

29/05/2013 (星期三) (1430 – 1730)

11/06/2013 (星期二) (1430 – 1730) (英語授課)

Date / Time

23/04/2013 (Tue) (1430 – 1730)

29/05/2013 (Wed) (1430 – 1730)

11/06/2013 (Tue) (1430 – 1730) (In English)

目標

- 界定性騷擾和認識構成性騷擾的行為
- 探討工作間發生性騷擾所造成的影響
- 認識性騷擾所帶來的法律責任
- 探討機構防止性騷擾的措施
- 探討處理性騷擾的有效管理策略

Objectives

- To define sexual harassment and identify behaviours which constitute sexual harassment
- To identify the impact of sexual harassment in the workplace
- To understand the liability for sexual harassment
- To explore measures organisations can take to prevent sexual harassment
- To explore effective management responses to sexual harassment

費用

港幣600元 (預早報名及繳費只需港幣540元)

Cost

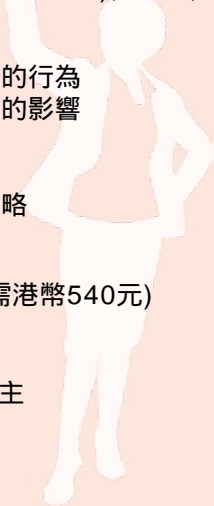
\$600 (\$540 early bird)

對象

管理人員、人力資源從業員、僱主

Participants

Managers, human resources personnel and business owners



處理招聘及甄選程序

Managing Recruitment and Selection Processes

日期/ 時間

27/03/2013 (星期三) (1400 – 1730)

22/05/2013 (星期三) (1400 – 1730)

Date / Time

27/03/2013 (Wed) (1400 – 1730)

22/05/2013 (Wed) (1400 – 1730)

目標

- 重溫和認識反歧視法例在招聘及甄選程序各方面的應用
- 認識歧視性的招聘程序所帶來的法律責任
- 探討招聘及甄選程序的最佳處理方法

Objectives

- To revise and understand the application of anti-discrimination laws in recruitment and selection processes
- To understand the liability arising from discriminatory recruitment practices
- To identify the best practices in the recruitment and selection processes

費用

港幣600元 (預早報名及繳費只需港幣540元)

Cost

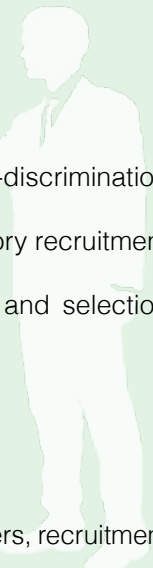
\$600 (\$540 early bird)

對象

管理人員、人力資源從業員、僱主、職業介紹所僱員和就業服務從業員

Participants

Managers, human resources personnel, business owners, recruitment agents and job network providers



如何處理工作間的投訴

Managing Complaints in the Workplace

日期/ 時間

30/04/2013 (星期二) (0930 – 1630)

28/05/2013 (星期二) (0930 – 1630)

Date / Time

30/04/2013 (Tue) (0930 – 1630)

28/05/2013 (Tue) (0930 – 1630)

目標

- 探討解決工作間投訴的各種方法
- 探討如何支援僱員及早解決投訴
- 找出有效的預防策略，以遏止員工的不當行為
- 探討管理人員有效解決投訴的非正式途徑
- 探討調查正式投訴所涉及的問題，例如：程序上及實質上的公平、保密性、時間性和如何作出建議等

Objectives

- To identify the options for resolving complaints in the workplace
- To explore how employees can be supported to resolve complaints at the earliest possible instance
- To identify effective intervention strategies to ensure that inappropriate behaviours are contained
- To identify effective ways for managers to resolve complaints on an informal basis
- To explore issues involved in investigations of formal complaints including procedural and substantive fairness, confidentiality, timeliness, making recommendations, etc

費用

港幣1,000元 (預早報名及繳費只需港幣900元)

Cost

\$1,000 (\$900 early bird)

