

我們的團隊 Our Team

平機會獲嘉許為「人才企業」，我們致力為員工提供平等機會去學習、發揮及展現自己的潛能。機構制定了全面政策，以確保工作間多元共融，員工在關愛友善、得到尊重及公平對待的環境下工作。

The EOC has been recognised as a manpower developer. We endeavour to provide our staff with equal opportunities to learn, thrive, and realise their potential. In particular, we have developed comprehensive policies to ensure workplace diversity and a caring and friendly work environment where staff members are treated with respect and fairness.

上通下達的溝通文化

截至2017年3月31日，平機會的員工數目為94人。為了促進內部及跨團隊間的溝通，方便交流意見及觀點，我們設立了不同平台及途徑，包括：

- **員工諮詢小組** — 提供溝通和諮詢平台，討論涉及平機會員工福利的事宜，並促進跨團隊合作。
- **平等機會專責小組** — 負責在平機會內制定、檢討及推行平等機會的政策和措施；提出學習活動建議，以提高員工對平等機會的知識及認知。
- **初入職員工智庫** — 由平機會主席召開，旨在促進新入職員工與其他員工之間的交流，啟發新意念。

Fostering Bottom-up Communication

As of 31 March 2017, the number of staff of the EOC reached 94. Various platforms and channels have been set up to facilitate internal, cross-team communications and promote exchange of ideas and opinions. These include:

- **Staff Consultative Group** — serves as a platform for communication and consultation on issues that affect the interests of EOC staff, and for promoting cross-team co-operation.
- **EO Committee** — acts to develop, review and implement equal opportunity policies and practices within the EOC, and initiate learning activities with a view to enhancing the knowledge and awareness of equal opportunity issues among staff members.
- **Junior Think Tank** — convened by the EOC Chairperson to facilitate informal discussion and flow of new ideas among newly joined and other staff members.

多重內部溝通平台

平機會定期以簡介會、電郵、內聯網及其他方式讓員工掌握機構的最新動向。內聯網更是一站式資訊平台，提供有用資料，例如：平機會政策及《人力資源手冊》、員工活動及人事變動的最新消息，員工亦可處理不同行政事宜如申請休假及進行工作表現評估。

Multiple Internal Communication Platforms

Staff members are also updated regularly via briefings, emails, the Intranet and other means on the work of the EOC. In particular, the Intranet is a one-stop portal where staff members can obtain useful information such as the EOC's policies and HR Manual, get updates on the latest staff activities and personnel movements, and complete various administrative procedures, such as applying for leaves and conducting performance appraisals.

這些溝通途徑為員工提供必須的資訊，協助他們有效地履行職務，對機構建立歸屬感，上下一心，有著同一使命。

All these communication channels ensure that staff members are provided with the necessary information to help them perform their jobs effectively. They also serve to maintain a shared vision and a sense of ownership within the organisation.

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鼓勵持續進修及發展

員工培訓、發展及進修機會

平機會人力資源策略的主要一環是為不同部門及職級的同事提供持續進修及發展的機遇，包括內部及外間培訓，以面對瞬息萬變的社會需求。

在2016/17年度，平機會舉辦了各類培訓及發展課程和經驗分享會，出席人次達247人次，當中包括以下在平機會內舉行的活動：

- 旨在加強出席者專業溝通能力的公開演說及報告工作坊；
- 由倫敦國王學院一位教授以性傾向歧視為題的演講；
- 一間國際法律事務所以英國反歧視法例為題的分享會；及
- 認識免遣返聲請者及他們在香港面對的各種挑戰的講座。

為提升員工的專業技能，凡獲平機會推薦或自發參與由外間機構舉辦、與工作有關的培訓課程之員工，均可獲得全額或部分學費資助。獲資助的外間培訓課程包括：由香港科技大學和公務員事務局公務員培訓處舉辦的領袖發展課程、由香港大學專業進修學院舉辦的殘疾權利及平等機會工作坊、調解技巧培訓及其他如法律課程等專業課程。

Encouraging Continuous Learning and Development

Staff Training, Development and Learning Opportunities

Continuous learning and development form a key part of the EOC's human resources strategy, with both in-house and external training and development opportunities for staff of different ranks and responsibilities in order to serve the evolving needs of the community.

In 2016/17, 247 attendances were recorded in staff training and development programmes and experience-sharing sessions. These included:

- An in-house public speaking and presentation workshop which aimed at enhancing the participants' professional communication skills;
- A talk on sexual orientation discrimination delivered by a professor from King's College, London;
- A sharing session on the UK's discrimination law conducted by an international law firm; and
- A session on understanding protection claimants and their challenges in Hong Kong.

