

我們的僱員 Our People



平機會致力為員工提供具關懷、公平和平等的工作環境，同時給予員工發展潛能的機會。為了提高員工的參與度，並確保他們感到受重視和賞識，平機會致力採用具透明度的管理方式，讓管理層與員工進行開放和定期的溝通；提供持續進修與培訓機會；並為員工提供支援。

The EOC strives to provide staff with a caring, fair and equitable working environment, and the opportunities to develop their potential. To engage staff and ensure that they feel valued and appreciated, the EOC is committed to managing with transparency; establishing open and regular communication between management and staff; providing continuing education and training opportunities; and offering staff support.

平機會架構檢討

在2014年12月18日平機會第108次會議上，平機會管治委員會通過了平機會新架構建議。新架構的目的是加強平機會的機構管治，以配合社會不停轉變的需求，並改善平機會執行職能的效率和效能。

因應第52號審計報告的建議，平機會重設營運總裁一職。此外，新架構的轉變包括將機構傳訊科的培訓及顧問職能歸入新設的政策、研究及培訓科之內，以達致更佳的協同效應。

經公開招聘後，營運總裁的職位已於2015年12月填補。而政策、研究及培訓科總監人選亦經由公開招聘選定，並於2015年12月就任。

隨著營運總裁及總監(政策、研究及培訓科)的職位於2015年12月填補，經修訂的平機會架構已大致落實。然而，由於平機會開支預算緊絀，總監(機構規劃及服務科)的職位暫時由總監級別降為總主任級別，職銜則改為主管(機構規劃及服務科)。如日後平機會的開支預算情況有所改善，將尋求行政及財務專責小組批准，把主管(機構規劃及服務科)的職位復為原來的總監級別。

EOC Structural Review

At the 108th EOC Meeting on 18 December 2014, the EOC Board endorsed the proposed new structure of the EOC Office. The new structure aimed to strengthen the corporate governance of the EOC, cater to the changing needs of society and enable the Commission to perform its functions even more efficiently and effectively.

The major changes included the reinstatement of the Chief Operations Officer (COO) post, in line with the recommendation in the Audit Commission Report No. 52, and transferring the training and consultancy function from the Corporate Communications Division to the new Policy, Research and Training Division (PRTD) for better synergy.

After an open recruitment exercise, the COO post was filled in December 2015. The Director of the PRTD (DPRT) was also selected via open recruitment and came on board in December 2015.

With the COO and DPRT posts filled in December 2015, the revised EOC structure had been largely implemented. However, due to stringent budgetary situation of the EOC, the vacant post of Director (Corporate Planning and Services) was temporarily re-graded from directorate to chief officer level, and re-designated as Head (Corporate Planning and Services) (HCPS). If the EOC's budgetary situation improves later, approval from the Administration and Finance Committee will be sought to convert the HCPS post back to directorate level.

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具透明度的管理

為提高透明度及幫助員工了解不同部門的工作，平機會員工可定期透過電郵、內聯網及其他途徑，獲悉有關平機會工作的最新情況。主席亦會召開季度員工會議，讓員工了解主要工作項目的進度。

Management with Transparency

To ensure transparency and enhance understanding of the work of different divisions, staff members are updated regularly via email, the Intranet and other means on the work of the EOC. The Chairperson also conducts the Quarterly Staff Meeting to keep staff abreast of the progress of major work initiatives.

內聯網

內聯網為平機會員工提供各科／組的資訊及最新情況。除了列載平機會舉行和參與各項重要活動的「平機會活動日程」之外，內聯網亦提供有用的參考資料和重要資訊，例如平機會政策、人力資源手冊和行政表格，供員工下載使用。



Intranet

The Intranet provides a platform for providing information and updates on the various divisions and units of the EOC. Besides the EOC Activities Calendar, which lists the major functions and activities held and attended by the EOC, the Intranet also contains useful reference materials and important

information, such as the EOC's policies, HR Manual and administrative forms for staff to download.

