



我們的團隊

Our Team

平機會致力為員工提供安全、共融和互助的工作環境，以及平等機會，讓員工學習並發揮潛能。截至2021年3月31日，平機會的全職員工數目為106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 2021, there were 106 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

平機會在2019冠狀病毒病疫情期間竭力保障員工健康安全。因應疫情發展及政府採取的社交距離措施，平機會在2020年7月至9月，以及2020年11月下旬至2021年2月底實施特別工作安排，期間只向公眾提供基本和有限度服務，又要求平機會員工輪流返回辦公室工作。此措施旨在減少平機會辦公室內同一時間聚集的員工和市民人數。

COVID-19 Related Measures

The EOC strived to protect the health and safety of staff members under the COVID-19 epidemic. With due regard to the epidemic situation and the social distancing measures adopted by the Government, the EOC implemented special work arrangements between July and September 2020, and from late November 2020 to end-February 2021. During these periods, only basic and limited services were provided to the public, and staff members were required to return to the office by way of roster. The measure was intended to reduce the number of staff, as well as members of the public, present at the EOC office at any one time.

在運作許可的情況下，平機會採取靈活的工作安排，例如彈性上班和午飯時間，讓員工避免在繁忙時段往返辦公室。此外，平機會制定了疫症應變計劃，以處理員工確診感染或懷疑感染2019冠狀病毒病的情況。

Where operationally feasible, work arrangements of staff were handled with flexibility, such as staggering work and lunch hours, so that staff members could avoid travelling to and from the office during the peak hours. In addition, the EOC drew up a Pandemic Contingency Plan to deal with situations where staff members were confirmed or suspected to have contracted COVID-19.



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2020-21年度，平機會就反歧視條例的修訂內容舉辦了培訓課程，另外就社交媒體的發展和影響，於2021年1月和2月邀請香港中文大學朱順慈副教授舉行工作坊，以及於2021年4月邀請平機會委員黃梓謙先生參與分享會。

平機會員工亦參加了兩個網上研討會，分別是2020年8月有關職場平等的研討會，以及2020年10月有關在工作間建立種族多元共融的機遇和挑戰的研討會。

除此之外，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／個人發展的培訓課程、研討會或會議，例如調解培訓課程和法律研討會，可獲得全額或部分學費資助。

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 2020-21, the EOC organised training sessions on amendments to the anti-discrimination ordinances, in addition to workshops and sharing sessions on the development and leveraging of social media, as conducted by Associate Professor Donna S C CHU of The Chinese University of Hong Kong in January and February 2021, and by EOC Member Mr Gary WONG in April 2021.

Staff members also participated in two online seminars on equality at work in August 2020, and on opportunities and challenges in building workplace racial diversity and inclusion in October 2020.

Furthermore, staff members were 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, such as conciliation training courses and legal seminars.



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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，提供免費專業輔導服務及學習資源。

年內平機會為員工安排了健康講座，例如2020年11月的突發事件的自我照顧身心健康講座及2021年3月的中醫腸胃護理身心健康講座。

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 free professional counselling services and learning resources.

During the year in review, wellness seminars were also arranged for staff members, such as on self-caring in critical incidents in November 2020, and on Chinese medicine for stomach curing in March 2021.



職業安全與健康

平機會亦關心員工的職業健康與安全，安排有認可評估員資格的員工定期進行內部巡查，確保平機會辦事處的工作環境沒有潛在危險，並遵從《職業安全及健康條例》的規定。

Occupational Safety and Health

The EOC cares about employees' occupational health and safety as well. Regular inspections were conducted internally by qualified staff assessors to ensure that the working environment of staff members is free from potential hazards, and comply with the requirements under the Occupational Safety and Health Ordinance.



義工及慈善活動

平機會大力支持員工參與義工活動。過去一年，平機會參加了非政府組織舉辦的不同籌款活動，例如香港傷殘青年協會的曲奇義賣、基督教靈實協會的耆樂餅義賣籌款活動，以及地中海貧血兒童基金和香港兔唇裂顎協會的賣旗活動。其他有意義的活動包括支持公益行善「折」食日及旨在推廣傷健共融的盲人觀星傷健營。



Volunteering and Charitable Activities

The EOC strongly supports employees to participate in volunteering. During the year in review, the Commission took part in various fundraising activities of NGOs. These included cookies-selling by Hong Kong Federation of Handicapped Youth, Qile Cake Charity Sale by the Haven of Hope Christian Service, as well as flag-selling by Children's Thalassaemia Foundation and Hong Kong Association for Cleft Lip and Palate. Other meaningful initiatives included supporting the Community Chest Skip Lunch Day and the "Stargaze Camp for All and the Blind", a volunteer movement aiming to promote inclusiveness and integration of people with disabilities into society.



環保措施

平機會實行多項措施，全年致力減廢和保護環境。平機會除了支持無冷氣夜2020活動，還於2020年6月參與了綠色低碳日籌款活動。



Environmental Protection Measures

The EOC implements various measures to reduce waste and conserve the environment year-round. In addition to supporting the "No Air-Con Night 2020", the EOC played a part in the fundraising for the Green Low Carbon Day 2020 in June 2020.