Staff members were sponsored on a full or partial reimbursement basis to attend EOC-initiated or self-initiated job-related training programmes for enhancing their professional skills. The external training programmes sponsored included: the leadership development programme run by The Hong Kong University of Science and Technology and the Civil Service Training and Development Institute of the Civil Service Bureau, the Workshop on Disability Rights and Equality organised by the HKU School of Professional and Continuing Education, mediation skills training and other professional programmes such as legal courses.

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2016年11月倫敦國王學院人權法教授Robert WINTEMUTE向平機會員工講解關於不承認同性關係的性傾向歧視問題。
Professor Robert WINTEMUTE, professor of human rights law from King's College, London, gives a talk on issues of sexual orientation discrimination relating to non-recognition of same-sex relationships to EOC staff in November 2016.

2017年3月英國法律事務所Lewis Silkin的代表分享英國反歧視法例如何可為香港的反歧視法提供借鑑。

Representatives from UK law firm Lewis Silkin share what insights the UK discrimination law could offer Hong Kong's anti-discrimination legislation in March 2017.



過去一年，平機會制定了內部寫作格式及常用詞彙的指引，以統一委員會與外間書信往來的書寫風格。兩份文件都已上載到平機會的內聯網供員工參考。

During the year in review, the EOC Style Guide and Guide to Glossaries had been developed to align the EOC's house style and guide staff members in enhancing their correspondences with external parties. Both documents are available on the Intranet for staff's reference.

促進員工身心健康

Promoting the All-round Wellbeing of Staff

員工支援計劃

Employee Assistance Programme

平機會年內繼續外聘顧問為員工提供支援計劃，以協助員工實踐工作與生活平衡及取得身心健康。支援計劃設有24小時熱線，提供專業輔導服務及學習資源，亦提供每季的健康管理工作坊，題材環繞健康生活方式和心理健康。2017年3月我們舉辦了「正念減壓活在當下」工作坊，參加的員工在一位專業訓練主任指導下練習正念，學習在壓力下保持冷靜。

The EOC continued to engage an external consultant to operate an employee assistance programme for staff members to help them achieve work-life balance and better mental health. The programme includes a 24-hour hotline, which provides free professional counselling services and learning resources. It also includes quarterly health management workshops on healthy lifestyles and mental health topics. In March 2017, a workshop titled Mindfulness was held where the participating staff members practised meditation under the guidance of a professional trainer and learned to stay calm under stress.

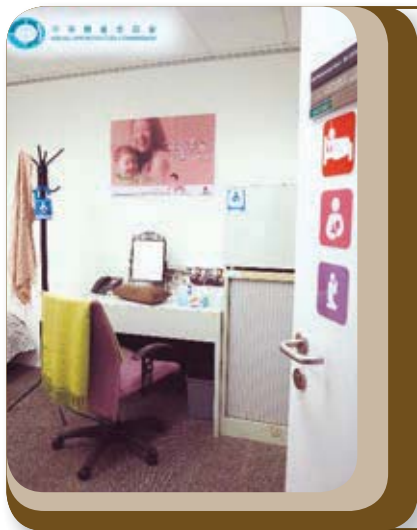
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職場母乳餵哺友善文化

員工多用途室為切合員工身心需求而設，例如：祈禱、集乳及身體不適時小休等。在香港母乳育嬰協會舉辦的「我最喜愛的集乳室」選舉中，平機會的多用途室在Facebook上獲讚次數榮獲第三名。為進一步肯定平機會對在職哺乳母親的支持，該會於2016年7月31日慶祝世界母乳餵哺周期間，向平機會頒發「最關懷母乳媽媽企業獎」。

A Breastfeeding-friendly Culture

The staff multipurpose room is a staff facility designed for meeting wellness needs, such as praying, lactation, and taking a short rest when feeling unwell. In the “My favourite Breast Milk Collection Room” contest organised by the Hong Kong Breastfeeding Mothers’ Association, the EOC’s room was ranked third in the number of “likes” obtained on Facebook. In recognition of the EOC’s support for lactating mothers at work, the Association granted “The Most Breastfeeding Friendly Corporate Award” to the EOC at its annual event celebrating World Breastfeeding Week on 31 July 2016.



平機會多用途室為員工提供一個私人及設備齊全的環境，以便集乳。

The EOC’s multipurpose room offers staff in need a private and equipped environment to express milk.

