

# 平等機會培訓課程簡介

## Overview of Training Workshops on Equal Opportunities

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training services.



平等機會委員會  
EQUAL OPPORTUNITIES COMMISSION

查詢 Enquiries: 2106 2155 · 網址 Website: [www.eoc.org.hk/training.html](http://www.eoc.org.hk/training.html)

## 為何需要認識香港的反歧視條例及平等機會資訊？

### Why do you need to know about the Hong Kong's anti-discrimination ordinances and equal opportunities information?

#### 僱主：

在反歧視條例下，僱主須對其僱員在受僱中的違法行為負上轉承責任。了解與條例相關的內容，能幫助僱主制定機構的平等機會政策，及採取合理可行的措施以防止歧視和騷擾在工作間發生。

#### Employers:

Under the anti-discrimination ordinances, employers are held vicariously liable for the unlawful acts done by their employees in the course of employment. Understanding the related information about the anti-discrimination ordinances can help employers to formulate equal opportunities policies and to take reasonably practicable steps to prevent discrimination and harassment from happening in the workplace.

#### 人力資源從業員/管理人員：

定期掌握有關反歧視條例的最新資訊，可幫助機構的人力資源管理人員更有效地實施平等機會政策及處理在該範疇內可能出現的相關問題，同時亦在工作間推動平等機會。

#### Human resources personnel / Managers:

Getting regular updates on the anti-discrimination ordinances can help human resources personnel in the organization to formulate equal opportunities policies in the aspect of human resources management and to handle related issues more effectively, as well as to promote equality of opportunities in the workplace.

#### 僱員/個人：

反歧視條例下有特定的受保障特徵和範疇。平等機會的資訊有助僱員和個人認識自己的權利，及探討如何應對歧視和騷擾的行為。

#### Employees / Individuals:

There are specific protected characteristics and applicable fields under the anti-discrimination ordinances. Knowing more about equal opportunities can help employees and individuals to understand their own rights and explore the ways to respond to discrimination and harassment.

地址 Address : 平等機會委員會  
香港黃竹坑香葉道41號16樓  
Equal Opportunities Commission  
16/F, 41 Heung Yip Road,  
Wong Chuk Hang, Hong Kong

電話 Tel: 852-2106 2155 / 852-2511 8211  
傳真 Fax: 852-2877 7600  
電郵 Email: eoc@eoc.org.hk  
網址 Website: www.eoc.org.hk

## 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、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：

平機會可能邀請其他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, 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、種族歧視條例的違法騷擾
- 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, Race Discrimination Ordinance
- Legal liability of harassers and their employers

#### Participants:

Any individuals who are interested in this topic

## 工作間的多元文化

### Promoting Culturally Inclusive 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 (RDO) applies to employment-related situations

#### Participants:

Any individuals who are interested in this topic

新課程 NEW!

## 《殘疾歧視條例》及《種族歧視條例》在教育範疇的保障 Disability Discrimination Ordinance & Race Discrimination Ordinance in Education

### 課程內容：

在《殘疾歧視條例》及《種族歧視條例》下，教育範疇內可能出現的平等機會問題，例如：

- 錄取學生
- 課程內容
- 合理的遷就
- 教育範疇的良好措施

### 對象：

從事幼兒、小學或中學的教育界人士/任何對此課題有興趣的人士

### Course Content:

Equal opportunities issues that may arise in different areas of education under the Disability Discrimination Ordinance and Race Discrimination Ordinance, such as:

- Student admission
- Curriculum
- Reasonable accommodations
- Good practices to these issues

### Participants:

Members working in early childhood establishments, primary or secondary schools/Any individuals who are interested in this topic

## 預防及處理工作間性騷擾 Preventing and Managing Sexual Harassment in the Workplace

### 課程內容：

- 性騷擾的定義和構成性騷擾的行為
- 性騷擾所帶來的法律責任
- 機構防止性騷擾的措施
- 處理性騷擾的有效管理策略

### 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

### Course Content:

- To define sexual harassment and identify behaviours which constitute sexual harassment
- Legal liability for sexual harassment
- Measures organizations can take to prevent sexual harassment
- Effective management responses to sexual harassment

### Participants:

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

## 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

#### 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、職業介紹所僱員和就業服務從業員

#### Course Content:

- Application of anti-discrimination laws in recruitment and selection processes
- Legal liability arising from discriminatory recruitment practices
- Best practices in the recruitment and selection processes

#### 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

#### 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

#### 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

#### Participants:

Human resources personnel, managers, persons appointed within organizations to deal with equal opportunities matters, 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、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, 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
- 如何支援僱員盡早解決這些投訴
- 有效遏止員工不當行為的策略
- 管理人員如何有效利用非正式途徑以應付這些投訴
- 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
- How employees can be supported to resolve such complaints at the earliest possible instance
- Effective intervention strategies to ensure that inappropriate behaviours are contained
- Effective ways for managers to resolve such complaints on an informal basis
- Issues involved in investigations of formal complaints including procedural and substantive fairness, confidentiality, timelines, making recommendations, etc.

#### Participants:

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

#### Remark:

This course is suitable for those who have a basic understanding of the anti-discrimination ordinances