

平等機會培訓課程

Training Workshops on Equal Opportunities



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION

免費培訓課程

Free Training Workshops

- 委員會與法例
The Commission and the Ordinances
- 轉承責任
Vicarious Liability
- 無障礙設施與你
Access for All
- 工作間的多元文化
Enhancing Cultural Sensitivity at Work



2014
秋季課程
Fall Programme

查詢 Enquiries: 2106 2155

網址 Website: www.eoc.org.hk

如何建立平等機會工作間

How to Foster an Equal Opportunity Workplace

作為管理人員、人力資源從業員或僱主，你是否知道反歧視條例對您及您的業務有何影響？如公司內發生性騷擾，應如何處理？僱主需要為僱員的違法行為負上什麼法律責任？

平等機會委員會在2014年秋季推出各項培訓課程，為您提供平等機會法例資訊，及相應的管理策略，讓您透過在企業內實施平等機會政策，聘用多元人才，減少員工投訴及機構的法律責任風險。

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。

As a manager, a human resources practitioner or an employer, do you know how the anti-discrimination ordinances affect you and your business? How to deal with sexual harassment in the workplace? What is the employers' legal liability for the unlawful acts of their employees?

The Equal Opportunities Commission is pleased to offer a series of training workshops in Fall 2014 to provide information about equal opportunities legislation and the related management strategy. Through implementing equal opportunities policy in your organization, you can attract a more diverse pool of qualified individuals, as well as reduce staff complaints and the risk of legal liability.

If you need tailor-made corporate training services, please call 2106-2155.

2014 秋季課程 Fall Programme



工作間的多元文化 Enhancing Cultural Sensitivity at Work

日期/時間：

25/11/2014 (星期二) (1430 - 1730) (英語授課)

Date/Time:

25/11/2014 (Tue) (1430 - 1730) (In English)

目標：

- 加深對不同文化和傳統的了解，從而促進工作間的多元文化和包容性
- 消除種族偏見和探索種族多元化在職場的好處
- 了解《種族歧視條例》在工作間的應用

Objectives:

- To widen understanding of different cultures and traditions, so as to promote a culturally diverse and inclusive workplace
- To dispel ethnic stereotypes and explore the benefits of diversity at work
- To understand how the Race Discrimination Ordinance (RDO) applies to employment-related situations

費用：

全免 (需繳付港幣100元可退還之按金)

Cost:

Free (\$100 refundable deposit)

課程內容：

這課程可讓參加者了解在香港居住的少數族裔的文化和傳統，消除常見的種族定型，促進互相尊重和對文化具敏感度的工作環境。參加者也會對《種族歧視條例》在日常工作上的應用有更深的認識，提高對個人在反歧視條例下的權利和責任的觸覺性。課程內容包括服務少數族裔機構的工作者及個別的少數族裔的經驗分享。

Content:

In this course, you can explore different cultures and traditions of various ethnic minority groups in Hong Kong. The course will also dispel common ethnic stereotypes, so as to promote a culturally sensitive and inclusive workplace. Additionally, you can also gain a deeper understanding of how the RDO applies to employment-related situations, in order to improve awareness of everyone's rights and responsibilities under the anti-discrimination laws. Other organisations and ethnic minority individuals will be invited to share their experience and expertise.

備註：

如希望平機會以中文講解此課程，請與我們聯絡。

Remarks:

Please contact us if you require the workshop to be arranged in Chinese.



委員會與法例

The Commission and the Ordinances

日期/時間：

10/10/2014 (星期五) (1500 - 1700)
29/10/2014 (星期三) (1500 - 1700)
19/11/2014 (星期三) (1500 - 1700)
05/12/2014 (星期五) (1500 - 1700) (英語授課)

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

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

費用：

全免 (需繳付港幣100元可退還之按金)

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

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。



Date/Time:

10/10/2014 (Fri) (1500 - 1700)
29/10/2014 (Wed) (1500 - 1700)
19/11/2014 (Wed) (1500 - 1700)
05/12/2014 (Fri) (1500 - 1700) (In English)

Objectives:

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

Course Content:

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

Cost:

Free (\$100 refundable deposit)

Participants:

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

Remarks:

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

預防及處理工作間性騷擾

Preventing and Managing Sexual Harassment in the Workplace

日期/時間：

30/09/2014 (星期二) (1400 - 1700)
24/10/2014 (星期五) (1400 - 1700)
12/11/2014 (星期三) (1400 - 1700) (英語授課)

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

費用：

港幣700元

對象：

管理人員、人力資源從業員、僱主



Date/Time:

30/09/2014 (Tue) (1400 - 1700)
24/10/2014 (Fri) (1400 - 1700)
12/11/2014 (Wed) (1400 - 1700) (In English)

