



關顧員工——員工溝通及發展 Cherishing Our People – Staff Communications and Development



平機會致力為員工提供安全、共融和互助的工作環境，以及讓員工學習並發揮潛能的平等機會。截至2023年3月31日，平機會的全職員工數目為109人。

The EOC is committed to providing staff members with a safe, inclusive and supportive work environment, and equal opportunities to learn and realise their potential. As at 31 March 2023, there were 109 full-time staff members working in the EOC.

多重內部溝通平台

為了促進員工溝通，平機會設立了不同平台及途徑，包括討論涉及員工福利事宜的員工諮詢小組；負責在平機會內制定、檢討及推行平等機會政策和措施的平等機會專責小組；內聯網；以及定期向員工發出電郵和定期舉行簡報會。

Multiple Internal Communication Platforms

To facilitate staff communication, a number of platforms and channels were utilised, including: the Staff Consultative Group for addressing matters of interest to staff, the EO Committee for developing, reviewing and implementing equal opportunity policies and practices within the EOC, the Intranet portal, as well as regular staff emails and briefings.

有關2019冠狀病毒病的措施

隨着2019冠狀病毒病疫情在2022年下半年受控，平機會跟隨政府採取的新安排，更新了防疫措施。由2022年12月起，訪客進入平機會辦事處處所無須再掃描「安心出行」場所二維碼及出示疫苗通行證。

COVID-19 Related Measures

As the COVID-19 epidemic came under control in the latter part of 2022, the EOC updated its anti-epidemic measures in the light of the arrangements by the Government. With effect from December 2022, visitors entering the EOC Office premises were no longer required to scan the 'LeaveHomeSafe' venue QR code and present their Vaccine Pass.

員工培訓與發展

每年，平機會都會為員工安排不同議題的培訓課程及分享會，旨在提升他們的專業技巧和知識，從而為公眾提供優質服務。在2022-23年度，參加員工培訓課程及經驗分享會的員工共有244人次。

Staff Training and Development

Each year, the EOC organises training and development programmes and sharing sessions on various topics for staff members, with a view to enhancing their professional skills and knowledge for delivering high quality services to the public. During 2022-23, 244 attendances were recorded in staff training and development programmes and experience-sharing sessions.

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例如，平機會在2022年7月安排了兩場有關聽障的體驗式學習環節。在「黑暗中對話」帶領下，學習活動旨在協助員工向殘疾人士提供服務時，提升同理能力及敏感度。

For example, the EOC organised two experiential learning sessions on hearing impairment in July 2022. Facilitated by Dialogue in the Dark, the sessions aimed to enhance staff members' empathetic skills and sensitivity in the course of service delivery when dealing with persons with disabilities.



員工如獲平機會推薦或自發參與由外間機構舉辦且與工作有關的專業／個人發展培訓課程、講座或會議，可獲得全額或部分學費資助。員工獲資助的外間培訓課程例子包括香港科技大學舉辦的領導／管理才能發展課程，以及其他法律研討會和人力資源發展課程。

Staff members were also sponsored on a full or partial reimbursement basis to attend EOC-initiated or self-initiated, job-related professional/personal development programmes, seminars or conferences provided by external organisations. Examples of external training programmes sponsored included: leadership/management development programmes run by the Hong Kong University of Science and Technology, legal seminars and human resources development courses.

員工宣傳短片

2022年6月，平機會發布了《並肩走過：我們的一天》短片，由平機會不同部門的同事粉墨登場，親身帶領觀眾走進平機會，分享他們每天的工作，包括處理投訴、進行調停、處理法律協助個案、撰寫政策建議和研究報告、提供行政支援，以及與傳媒和持份者溝通等。這套短片已上載至平機會的網站和YouTube頻道，讓公眾更了解平機會的文化和價值觀，以及在社會上所扮演的重要角色。

Staff Video

In June 2022, the EOC released a video about the work of the Commission. Entitled 'Walking in Solidarity: A Day at the EOC', the video offers an inside look at the work of the EOC, as staff members from different divisions walk viewers through their daily schedules — from handling and conciliating complaints, working on legally assisted cases, drawing up policy recommendations and research reports, and providing administrative support to communicating with the media and stakeholders. Available on the EOC website and YouTube channel, the video enables the public to better understand the values and culture of the EOC and its indispensable role in society.



平機會員工獎項

平機會於2022年6月舉行員工獎項頒獎典禮，頒發獎項予為平機會服務至少十年的員工。平機會主席朱敏健先生向三名員工頒發十年長期服務獎，向32名員工頒發20年長期服務獎，以表揚他們多年來專心致志為平機會工作，貢獻良多。

EOC Staff Awards

A staff awards presentation ceremony was organised in June 2022 to honour staff members who had served the EOC for at least 10 years. EOC Chairperson Mr Ricky CHU Man-kin presented long service awards of 10 and 20 years to three and 32 staff members respectively, in recognition of their dedicated service, commitment and contributions to the EOC over the past decades.

