



我們的團隊 | Our Team

平機會致力為員工提供平等機會去學習、發展及發揮自己的潛能。平機會更制定了全面政策以確保工作間多元共融，讓員工在關愛友善的環境下工作。

The EOC endeavours to provide staff members with equal opportunities to learn, thrive, and realise their potential. In particular, the Commission has developed comprehensive policies to ensure workplace diversity and a caring and friendly work environment.

多重內部溝通平台

截至2019年3月31日，平機會的員工數目為96人。為了促進內部及各部門間的雙向溝通，方便員工交流意見及觀點，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；以及由新入職員工與其他員工組成的初入職員工智庫。

Multiple Internal Communication Platforms

As of 31 March 2019, the number of staff of the EOC totalled 96. Various platforms and channels have been set up to facilitate internal, cross-team and two-way communications and promote exchange of ideas and opinions. These include: 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, and the Junior Think Tank comprising newly joined and other staff members.

平機會還定期以簡介會、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。

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 leave and conducting performance appraisals.

員工培訓、發展及進修機會

在2018/19年度，平機會為不同職級及有不同職責的員工提供了內部及外間培訓和發展機會。內部培訓方面，平機會舉辦了各類型員工培訓和發展課程以及經驗分享會，出席人數達430人次，當中包括：

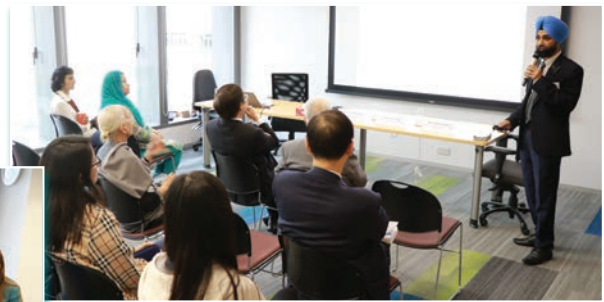
Staff Training, Development and Learning Opportunities

In 2018/19, both in-house and external training and development opportunities were provided for staff of different ranks and responsibilities. For the former, 430 attendances were recorded in staff training and development programmes and experience-sharing sessions. These included:





- 回應查詢及投訴文書寫作工作坊；
- 一系列有關提高對殘疾敏感度的培訓及分享會，讓員工學習如何與視障人士溝通及處理視障人士的投訴，其中一項活動是參觀香港導盲犬協會；
- 有關性騷擾以及外界人士與平機會職員接觸的性騷擾政策及程序之培訓；
- 電話錄音系統政策和程序以及有關個人資料私隱的培訓；
- 分享會：例如平機會主席陳章明教授就香港護老政策的分享，以及平機會委員孔美琪博士就出席第62屆聯合國婦女地位委員會的分享；
- 認識無意識的偏見以建立共融工作間的講座；以及
- 由印度教學者、宗教老師及社區工作者主講有關錫克教及印度教的講座。
- Workshops on Chinese Correspondence Writing: Replies to Enquiries and Complaints;
- A series of disability sensitivity training and sharing sessions on interacting with and handling complaints for persons with visual impairment, including a visit to the Hong Kong Guide Dog Association;
- Training on sexual harassment and sexual harassment policy and procedures for interface between external parties and EOC staff;
- Training on telephone recording policy and procedures and related issues on data privacy;
- Sharing sessions, such as by the EOC Chairperson Prof Alfred CHAN Cheung-ming on elderly care policy in Hong Kong and by EOC Member Dr Maggie KOONG on the 62nd session of the UN Commission on the Status of Women;
- A talk on understanding unconscious bias to create an inclusive workplace; and
- A talk on Sikhism and Hinduism by a Hinduism scholar, a religion teacher and a community worker.