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

Cost:

\$700

Participants:

Managers, human resources personnel and business owners



2014 秋季課程 Fall Programme

轉承責任 Vicarious Liability

日期/時間：

08/10/2014 (星期三) (1430 - 1700)
05/11/2014 (星期三) (1430 - 1700)
09/12/2014 (星期二) (1430 - 1700) (英語授課)

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

費用：

全免 (需繳付港幣100元可退還之按金)

對象：

管理人員、人力資源從業員、僱主



Date/Time:

08/10/2014 (Wed) (1430 - 1700)
05/11/2014 (Wed) (1430 - 1700)
09/12/2014 (Tue) (1430 - 1700) (In English)

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"

Cost:

Free (\$100 refundable deposit)

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：

22/10/2014 (星期三) (1400 - 1730)
12/12/2014 (星期五) (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

費用：

港幣700元

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



Date/Time:

22/10/2014 (Wed) (1400 - 1730)
12/12/2014 (Fri) (1400 - 1730)

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

Cost:

\$700

Participants:

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

無障礙設施與你 Access for All

日期/時間：

10/12/2014 (星期三) (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

費用：

全免 (需繳付港幣100元可退還之按金)

對象：

任何希望加深認識無障礙設施的人士

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。

Date/Time:

10/12/2014 (Wed) (1400 - 1730)

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

Cost:

Free (\$100 refundable deposit)

Participants:

Any individuals who want to know more about accessibility issues

Remarks:

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



如何處理工作間的投訴 Managing Complaints in the Workplace

日期/時間：

24/09/2014 (星期三) (0930 - 1630)
31/10/2014 (星期五) (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

費用：

港幣1,200元

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



Date/Time:

24/09/2014 (Wed) (0930 - 1630)
31/10/2014 (Fri) (0930 - 1630)

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

Cost:

\$1,200

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：

14/11/2014 (星期五) (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

費用：

港幣700元

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



Date/Time:

14/11/2014 (Fri) (1400 - 1730)

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

Cost:

\$700

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：

15/10/2014 (星期三) (0930 - 1300)

26/11/2014 (星期三) (1400 - 1730)

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

費用：

港幣700元

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



Date/Time:

15/10/2014 (Wed) (0930 - 1300)

26/11/2014 (Wed) (1400 - 1730)

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

Cost:

\$700

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：

07/10/2014 (星期二) (0930 - 1630)

28/11/2014 (星期五) (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

費用：

港幣1,200元

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



Date/Time:

07/10/2014 (Tue) (0930 - 1630)

28/11/2014 (Fri) (0930 - 1630)

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

Cost:

\$1,200

Participants:

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

報名表格 Enrolment Form

(請儘量以英文填寫表格 Please fill in the form in English if possible)

姓名 Name: 先生 Mr. 女士 Ms. _____ (請填上身份證上姓名 Please fill in the name on the HKID card)

機構名稱 Organisation Name: _____

部門 Department: _____ 職位 Post Title: _____

電郵地址 Email Address: _____ (必須填上報名人本人的電郵地址 Please fill in the applicant's email address)

電話 Telephone: _____ 郵寄地址 Postal Address: _____

支票號碼 Cheque Number: _____

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: _____)

我們擬使用你的姓名、電話號碼、電郵及通訊地址以宣傳平機會主辦、協辦或支持的活動，但我們在未得到你的同意之前不能如此使用你的個人資料。請在以下位置簽署表示你同意如此使用你的個人資料。如你不同意，請在以下空格加上「」號，然後簽署。

We intend to use your name, telephone number, email address and mailing address for publicizing the activities organized, assisted or supported by the EOC, but we cannot do so without your consent. Please sign below to indicate your agreement to such use. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below before signing.

本人反對平機會使用本人的個人資料作上述用途。
I object to the proposed use of my personal data for the above-mentioned purposes.