員工諮詢組

員工諮詢組由平機會主席委任的管理層代表，以及經員工選舉產生的員工代表所組成。諮詢組每季開會一次，目的是提供獲認可的直接溝通及諮詢途徑，讓平機會員工一起商討對大家有影響的事情，並藉此推動員工的合作精神，提升平機會服務市民的效率。

Staff Consultative Group (SCG)

The SCG consists of management representatives appointed by the Chairperson, and staff representatives elected by staff of respective divisions and units. The Group meets every quarter, and aims to provide a recognised and direct channel of communication and consultation on issues that affect the interests of EOC staff. It also aims to promote a spirit of co-operation in securing and improving the EOC's efficiency in delivering services to clients.

平等機會專責小組

除員工諮詢組外，平機會亦成立了由各科／組代表組成的平等機會專責小組。該小組負責檢討及討論平機會的政策和措施，確保平等機會的原則得以納入其中。

EO Committee

In addition to the SCG, the EOC formed the EO Committee with staff representatives from different divisions and units. The Committee reviewed and discussed the policies and practices within the Commission to ensure that the principles of equal opportunities are incorporated in the policies.



員工培訓及發展

為回應不斷演變的社會需求，平機會不時為員工安排內部和外間的培訓，以確保他們訓練有素，能勝任工作。

平等機會專責小組其中一項舉措是在年內舉辦了一連串有關人權的講座和經驗分享會。例如，在2015年7月29日及8月13日舉行了兩個有關人權的培訓班，以幫助員工加深了解有關平等機會的議題、《香港人權法案條例》、反歧視條例和國際人權法例，以及這些法例的適用情況。

此外，幾位傑出講者亦應邀就關乎平等和歧視的議題，分享他們的心得和看法，例如來自倫敦大學英皇學院的Robert WINTERMUTE教授於2015年10月26日就免受基於性傾向、宗教及信仰歧視的權利進行演說；以及著名美國教育家、電影製作人及文化理論家Jackson KATZ博士於2016年3月2日在一場有關性別和暴力的研討會上發言。其他分享的題目包括在校園內為能力受損的人提供遷就；促進社會的平等共融；以及提高文化敏感度。

Staff Training and Development

In order to meet the evolving needs of the community, the Commission arranges both in-house and external training activities for staff members from time to time to ensure that they are well trained and competent.

As one of the initiatives of the EO Committee, a series of talks and experience-sharing sessions in relation to human rights were held during the year. For instance, two sessions of human rights training were arranged on 29 July and 13 August 2015 to broaden staff members' knowledge about issues relating to equal opportunities, and their understanding of Hong Kong's Bill of Rights and anti-discrimination laws, international human rights laws, as well as their application.

In addition, several distinguished speakers were invited to share their insights and perspectives on topics related to equality and discrimination. These included a talk on the right to freedom from discrimination on the grounds of sexual orientation, religion and beliefs by Professor Robert WINTERMUTE, Professor of Human Rights Law at King's College, London on 26 October 2015, and a seminar on gender and violence by renowned American educator, filmmaker and cultural theorist Dr Jackson KATZ on 2 March 2016. Other sharing topics included accommodating people with impairments on campuses, promoting equality and inclusion in the community and enhancing cultural sensitivity.

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按照員工培訓及發展政策，平機會以發還全數或部分費用的方式向員工提供資助，讓同事出席由平機會安排或員工主動參加並與工作相關的培訓課程。這些培訓及發展活動的用意是提升員工的專業技巧和能力，並為他們迎接新挑戰及事業發展作好準備。例如，平機會於2015年9月至11月期間為員工安排了內部英文書寫培訓課程。

至於資助外間培訓方面，平機會資助的課程包括由香港科技大學與公務員培訓處合辦的領袖才能發展課程，以及其他專業課程，例如：法律課程。

In line with the EOC's staff training and development policy, staff members were sponsored on a full or a partial reimbursement basis to attend EOC-arranged or self-initiated job-related training programmes. These training and development activities were intended to enhance the professional skills and competencies of staff, and prepare them for new challenges and career development. For example, an in-house English writing skills training course was arranged for staff from September to November 2015.