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為提升員工的專業技能，員工如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，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舉辦的領導發展課程、由不同機構舉辦、主題相關的會議和討論會、手語證書課程、調解技巧培訓及其他如法律課程等專業課程。

為鼓勵員工持續進修，平機會於2018/19年度在互聯網設立員工學習資訊站，員工可快捷地取得有關機構內部員工培訓和發展課程以及分享會的學習材料和其他資料。此外，平機會擬備了一本有關常見問題的小冊子，幫助員工解答公眾的查詢及問題。

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，以協助員工達致工作與生活平衡及取得更佳的精神健康。支援計劃設有24小時熱線，提供免費專業輔導服務及學習資源，亦為員工安排不同主題的健康講座，例如關節痛症舒緩錦囊及秋冬飲食秘笈。

產假

香港特別行政區行政長官在《2018年施政報告》中，宣布所有女性公務員的產假由10星期增至14星期，由2018年10月10日開始生效。平機會跟隨政府做法，並在2018年10月實施相同的安排，以示對家庭友善僱傭措施的大力支持。

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: leadership development programme run by The Hong Kong University of Science and Technology, conferences and summits on relevant themes organised by various organisations, sign language certificate course, mediation skills training and other professional programmes such as legal courses.

To facilitate continuous learning of staff members, the EOC set up a Staff Learning Corner on the Intranet in 2018/19, where staff can gain quick access to learning materials and other information of in-house staff training and development programmes, as well as sharing sessions. In addition, the EOC developed a handy booklet on frequently asked questions to help staff address the enquiries and questions from members of the public.

Employee Assistance Programme

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 free professional counselling services and learning resources. Under the programme, wellness seminars on different topics were arranged for staff, such as management of joint pain and diet in fall and winter.

Maternity Leave

Following the announcement by the Chief Executive of the Hong Kong SAR in the 2018 Policy Address that the maternity leave of all female civil servants would be extended from 10 to 14 weeks with effect from 10 October 2018, the EOC followed suit and adopted the same arrangement in October 2018, demonstrating its staunch support for family-friendly employment policies.



員工活動

為激勵員工士氣及加強員工在日常工作以外保持聯繫，平機會積極舉辦不同活動，包括2018年11月的員工旅行及2019年2月的年度員工聚餐。平機會亦定期與員工舉行會議，向員工講述有關平機會的重大事宜及工作的最新資料。

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 2018 and an annual staff gathering in February 2019. There were also regular staff meetings to update staff members on important matters and work of the EOC.



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服務社區

平機會大力支持員工參與義工服務。在2018年，平機會義工和一眾親友服務社區逾1,250小時。此外，七位平機會義工於2018年獲受惠團體頒發嘉許狀及獎座，以示他們熱心參與及過往一直支持該團體的義工服務計劃。

平機會其中一項定期舉辦的義工服務，是每月一次探訪嚴重智障學生及帶他們外遊。於2018/19年度，平機會的義工團隊陪同學生前往佐敦谷公園，並協助他們完成商場購物任務及參與其他活動。

平機會亦參加了非政府組織舉辦的不同籌款活動，包括曲奇義賣及賣旗。其他有意義的活動計有：捐血、糖尿健步行和公益行善「折」食日。此外，平機會更是盲人觀星傷健營的長期支持者，這項義工活動旨在推廣傷健共融。自2011年起，平機會的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。

Giving to the Community

The EOC strongly supports employees to participate in volunteering. In the calendar year of 2018, the EOC volunteers, joined by their families and friends, performed over 1,250 hours of service to the community. In addition, seven EOC volunteers were given Recognition Certificates and Awards by a beneficiary organisation in 2018, in appreciation of their zealous participation and enduring support to its volunteer programme over the past years.

Among the EOC's regular volunteering activities was monthly outing with students with severe mental disabilities. In 2018/19, the EOC volunteer team accompanied the students in an outing to Jordan Valley Park, and assisted them in performing shopping tasks in malls, among other activities.

The EOC also took part in various fundraising activities of NGOs, such as cookies-selling and flag-selling. Other meaningful initiatives included blood donation, Walk for Diabetes and Skip Lunch Day. In particular, the EOC is 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 this annual camping event.





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能約章。此外，平機會一直實行多項減廢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。平機會亦支持「無冷氣夜2018」，鼓勵員工在2018年10月5日晚上關掉冷氣。

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. The EOC also supported the "No Air-Con Night 2018", and encouraged staff to switch off their air conditioners on the evening of 5 October 2018.