對象

人力資源從業員、管理人員、負責處理機構內平等機會事宜的人士

Participants

Human resources personnel, managers, people appointed within organisations to deal with equal opportunities matters

《性別歧視條例》、《家庭崗位歧視條例》與人力資源管理

Issues in Human Resources Management under the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance

日期/ 時間

08/05/2013 (星期三) (1400 – 1730)

Date / Time

08/05/2013 (Wed) (1400 – 1730)

目標

- 探討《性別歧視條例》及《家庭崗位歧視條例》下，人力資源管理範疇內可能出現的平等機會問題，包括：
 - ▶ 僱傭範疇的性別歧視
 - ▶ 同工同酬及同值同酬的概念
 - ▶ 工作間的性騷擾
 - ▶ 懷孕
 - ▶ 家庭責任
- 探討有效的管理策略，及研究應付有關問題的方法，以建立一個公平的工作環境

Objectives

- To explore equal opportunities issues that may arise in different areas of human resources management under the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance including:
 - ▶ Sex discrimination in employment
 - ▶ Concepts of Equal Pay for Equal Work (EPEW) and Equal Pay for Work of Equal Value (EPEV)
 - ▶ Sexual harassment in the workplace
 - ▶ Pregnancy
 - ▶ Family responsibilities
- To explore effective management strategies and responses to these issues in order to cultivate an equitable workplace

費用

港幣600元 (預早報名及繳費只需港幣540元)

Cost

\$600 (\$540 early bird)

對象

人力資源從業員、部門經理、僱主、負責處理機構內平等機會事宜的人士

Participants

Human resources personnel, line managers, business owners, people appointed within organisations to deal with equal opportunities matters

《殘疾歧視條例》與人力資源管理

Issues in Human Resources Management under the Disability Discrimination Ordinance

日期/ 時間

26/04/2013 (星期五) (1400 – 1730)

21/05/2013 (星期二) (0930 – 1300)

Date / Time

26/04/2013 (Fri) (1400 – 1730)

21/05/2013 (Tue) (0930 – 1300)

目標

- 探討《殘疾歧視條例》下，人力資源管理範疇內可能出現的平等機會問題，如：
 - ▶ 病假
 - ▶ 缺勤及工作表現
- 探討有效的管理策略及研究應付有關問題的方法，以建立一個公平的工作環境

Objectives

- To explore equal opportunities issues that may arise in different areas of human resources management under the Disability Discrimination Ordinance, such as:
 - ▶ Sick leave
 - ▶ Absence and performance
- To explore effective management strategies and responses to these issues in order to cultivate an equitable workplace

費用

港幣600元 (預早報名及繳費只需港幣540元)

Cost

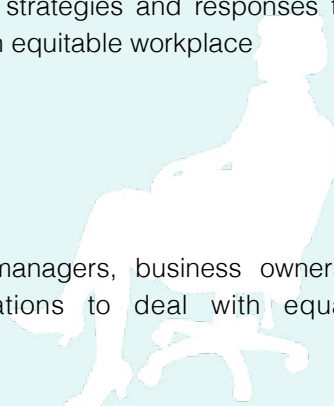
\$600 (\$540 early bird)

對象

人力資源從業員、部門經理、僱主、負責處理機構內平等機會事宜的人士

Participants

Human resources personnel, line managers, business owners, people appointed within organisations to deal with equal opportunities matters



調解技巧入門

Introduction to Mediation

日期/ 時間

10/04/2013 (星期三) (0930 – 1630)

10/05/2013 (星期五) (0930 – 1630)

Date / Time

10/04/2013 (Wed) (0930 – 1630)

10/05/2013 (Fri) (0930 – 1630)

目標

- 認識何謂調解
- 探討如何以調解作為解決投訴的方法
- 認識調解過程的不同階段
- 認識調解過程所需的技巧及策略
- 練習調解技巧

Objectives

- To understand what mediation is
- To explore the use of mediation as a tool of complaint resolution
- To understand the stages in the mediation process
- To identify the skills required and strategies in the mediation process
- To practise mediation skills

費用

港幣1,000元 (預早報名及繳費只需港幣900元)

Cost

\$1,000 (\$900 early bird)

對象

人力資源從業員、管理人員、負責處理機構內投訴的人士

Participants

Human resources personnel, managers, people appointed within organisations to deal with complaints



報名表格 Enrollment Form (Fax: 2877 7600)

請以中文或英文填寫報名表格。Please fill in the enrollment form in Chinese or English.