As for the external training programmes sponsored, these included the leadership development programme run by The Hong Kong University of Science and Technology and the Civil Service Training and Development Institute, and other professional programmes such as legal courses.

員工支援計劃

平機會年內繼續外聘顧問為員工提供支援計劃，其目的是協助員工應付工作與個人生活上的各項需要，實踐工作與生活平衡。支援計劃設有24小時熱線，為員工提供專業輔導和各樣資源及資訊。

Employee Assistance Programme

The EOC continued to engage an external consultant to operate an Employee Assistance Programme for staff. The programme aims to help staff manage the diverse needs of their work and personal life, and achieve work-life balance. It includes a 24-hour hotline which provides professional counselling services and various resources and information to staff.

員工活動

為培養團隊精神及促進員工在工作以外的溝通，平機會在2015/16年舉辦了多項活動，例如，在2015年11月舉行的員工周年旅行和在12月舉行的周年晚宴。

Staff Activities

To foster team spirit and enhance staff communication outside the daily work routines, various activities were organised through the year, such as a staff outing in November 2015 and the annual staff dinner in December 2015.



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企業社會責任

員工義工活動

平機會一向十分支持員工參與義工服務。平機會義工聯同其親友，於2015年提供了接近2,000小時的社會服務，令平機會獲得社會福利署頒發金獎嘉許狀。此外，有五位義工分別因為整年進行了超過200小時和50小時的服務而獲發金、銅嘉許狀。

平機會所參與的義工活動包括：定期探訪嚴重智障學生，並帶同他們外出進行活動；為長者服務；參與非政府機構舉辦的籌款及賣旗活動。

Corporate Social Responsibility

Staff Volunteer Programme

The EOC strongly supports employees to participate in volunteering. In 2015, the EOC volunteers, joined by their families and friends, performed almost 2,000 hours of service to the community. As a result, the EOC was awarded a Gold Award for Volunteer Service by the Social Welfare Department. In addition, five volunteers were individually awarded Gold and Bronze Certificates for having done over 200 and 50 hours of community service respectively during the whole calendar year.

The EOC's volunteering activities included regular visits and outing with students with severe mental disabilities; serving the elderly; and participating in various fundraising and flag-selling activities of NGOs.



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籌款活動

平機會一直支持各類籌款活動，並於2015/16年度參與了十項籌款項目，包括為非政府機構賣旗、在聖誕期間捐助貧窮兒童、捐贈冬天衣服予難民、參與「世界視覺日」及「公益行善『折』食日」等。

Fundraising Activities

The EOC has been supporting fundraising activities for different causes. In 2015/16, the EOC participated in 10 fundraising events, including flag selling for various NGOs, making donations to children in poverty during Christmas, donating winter clothes to refugees, and participating in World Sight Day and Skip Lunch Day.



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環境保護措施

平機會致力維持以保護環境為原則的運作常規和標準，因此推行了多項減少浪費和推廣循環再用的措施。除了使用環保紙和回收廢紙外，平機會亦繼續響應政府推出的「室內溫度節能約章」，定時量度辦公室溫度，並將之維持在24至26度之間，以節約能源和應對氣候變化。

Environmental Protection Measures

The EOC strives to maintain operational standards and practices that respect the environment. The Commission has been exercising a number of measures to reduce waste and promote recycling. Apart from using environmentally friendly paper and recycling waste paper, the EOC continued to join the Energy Saving Charter on Indoor Temperature launched by the Government. The temperature of the EOC office was regularly measured and maintained within the range of 24-26 degrees to save energy and combat climate change.

