

# 平等機會培訓課程簡介

## Overview of Training Workshops on Equal Opportunities



平等機會委員會  
EQUAL OPPORTUNITIES COMMISSION



如機構需要度身訂造的培訓服務，請與我們聯絡。

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## 反歧視條例之 暢通易達無障礙

Access for All under the  
Anti-Discrimination  
Ordinances

## 新課程 New Courses

## 制止職場性騷擾之 主管有責Dos and Don'ts

Manager's Roles in  
Combating Workplace  
Sexual Harassment

**商場、會所缺乏母乳餵哺友善設施？**

Lacking breastfeeding-friendly  
facilities at your shopping mall  
or clubhouse?

**店舖無法容納輪椅使用者內進？**

Unable to accommodate wheelchair  
users at your shop?

**拒絕導盲犬進入餐廳？**

No guide dogs are allowed in  
your restaurant?

**以上情景有否構成歧視？**

Do the above scenarios  
constitute discrimination?

認識暢通易達的概念，有助從事物業管理、零售、飲食及服務業的人員，避免於提供服務或設施時觸犯法例；而締造無障礙環境，更能開拓新客源，達致企業和顧客共贏的局面。

Understanding the concept of universal accessibility prevents members working in property management, retail, catering and service industries from discrimination in provision of services or facilities. Taking the extra steps to create a barrier-free environment can even bring in more potential clients and profits, resulted in a win-win situation for both corporates and customers.

**若下屬向你談及懷疑被性騷擾，  
應如何回應及處理？**

If a subordinate suspects that he/she has  
been sexually harassed, how would you  
respond and deal with the situation?

**沒有身體接觸或追求同事也會構成性騷擾嗎？**

Sexual harassment can occur without  
physical contacts or when pursuing  
a co-worker?

**下屬要求匿名處理怎樣做？**

What to do if the subordinate wishes  
to remain anonymous in the  
handling process?

**被問及沒有證人可否投訴？**

If you are asked whether a complaint  
can be raised without witness?

課程將透過個案討論及角色扮演，探討性騷擾的迷思、前線主管在處理投訴的角色、方法與原則，及回應性騷擾投訴人時的注意事項，以提升相關人員對預防及處理性騷擾的認知與敏感度。

Case studies and role play would be used to cultivate awareness and sensitivity of frontline managers in preventing and managing sexual harassment, by looking at their roles, the common myths about sexual harassment, the options and principles of complaint handling, as well as the ways to address concerns of the complainant.

**課程詳情請見第5頁 Learn more on p.5**

## 香港的反歧視條例簡介

### Introduction to the Anti-Discrimination Ordinances in Hong Kong

#### 課程內容：

- 《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》及《種族歧視條例》
- 平機會的角色與職能
- 平機會的投訴處理程序

#### 對象：

任何對此課題有興趣的人士

#### 備註：

平機會或邀請客席嘉賓講者在課程中  
介紹其他與平等機會有關的課題

#### Course Content:

- Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, and Race Discrimination Ordinance
- Roles and functions of the EOC
- Complaint-handling procedures of the EOC

#### Participants:

Any individuals who are interested in this topic

#### Remarks:

Outside guest speakers may be invited to talk  
about other equal opportunities issues in the  
training



## 認識反歧視條例的違法騷擾

### Understanding the Unlawful Harassment under the Anti-Discrimination Ordinances

#### 課程內容：

- 《性別歧視條例》、《殘疾歧視條例》及《種族歧視條例》下的違法騷擾
- 騷擾者及其僱主的法律責任

#### 對象：

任何對此課題有興趣的人士

#### Course Content:

- Unlawful harassment under the Sex Discrimination Ordinance, Disability Discrimination Ordinance, and Race Discrimination Ordinance
- Legal liability of harassers and their employers

#### Participants:

Any individuals who are interested in this topic



## 《性別歧視條例》如何保障餵哺母乳的婦女

### How Breastfeeding Women are Protected under the Sex Discrimination Ordinance

#### 課程內容：

- 餵哺母乳歧視和騷擾的定義
- 法律責任
- 營造餵哺母乳友善環境的良好措施

#### 對象：

任何對此課題有興趣的人士

#### Course Content:

- Breastfeeding discrimination and harassment under the Sex Discrimination Ordinance
- Legal liability for the unlawful acts
- Measures to create a breastfeeding-friendly environment

#### Participants:

Any individuals who are interested in this topic



Hello

ਸਤਿ ਸ੍ਰੀ ਅਕਾਲ



## 營造種族共融的工作環境

### Promoting Racial Inclusion in the Workplace

#### 課程內容：

- 消除種族偏見和了解種族多元化在職場的好處
- 了解《種族歧視條例》在工作間的應用

#### 對象：

任何對此課題有興趣的人士

#### Course Content:

- To dispel ethnic stereotypes and understand the benefits of diversity at work
- To understand how the Race Discrimination Ordinance applies to employment-related situations