簽署 Signature: _____ 日期 Date: _____

| 課程 Course | 日期及時間 Date & Time | 請 Please tick <input checked="" type="checkbox"/> | 費用 Cost |
|--|----------------------------------|--|--|
| 委員會與法例 The Commission and the Ordinances | 10/10/2014 (星期五 Fri) 1500 - 1700 | <input type="radio"/> EOCO-1 | 免費 Free 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。 |
| | 29/10/2014 (星期三 Wed) 1500 - 1700 | <input type="radio"/> EOCO-2 | |
| | 19/11/2014 (星期三 Wed) 1500 - 1700 | <input type="radio"/> EOCO-3 | |
| | 05/12/2014 (星期五 Fri) 1500 - 1700 | <input type="radio"/> EOCO-4* | |
| 轉承責任 Vicarious Liability | 08/10/2014 (星期三 Wed) 1430 - 1700 | <input type="radio"/> VCL-1 | A security deposit of \$100 made by cheque is required. The uncleared cheque will be returned on the course day. |
| | 05/11/2014 (星期三 Wed) 1430 - 1700 | <input type="radio"/> VCL-2 | |
| | 09/12/2014 (星期二 Tue) 1430 - 1700 | <input type="radio"/> VCL-3* | |
| 無障礙設施與你 Access for All | 10/12/2014 (星期三 Wed) 1400 - 1730 | <input type="radio"/> ACC-1 | |
| 工作間的多元文化 Enhancing Cultural Sensitivity at Work | 25/11/2014 (星期二 Tue) 1430 - 1730 | <input type="radio"/> ECS-1* | |
| 預防及處理工作間性騷擾 Preventing and Managing Sexual Harassment in the Workplace | 30/09/2014 (星期二 Tue) 1400 - 1700 | <input type="radio"/> PMSH-1 | \$700 |
| | 24/10/2014 (星期五 Fri) 1400 - 1700 | <input type="radio"/> PMSH-2 | |
| | 12/11/2014 (星期三 Wed) 1400 - 1700 | <input type="radio"/> PMSH-3* | |
| 處理招聘及甄選程序 Managing Recruitment and Selection Processes | 22/10/2014 (星期三 Wed) 1400 - 1730 | <input type="radio"/> MRSP-1 | \$700 |
| | 12/12/2014 (星期五 Fri) 1400 - 1730 | <input type="radio"/> MRSP-2 | |
| 如何處理工作間的投訴 Managing Complaints in the Workplace | 24/09/2014 (星期三 Wed) 0930 - 1630 | <input type="radio"/> MCW-1 | \$1,200 |
| | 31/10/2014 (星期五 Fri) 0930 - 1630 | <input type="radio"/> MCW-2 | |
| 《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 | 14/11/2014 (星期五 Fri) 1400 - 1730 | <input type="radio"/> IHFS-1 | \$700 |
| 《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance | 15/10/2014 (星期三 Wed) 0930 - 1300 | <input type="radio"/> IHDD-1 | \$700 |
| | 26/11/2014 (星期三 Wed) 1400 - 1730 | <input type="radio"/> IHDD-2 | |
| 調解技巧入門 Introduction to Mediation | 07/10/2014 (星期二 Tue) 0930 - 1630 | <input type="radio"/> IMED-1 | \$1,200 |
| | 28/11/2014 (星期五 Fri) 0930 - 1630 | <input type="radio"/> IMED-2 | |
| 總額 TOTAL | | | |

* 此課程以英語授課，其他課程以粵語授課。
The workshops marked with an * will be conducted in English while the other workshops are conducted in Cantonese.

報名須知

Enrolment Details

報名及付款

1. 請清楚填寫第7頁的報名表格，特別是電郵地址一欄，以便聯絡。
2. 如報讀多於一項課程，請分別為每項課程填寫支票繳費。
3. 將報名表格連同劃線支票（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
培訓組 收
4. 平機會收到報名表格及支票後，將於兩星期內以電郵回覆參加者，確認收妥報名表格及支票。
5. 平機會接受參加者報讀課程後，將以電郵向參加者發出確認信。

注意

1. 報名截止日期為課程舉行前七日。
2. 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。
3. 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。
4. 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。
5. 若需平機會以英語授課，請致電2106-2155查詢。
6. 平機會保留取消或改動課程的一切權利。
7. 本表格收集的個人資料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。

Enrolment and Payment

1. Clearly fill in the enrolment form on P.7, especially the field of applicant's email address for our contact purpose.
2. For those who enrol in more than one training workshop, please pay the training fee of each training workshop by separate cheque.
3. Send the completed enrolment 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: Training Unit
4. The EOC will send you an acknowledgement receipt by email within two weeks after we received your enrolment form and cheque.
5. The EOC will send you a letter of confirmation by email once your enrolment for the training workshop(s) is accepted.

Notes

1. Enrolment deadline is 7 calendar days before the course commencement date.
2. Refund can be arranged if applicant cancels his/her application 7 calendar days before the course commencement date.
3. All courses are held at the EOC's training room located at 19/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.
4. Course fees include course materials and refreshments. Certificates of attendance will be issued to the participants of fee-charging courses.
5. Please call us at 2106-2155 to discuss for possible arrangements if you need the workshops in English.
6. The EOC reserves the right to cancel or make any necessary changes to the courses.
7. The personal data collected on the enrolment form are used by the EOC for purposes related to enrolment 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.