員工活動

為激勵員工士氣及加強員工在日常工作外保持聯繫，平機會積極舉辦不同活動，包括2016年11月的員工旅行及2017年1月的年度員工聚餐。

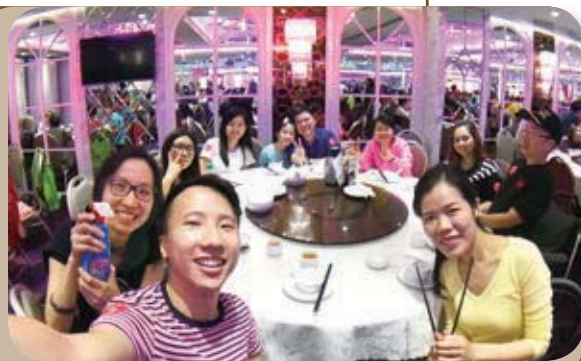
Staff Activities

To foster team spirit and enhance staff communication outside the daily work routines, various activities were organised through the year, including a staff outing in November 2016 and the annual staff gathering in January 2017.

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平機會委員及管理層在年度員工聚餐會與員工共晉午餐。
EOC Board Members and the management enjoy lunch with the EOC staff members at the annual staff gathering.



員工在郊遊聚餐中自拍留念。
A selfie is in order at the staff outing.



平機會員工和親友一起郊遊。
EOC staff members and their families and friends go on an outing together.

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履行企業社會責任

服務社區

平機會大力支持員工參與義工服務，在2016年，平機會義工和一眾親友服務社區逾1,500小時，並因此獲社會福利署頒發義工服務金證書，而其中三位義工均各自獲頒發銀及銅證書，以表揚於過去一年服務社區逾100及50小時。

平機會的義工活動包括定期探訪嚴重智障學生及帶他們外遊，服務長者及參與各非政府組織的籌款活動，包括賣旗、售賣愛心曲奇及為長者籌款的慈善跑活動。

平機會也是「盲人觀星傷健營」的長期支持者，這項義工活動旨在推廣包容及傷健共融。自2011年起，平機會義工已一直參與有關活動，並設計各式遊戲，向參加者宣揚多元共融的信息。

Undertaking Corporate Social Responsibility

Giving to the Community

The EOC strongly supports employees to participate in volunteering. In the calendar year of 2016, the EOC volunteers, joined by their families and friends, performed over 1,500 hours of service to the community. As a result, the EOC was awarded the Gold Certificate for Volunteer Service by the Social Welfare Department. In addition, three volunteers were individually awarded Silver and Bronze Certificates for having done over 100 and 50 hours of community service respectively during the whole calendar year.

The EOC's volunteering activities included regular visits and outings with students with severe mental disabilities, services for the elderly, and support for various fundraising activities of NGOs, including flag selling, cookies selling, and run for the elderly.

The EOC is also a long-term supporter of the "Stargaze Camp for All and the Blind", a volunteer movement aiming to promote inclusiveness and integration of people with disabilities into society. Since 2011, the EOC volunteers have been taking part in the movement and organising activities to promulgate inclusive messages to the participants of the annual camping event.



平機會員工參與慈善跑活動。
EOC staff members take part in a charity run.

平機會義工與恩光學校的學生外出，共度愉快時光。
EOC volunteers have a fun outing with students of Sunnyside School.



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友•導向計劃

平機會亦大力支持由扶貧委員會舉辦的「友•導向計劃」。在2016年7月，平機會參與「職場體驗影子計劃」，安排中學生到訪平機會，實地體驗工作間的環境。

Life Buddies Scheme

The EOC was a supporting organisation of the Life Buddies Scheme organised by the Commission on Poverty. In July 2016, the EOC organised a "Job Tasting Programme" for secondary school students, which gave them first-hand experience of a real-life work setting.



參與「友•導向計劃」的學生透過「職場體驗影子計劃」認識平機會的工作。
Students participating in the Life Buddies Scheme learn about the work of the EOC during the Job Tasting Programme.

環保措施

平機會致力為環保出一分力，如響應政府推出的「室內溫度節約章」，維持辦公室合適室溫；實行多項減費和推廣循環再用的措施；又向本地慈善機構捐贈可再用的物資，如參與中秋月餅盒及月餅回收活動和利是封回收大行動。這些活動不單有助提升保育環境的意識，更鼓勵員工捐贈多餘的食物及其他資源予有需要人士。

Environmental Protection Measures

The EOC strives to maintain operational standards and practices that respect the environment, such as the Energy Saving Charter on Indoor Temperature launched by the Government. The Commission has been exercising a number of measures to reduce waste, collect recyclable materials and donate reusable items to local charities. For instance, the EOC participated in the Project Green Moon & Moon Cake Sharing Programme, and the Lai See Reuse and Recycling Programme. The two programmes helped raise staff members' awareness of environmental conservation by encouraging them to donate excessive food and other resources to those in need.