



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION

平等機會培訓課程簡介

Overview of Training Workshops on Equal Opportunities



新課程 New Course

《殘疾歧視條例》之暢通易達無障礙

Access for All under the Disability Discrimination Ordinance

如機構需要度身訂造的培訓服務，請與我們聯絡。
Please contact us for tailor-made corporate training services.

☎ 2106 2155

🌐 Website: www.eoc.org.hk/training.html



新課程
NEW

《殘疾歧視條例》之暢通易達無障礙

Access for All under the Disability Discrimination Ordinance

商場、會所正門沒有斜道？
Not having a ramp at the main entrance of
your shopping mall or clubhouse?

無法容納輪椅使用者內進店舖？
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？

認識《殘疾歧視條例》及暢通易達的概念，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違反歧視條例，並減少通達相關的投訴；而採取無障礙措施，更能夠為企業開拓新客源，以提升利潤，達致企業和顧客共贏的局面。

Do the above scenarios constitute discrimination?

Understanding the Disability Discrimination Ordinance and the concept of universal accessibility can help members working in property management, retail, catering and service industries to avoid discrimination in provision of services or facilities, thereby reducing complaints received on accessibility issues. Taking the extra steps to create a barrier-free environment can even bring in more potential clients and profits, so as to achieve a win-win situation for both corporates and customers.

課程詳情請見第5頁
Learn more on p.5

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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

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 applies to employment-related situations

Participants:

Any individuals who are interested in this topic

《殘疾歧視條例》之暢通易達無障礙

Access for All under the Disability Discrimination Ordinance

課程內容：

- 《殘疾歧視條例》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 Disability Discrimination Ordinance
- 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

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

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

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

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 matters

Remarks:

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