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員工支援與健康

平機會年內繼續外聘顧問為員工提供支援計劃，以協助員工達致工作與生活平衡，並加強精神健康。支援計劃設有24小時熱線，提供專業輔導服務、諮詢服務、工作與生活平衡的資訊及學習資源。支援計劃其中一個項目是舉辦促進員工福祉的定期講座，例如在2022年10月14日和2023年2月24日，便分別舉辦了名為「健腦操」和「在家／辦公室輕鬆做運動」的健康講座。

「一起動」

為鼓勵和幫助員工建立健康、積極的生活方式，平機會參加了凝動香港體育基金舉辦的「機構『一』起動」計劃。此計劃旨在鼓勵香港企業及機構建立充滿健康活力的工作環境，由僱主帶動員工及其家人每天參與一小時的體能活動，推動員工的身心健康，從而提升企業的效益。

Employee Assistance and Wellness

The EOC continued to engage an external consultant to operate an employee assistance programme for staff members, with a view to helping them achieve work-life balance and better mental health. The programme includes a 24-hour hotline, which provides professional counselling services, consultation sessions, work-life balance information and learning resources. Under the programme, regular seminars were arranged to improve staff members' wellbeing. For example, the seminars on 'Be Alive with Brain Gym' and 'Home/Office Workout' were held on 14 October 2022 and 24 February 2023 respectively.

SportsHour

To encourage and help staff members build a healthy and active lifestyle, the EOC supported the SportsHour Company Scheme (SportsHour) by InspiringHK Sports Foundation. The Scheme aims at encouraging Hong Kong companies and organisations to promote employees and family members' participation in one hour of physical activities daily, with a view to fostering a healthy lifestyle as part of the company culture, thus improving business efficiency.



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年內，平機會舉辦了不同活動，例如在2022年8月5日舉辦運動服日兼伸展工作坊，另有呼吸、跳舞及定期瑜伽興趣小組，全部由平機會員工於午飯時間帶領進行。

2022年5月21日，平機會參加了由凝動香港體育基金舉辦的「邨JUMP!」企業慈善三人籃球邀請賽，隊員包括平機會委員黃梓謙先生、平機會行政總監(營運)朱崇文博士和其他平機會員工。隊員竭盡全力，奮力迎戰，在享受籃球運動樂趣之餘，同時為培訓全港屋邨青年籌款。比賽也提供了寶貴的機會讓平機會員工建立團隊精神，並鼓勵他們實踐積極健康的生活。

Throughout the year, the EOC organised different activities, such as a Sportswear Day and Mindful Stretching Session on 5 August 2022, breathwork classes, dance interest class and regular yoga classes, all conducted by EOC staff members during lunch hours.

On 21 May 2022, the EOC participated in the 'WELL DUNK! Charity Corporate 3x3 Basketball Tournament' organised by the InspiringHK Sports Foundation. Comprising EOC Member Mr Gary WONG Chi-him, EOC Executive Director (Operations) Dr Ferrick CHU Chung-man, as well as other staff members, the EOC team laced up their sneakers, broke a sweat and battled with other corporate teams — both for the fun and excitement of basketball, and for raising funds for training youth players at public estates across Hong Kong. The tournament also gave excellent opportunities of building team spirit and motivating the EOC colleagues to lead an active and healthy life through sport.



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義工及慈善活動

平機會大力支持員工參與義工及慈善活動。過去一年，平機會參加了非政府組織舉辦的不同籌款活動，包括：

- 香港公益金每年舉行的公益行善「折」食日(2023年3月)；
- 非政府組織CareER舉辦的CareER潛能無限線上慈善跑2022(2022年11月至12月)；
- 基督教靈實協會的耆樂餅義賣籌款活動(2022年11月)；
- 奧比斯世界視覺日(2022年10月13日)；
- 地中海貧血兒童基金愛心賣旗日(2022年9月17日)；以及
- 香港兔唇裂顎協會賣旗日(2022年4月23日)。

Volunteering and Charitable Activities

The EOC strongly supports employees to participate in volunteering and charitable events. During the year in review, the EOC staff took part in various fundraising activities of NGOs. These included:

- The annual charity event Skip Lunch Day held by the Community Chest (March 2023);
- CareER RunnERthon Online 2022 organised by NGO CareER (November to December 2022);
- Qile Cake Charity Sale organised by the Haven of Hope Christian Service (November 2022);
- the ORBIS World Sight Day (13 October 2022);
- the Children's Thalassaemia Foundation Flag Day (17 September 2022); and
- Hong Kong Association for Cleft Lip and Palate Flag Day (23 April 2022).



環保措施

平機會實行多項措施，致力減廢和響應保護環境。平機會採購以環保方法製造的貨品，或委聘以環保方法提供貨品或服務的供應商。例如，平機會安排以環保紙印刷，並規定打印機必須盡可能使用環保墨水。平機會積極支持節約能源，自2013年起已連續九年簽署由機電工程署推出的《節能約章》。

為了減少辦公室產生的廢物，平機會備有既定政策，把超出所需的可再用家具和設備捐給慈善團體。此外，平機會設置了指定回收箱，積極鼓勵員工減廢。

Environmental Protection Measures

The EOC also implements various measures to reduce waste and supports initiatives that aim to conserve the environment. The EOC endeavours to procure goods produced in an environmentally-friendly way or engage the services of suppliers who produce their goods or services in an environmentally-friendly way. Examples include arranging printing with recycled papers and requiring printers to use environmentally-friendly ink where possible. Being a steadfast supporter of energy saving and conservation, the EOC has signed up to the Energy Saving Charter launched by the Electrical and Mechanical Services Department for nine consecutive years since 2013.

In an effort to reduce office waste, the EOC has an established policy to donate reusable furniture and equipment that are surplus to requirements to charities. In addition, the EOC actively encourages staff members to participate in waste reduction by providing designated bins for disposal of recyclable waste.

