

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，以及平等機會，讓員工學習並發揮潛能。截至2022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 2022, 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。

有關2019冠狀病毒病的措施

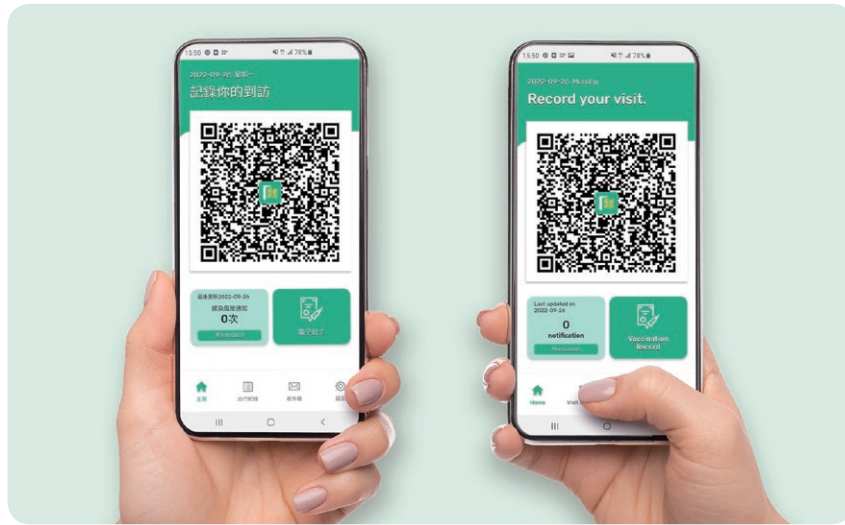
平機會在2019冠狀病毒病疫情期間，竭力保障員工健康安全。在報告期內，平機會密切監察疫情發展和留意政府的控疫措施，以確保能迅速有效地應對疫情。

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.

COVID-19 Related Measures

The EOC strived to protect the health and safety of staff members under the COVID-19 epidemic. Throughout the year in review, the EOC closely monitored the development of the epidemic, and the measures adopted by the Government, to ensure that it could respond to the epidemic swiftly and efficiently.



2021年6月，平機會宣布將跟隨政府安排，為員工提供疫苗假期，以響應政府的「全城起動快打疫苗」運動。為協助員工了解有關2019冠狀病毒病疫苗的資訊，平機會安排員工參加於2021年6月10日由牽手·香港舉辦的網絡研討會。

In June 2021, the EOC announced that it would follow the Government's arrangement and offered its staff members COVID-19 vaccination leave, in order to support the Government's 'Early Vaccination for All' campaign. To help staff members understand how the COVID-19 vaccines work, arrangement was made for them to join in a webinar organised by HandsOn Hong Kong on 10 June 2021.

鑒於出現第五波疫情，加上政府採取社交距離措施，平機會於2022年1月至4月實施特別服務安排。其間平機會只向公眾提供基本和有限度服務，員工則以輪值方式上班。這些措施的目的是確保辦事處內的人士保持社交距離，以防疫情擴散及於社區反彈。

With due regard to the 5th wave of the COVID-19 epidemic and the social distancing measures adopted by the Government, the EOC implemented special service arrangements between January and April 2022. During this period, 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 measures were intended to ensure social distancing was maintained in the office premise, and help prevent the spread of the infection and rebound in the community.

此外，平機會於2022年2月24日起跟隨政府措施，於辦事處實施疫苗通行證安排，以保障公眾和員工的安全。員工必須提供至少第一劑2019冠狀病毒病疫苗的接種記錄，才能進入平機會辦事處或其他與工作相關的處所（註：由2022年5月31日起，所有員工必須提供第三劑疫苗接種記錄，才能進入平機會辦事處）。

Furthermore, to ensure a safe environment for both the public and staff members, the EOC implemented the Vaccine Pass Arrangement at its office premise from 24 February 2022, in line with the Government's measure. All staff members were required to provide their vaccination record of at least the first dose of COVID-19 vaccine before entering the EOC office premise for duty, or other premises for work-related purpose (Note: With effect from 31 May 2022, all staff members are required to provide record of their third dose of COVID-19 vaccine upon entry to the EOC office premise).