#### Participants:

Any individuals who are interested in this topic

## 反歧視條例之暢通易達無障礙 Access for All under the Anti-Discrimination Ordinances

### 課程內容：

- 反歧視條例概覽
- 障礙的類型
- 通用易達的概念及主要元素
- 促進暢通易達的措施
- 處理有關障礙的投訴時需注意的事項

### Course Content:

- Overview of the Anti-Discrimination Ordinances
- Types of barriers
- Concepts and key elements of universal accessibility
- Measures to ensure universal accessibility
- Points to note on addressing accessibility complaints

### 對象：

於機構擔任暢通易達協調人員或無障礙主任、  
於物業管理行業任職的人士/任何對暢通易  
達課題有興趣的人士

### Participants:

Access Coordinators or Access Officers in  
organizations, members working in property  
management industry/any individuals who are  
interested in accessibility issues

## 新課程 New Course

## 制止職場性騷擾之主管有責 Dos and Don'ts Manager's Roles in Combating Workplace Sexual Harassment

### 課程內容：

- 性騷擾的定義及職場常見的性騷擾形式
- 透過角色扮演，了解前線主管及經理應如何回應下屬的性騷擾疑慮或投訴
- 處理性騷擾投訴的方法及原則
- 法律責任
- 主管及管理層預防職場性騷擾的管理策略

### Course Content:

- To define sexual harassment and common forms of sexual harassment in the workplace
- To explore the ways frontline supervisors and managers should respond to a subordinate's concerns or complaints about sexual harassment through role play
- Options and principles of handling sexual harassment complaints
- Legal liability
- Strategies managers and senior management can take to prevent workplace sexual harassment

### 對象：

前線主管、部門經理、負責處理機構內  
性騷擾查詢的人士及人力資源從業員

### Participants:

Frontline supervisors, line managers, persons  
appointed within organizations to deal with  
sexual harassment enquiries, and human  
resources personnel

## 處理招聘及甄選程序

### Managing Recruitment and Selection Processes



#### 課程內容：

- 反歧視法例可用於招聘及甄選過程之處
- 歧視性的招聘做法所帶來的法律責任
- 實踐最佳招聘及甄選程序的方法

#### Course Content:

- Application of Anti-Discrimination Ordinances in recruitment and selection processes
- Legal liability arising from discriminatory recruitment practices
- Best practices in the recruitment and selection processes

#### 對象：

人力資源從業員、管理人員、負責處理機構內平等機會事宜的人士、僱主、職業介紹所僱員及就業服務從業員

#### Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, business owners, recruitment agents and job network providers



## 《性別歧視條例》、《家庭崗位歧視條例》與人力資源管理 Issues in Human Resources Management under the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance

#### 課程內容：

- 在《性別歧視條例》及《家庭崗位歧視條例》下，人力資源管理範疇內可能出現的平等機會問題，包括：
  - 僱傭範疇的性別歧視
  - 僱傭範疇的餵哺母乳歧視
  - 懷孕
  - 家庭責任
- 有效的管理策略及應付有關問題的方法

#### Course Content:

- Equal opportunities issues that may arise in different areas of human resources management under the Sex Discrimination Ordinance and the Family Status Discrimination Ordinance including:
  - Sex discrimination in employment
  - Breastfeeding discrimination in employment
  - Pregnancy
  - Family responsibilities
- Effective management strategies and responses to these issues

#### 對象：

人力資源從業員、管理人員、負責處理機構內平等機會事宜的人士及僱主

#### Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, and business owners

## 《殘疾歧視條例》與人力資源管理 Issues in Human Resources Management under the Disability Discrimination Ordinance



### 課程內容：

- 《殘疾歧視條例》下，人力資源管理範疇內可能出現的平等機會問題，包括：
  - 病假
  - 評估工作表現
- 有效的管理策略及應付有關問題的方法

### 對象：

人力資源從業員、管理人員、負責處理機構內平等機會事宜的人士及僱主

### Course Content:

- Equal opportunities issues that may arise in different areas of human resources management under the Disability Discrimination Ordinance including:
  - Sick leave
  - Performance appraisal
- Effective management strategies and responses to these issues

### Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, and business owners

## 如何處理工作間涉及歧視和騷擾的投訴 Managing Complaints of Discrimination and Harassment in the Workplace

### 課程內容：

- 解決工作間涉及歧視和騷擾的投訴的各種方法
- 管理人員如何有效利用調解以應付有關投訴
- 調查正式投訴所涉及的問題，例如：程序上及實質上的公平、保密、時間性和作出建議等

### 對象：

人力資源從業員、管理人員、負責處理機構內平等機會事宜的人士

### 備註：

此課程適合對反歧視條例有基本認識的人士

### Course Content:

- Options for resolving complaints of discrimination and harassment in the workplace
- Effective ways for managers to resolve such complaints by mediation
- Issues involved in investigations of formal complaints including procedural and substantive fairness, confidentiality, timelines, making recommendations

### Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matter

### Remark:

This course is suitable for those who have a basic understanding of the Anti-Discrimination Ordinances