

平等機會培訓課程簡介

Overview of Training Workshops on Equal Opportunities



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION

平等機會委員會定期在本會辦事處舉辦各項培訓課程，助您掌握反歧視條例的相關資訊及相應的管理策略。如您有興趣報讀課程，請於以下的網頁，瀏覽最新的課程時間表、課程收費及報名資訊。

The Equal Opportunities Commission (EOC) regularly delivers a series of training workshops in our office, providing information about anti-discrimination legislation and related management strategies. If you would like to enrol in the course(s), please visit the website below for course schedule, course fees and enrolment information.

查詢 Enquiries : 2106 2155

網址 Website : www.eoc.org.hk/training.html

免費課程 Free courses

委員會與法例

The Commission and the Ordinances

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

對象：

任何對此課題有興趣的人士

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。

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

Participants:

Any individuals who are interested in this topic

Remarks:

Outside guest speakers may be invited to talk about other equal opportunities issues in the training

轉承責任

Vicarious Liability

課程內容：

- 界定現行反歧視法例中的「轉承責任」
- 「轉承責任」與僱主責任的關係
- 「轉承責任」的免責辯護
- 何謂「合理地切實可行」的措施

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、僱主

Course Content:

- To define "vicarious liability" under the existing anti-discrimination laws
- How "vicarious liability" relates to employer's responsibilities
- Defence to "vicarious liability"
- Options classified as "reasonably practicable steps"

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners

工作間的多元文化 Promoting Culturally Inclusive Workplace

課程內容：

- 消除種族偏見和了解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

對象：

任何對此課題有興趣的人士

Course Content:

- To dispel ethnic stereotypes and understand the benefits of diversity at work
- To understand how the Race Discrimination Ordinance (RDO) applies to employment-related situations

Participants:

Any individuals who are interested in this topic

認識性騷擾 Understanding Sexual Harassment

課程內容：

- 界定《性別歧視條例》下的「性騷擾」
- 性騷擾者及其僱主的法律責任
- 被性騷擾怎辦

對象：

任何對此課題有興趣的人士

Course Content:

- To define "sexual harassment" under the Sex Discrimination Ordinance
- Legal liability of harassers and their employers
- What to do if you are sexually harassed

Participants:

Any individuals who are interested in this topic

收費課程 Paid courses

《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

課程內容：

- 《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
 - 懷孕
 - 家庭責任
- 有效的管理策略及應付有關問題的方法

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、僱主

Course Content:

- 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)
 - Pregnancy
 - Family responsibilities
- Effective management strategies and responses to these issues

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners

預防及處理工作間性騷擾

Preventing and Managing Sexual Harassment in the Workplace

課程內容：

- 性騷擾的定義和構成性騷擾的行為
- 性騷擾所帶來的法律責任
- 機構防止性騷擾的措施
- 處理性騷擾的有效管理策略

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、僱主

Course Content:

- To define sexual harassment and identify behaviours which constitute sexual harassment
- Legal liability for sexual harassment
- Measures organisations can take to prevent sexual harassment
- Effective management responses to sexual harassment

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners

處理招聘及甄選程序

Managing Recruitment and Selection Processes

課程內容：

- 反歧視法例可用於招聘及甄選過程之處
- 歧視性的招聘做法所帶來的法律責任
- 實踐最佳招聘及甄選程序的方法

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、僱主、職業介紹所僱員和就業服務從業員

Course Content:

- Application of anti-discrimination laws in recruitment and selection processes
- Legal liability arising from discriminatory recruitment practices
- Best practices in the recruitment and selection processes

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners, recruitment agents and job network providers

《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance

課程內容：

- 《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，包括：
 - 病假
 - 評估工作表現
- 有效的管理策略及應付有關問題的方法

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、僱主

Course Content:

- Equal opportunities issues that may arise in different areas of human resources management under the Disability Discrimination Ordinance including:
 - Sick leave
 - Performance appraisal
- Effective management strategies and responses to these issues

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners

香港反歧視法例與人力資源管理 Issues in Human Resources Management under the Anti-discrimination Laws in Hong Kong

課程內容：

- 現行四條反歧視條例內主要的概念
- 人力資源管理範疇內涉及平等機會的各種議題
- 有效的管理策略及應付有關問題的方法，以建立一個公平的工作環境

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、僱主

Course Content:

- Meaning of key concepts under the existing four anti-discrimination ordinances
- Equal opportunities issues that may arise in different areas of human resources management
- Effective management strategies and responses to these issues in order to cultivate an equitable workplace

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners

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

課程內容：

- 解決工作間涉及歧視和騷擾的投訴的各種方法
- 如何支援僱員盡早解決這些投訴
- 有效遏止員工不當行為的策略
- 管理人員如何有效利用非正式途徑以應付這些投訴
- 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、時間性和作出建議等

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、僱主

Course Content:

- Options for resolving complaints of discrimination and harassment in the workplace
- How employees can be supported to resolve such complaints at the earliest possible instance
- Effective intervention strategies to ensure that inappropriate behaviours are contained
- Effective ways for managers to resolve such complaints on an informal basis
- Issues involved in investigations of formal complaints including procedural and substantive fairness, confidentiality, timelines, making recommendations, etc.

Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners



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