姓名 Name: 先生 Mr 女士 Ms _____

機構名稱 Organisation Name: _____

部門 Department: _____ 職位 Post Title: _____

電話 Telephone: _____ 傳真 Facsimile: _____

郵寄地址 Postal Address: _____

電郵地址 Email Address: _____

平等機會之友會會員 EO Club Member: 是 Yes 否 No

曾否參加平等機會委員會的課程 Attended previous EOC's training course(s):

是 Yes (課程名稱 Title of course(s): _____) 否 No

支票號碼 Cheque Number: _____

報讀課程資料 Course Enrollment Details

課程 Course	日期及時間 Date & Time	請 <input checked="" type="checkbox"/> Please tick	費用 Cost	一個月前報名 及繳費 Early Bird
委員會與法例 The Commission and the Ordinances	• 20/03/2013 (星期三 Wed) 1500 — 1700	<input type="checkbox"/> EOCO-1	免費** Free**	---
	• 19/04/2013 (星期五 Fri) 1500 — 1700	<input type="checkbox"/> EOCO-2		
	• 14/05/2013 (星期二 Tue) 1500 — 1700	<input type="checkbox"/> EOCO-3		
	• 04/06/2013 (星期二 Tue) 1500 — 1700	<input type="checkbox"/> EOCO-4*		
轉承責任 Vicarious Liability	• 22/03/2013 (星期五 Fri) 1430 — 1700	<input type="checkbox"/> VCL-1	免費** Free**	---
	• 17/04/2013 (星期三 Wed) 0930 — 1200	<input type="checkbox"/> VCL-2		
	• 15/05/2013 (星期三 Wed) 1430 — 1700	<input type="checkbox"/> VCL-3*		
無障礙設施與你 Access for All	• 31/05/2013 (星期五 Fri) 1400 — 1730	<input type="checkbox"/> ACC-1		
預防及處理工作間性騷擾 Preventing and Managing Sexual Harassment in the Workplace	• 23/04/2013 (星期二 Tue) 1430 — 1730	<input type="checkbox"/> PMSH-1	\$600	\$540
	• 29/05/2013 (星期三 Wed) 1430 — 1730	<input type="checkbox"/> PMSH-2	\$600	\$540
	• 11/06/2013 (星期二 Tue) 1430 — 1730	<input type="checkbox"/> PMSH-3*	\$600	\$540
處理招聘及甄選程序 Managing Recruitment and Selection Processes	• 27/03/2013 (星期三 Wed) 1400 — 1730	<input type="checkbox"/> MRSP-1	\$600	\$540
	• 22/05/2013 (星期三 Wed) 1400 — 1730	<input type="checkbox"/> MRSP-2	\$600	\$540
如何處理工作間的投訴 Managing Complaints in the Workplace	• 30/04/2013 (星期二 Tue) 0930 — 1630	<input type="checkbox"/> MCW-1	\$1000	\$900
	• 28/05/2013 (星期二 Tue) 0930 — 1630	<input type="checkbox"/> MCW-2	\$1000	\$900
《性別歧視條例》、《家庭崗位歧視條例》 與人力資源管理 Issues in Human Resources Management under the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance	• 08/05/2013 (星期三 Wed) 1400 — 1730	<input type="checkbox"/> IHSF-1	\$600	\$540
《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance	• 26/04/2013 (星期五 Fri) 1400 — 1730	<input type="checkbox"/> IHDD-1	\$600	\$540
	• 21/05/2013 (星期二 Tue) 0930 — 1300	<input type="checkbox"/> IHDD-2	\$600	\$540
調解技巧入門 Introduction to Mediation	• 10/04/2013 (星期三 Wed) 0930 — 1630	<input type="checkbox"/> IMED-1	\$1000	\$900
	• 10/05/2013 (星期五 Fri) 0930 — 1630	<input type="checkbox"/> IMED-2	\$1000	\$900
總額TOTAL				