員工溝通及發展 Staff Communications and Development

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2021-22年度，參加員工培訓課程及經驗分享會的員工共有559人次。有關培訓和分享包括：

- 有關如何利用和借助社交媒體平台的培訓課程（2021年4月）；
- 提升同理能力的電話溝通技巧工作坊（2021年6月及7月）；
- 參觀數碼港，探討與數碼港社群公司合作的機會（2021年7月）；

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 2021-22, 559 attendances were recorded in staff training and development programmes and experience-sharing sessions. These included:

- Social media training series: Sharing session on “putting the public back into public relations”, which was about building on and leveraging the social media platforms (April 2021);
- Enhancing empathetic communication skills on the phone (June and July 2021);
- Visit to Cyberport to explore collaboration opportunities with Cyberport community companies (July 2021);





- 於香港科學園進行的行動不便體驗學習(2021年9月及10月)；
- 為支援平機會革新網站正式啟用的網站內容管理系統培訓(2021年10月)；
- 應對有精神健康問題服務使用者的工作坊(2021年12月)；以及
- 廉政公署「誠·公·SUCCESS」公共機構誠信網上課程(2021年12月)。
- Experiential learning event on physical mobility challenges at Hong Kong Science Park (September and October 2021);
- Website content management system training, which supported the formal launch of the revamped EOC website (October 2021);
- Workshop on handling service users with mental health issues (December 2021); and
- Implementing the ICAC's Integrity e-Learning Course for Public Bodies (December 2021).

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。平機會贊助的外間培訓課程包括香港科技大學舉辦的領導／管理才能發展課程、相關會議以及其他包括法律研討會和語文課程在內的專業項目。

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. The external training programmes sponsored included: leadership/management development programmes run by the Hong Kong University of Science and Technology, relevant conferences, and other professional programmes, such as legal seminars and language courses.

員工溝通及發展 Staff Communications and Development

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2021年7月的跨世代職場達人溝通篇及2021年11月的中醫助眠法健康講座。

「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。

平機會於內聯網設立了資訊欄目，發布身心健康和運動資訊，並為員工舉辦了不同活動，例如運動服日和午餐時間的舞蹈環節。



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 arranged for staff members, such as on how to work better with multi-generational workforce in July 2021, and on sleeping well with Yin Yang in November 2021.

SportsHour

To encourage and help staff 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.

As well as putting up an information corner on health tips, wellness and sports in the Intranet, the EOC organised different activities, such as sportswear day and lunch-time dance class for staff members.





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，包括關注自閉症大行動2021(2021年4月)、地貧愛心運動樂2021(2021年5月)、香港傷殘青年協會的全港賣旗日(2021年9月)、奧比斯世界視覺日(2021年10月)、基督教靈實協會的耆樂餅義賣籌款活動(2021年11月)、盲人觀星傷健營2021(2021年11月)、CareER的潛能無限線上慈善跑2021(2021年11月至12月)、基督教靈實協會的靈實慈善行(2021年12月)、香港傷健共融網絡的猛龍曲奇義賣(2022年1月)、香港復康聯盟賣旗日(2022年2月)和公益行善「折」食日(2022年3月)。

環保措施

平機會實行多項措施，致力減廢和響應保護環境，例如支持2021年6月的綠色低碳日和2021年10月8日的無冷氣夜2021。

Volunteering and Charitable Activities

The EOC strongly supports employees to participate in volunteering. During the year in review, the EOC took part in various fundraising activities of NGOs. These included: Autism Awareness Actions 2021 (April 2021), Sports for Thalassaemia 2021 (May 2021), Hong Kong Federation of Handicapped Youth Flag Day (September 2021), ORBIS World Sight Day (October 2021), Qile Cake Charity Sale by the Haven of Hope Christian Service (November 2021), Stargaze Camp for All and the Blind 2021 (November 2021), CareER RunnERthon Online 2021 (November – December 2021), Haven of Hope Christian Service Charity Walk (December 2021), Hong Kong Network for the Promotion of Inclusive Society Cookies Sale (January 2022), Rehabilitation Alliance Flag Day (February 2022) and Community Chest Skip Lunch Day (March 2022).

Environmental Protection Measures

The EOC also implements various measures to reduce waste and support initiatives that aim to conserve the environment, such as the Green Low Carbon Day 2021 in June 2021, and the 'No Air-Con Night 2021' on 8 October 2021.