平等機會之友會會員免費課程 Free gift for EO Club member (課程編號 Course Code: _____)

* 此課程以英語授課。其他課程以粵語授課，若需平機會以英語提供其他課程，請致電2106-2155查詢。
The workshops marked with an * will be conducted in English. While the other workshops are conducted in Cantonese, please call us at 2106-2155 to discuss for possible arrangements if you need the workshops in English.

** 參加免費課程需以支票繳交100元按金，支票將在出席課程當日發還。
A security deposit of \$100 made by cheque is required for enrollment in each free session. The uncleared cheque will be returned to you on the day you attend the relevant session.

報名須知

Enrollment Details

報名及付款：

1. 填妥第7頁的報名表格後傳真至平等機會委員會（平機會）以預留名額。（傳真號碼：2877-7600）
2. 將報名表格及劃線支票（支票抬頭為：平等機會委員會）郵寄至：

香港太古城太古灣道14號
太古城中心三座19樓
平等機會委員會
梁淑嬌小姐
3. 平機會收到報名費用後，將以電郵向參加者發出確認信。

Enrollment and Payment :

1. Fill in and fax the enrollment form on p.7 to the Equal Opportunities Commission (EOC) for reserving a place. (Fax: 2877-7600)
2. Send the completed enrollment form together with a crossed cheque payable to "Equal Opportunities Commission" to:

Equal Opportunities Commission
19/F, Cityplaza Three, 14 Taikoo Wan Road
Taikoo Shing, Hong Kong
Attn: Miss Dephy Leung
3. The EOC will send you a letter of confirmation by email once we receive your payment.

特別優惠：

1. 如在開課前一個月報名及繳費，可享早報名優惠。
2. 如同一機構有兩人或以上成功報讀相同或不同日期舉行的同一課程，可獲九折優惠。
3. 參加者如同時符合索取特別優惠(1)及(2)的條件，可享八一折優惠。請致電2106-2155與我們確認有關安排。

Special Offers :

1. Those who enroll **and** pay **one month before the course** will enjoy the Early Bird discount.
2. If two or more applicants from one organisation successfully sign up for the same course held on the same or different dates, they can obtain a 10% discount.
3. Applicants can enjoy a 19% discount if they meet both requirements of the Special Offers (1) and (2). Please contact us at 2106-2155 to confirm the offer.

注意：

1. 所有課程於香港太古城太古灣道14號太古城中心三座19樓平機會培訓室舉行。
2. 課程收費已包括課程教材及茶點。收費課程的參加者將獲發出席證書。
3. 報名截止日期為課程舉行前七日。逾期報名只會在該課程名額未滿的情況下才被考慮接納。
4. 如在課程舉行前七日取消報名，可獲發還已繳付的課程費用。
5. 平機會保留取消或改動課程的一切權利。
6. 本表格收集的個人資料只供平機會處理課程報名手續之用。根據《個人資料(私隱)條例》規定，課程參加者有權查閱、更改及索取在本表格所提供的個人資料。

Notes :

1. All courses are held at the EOC's training room located at 19/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.
2. Course fees include course materials and refreshments. Certificates of attendance will be issued to the participants of fee-charging courses.
3. Enrollment deadline is 7 calendar days before the course commencement date. Late enrollment will only be considered if there are still vacant places.
4. Refund can be arranged if applicant cancels his/her application 7 calendar days before the course commencement date.
5. The EOC reserves the right to cancel or make any necessary changes to the courses.
6. The personal data collected on the enrollment form are used by the EOC only for purposes related to enrollment administration. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, amend, and ask for a copy of their personal data contained in the form.