

# EQUAL OPPORTUNITIES COMMISSION Racial Diversity & Inclusion Charter for Employers Advanced Annual Review Form

# 平等機會委員會 《種族多元共融僱主約章》 進階版年度問卷

#### NOTE 備註:

We understand that for the following organisations some of the questions in this form may not be applicable or difficult to answer. They may continue to fill out the simpler form.

平機會明白,對於下列的一些機構而言,本問卷的部分問題可能不適用或難以回答,有關機構可沿用簡易版問卷

- Small and medium sized enterprises 中小型企業
- Non-governmental organisations 非政府組織
- Social Enterprises 社會企業

Please send back to racialequality@eoc.org.hk. 請以電郵(racialequality@eoc.org.hk)方式交回。





# Part 1: Details of Company / Organisation 第一部分:公司 / 機構資料

	カ・公司/1域件具件	
Name c	of Organisation 機構名稱:	
	umber of employees in	Nature of business
Hong K	ong 香港僱員總數:	業務性質:
Address	s 地址:	
Tel 電記	<b>f</b> :	Fax 傳真:
Website	e (if any) 網址(如有):	
	ry 類別:	
<b>]Priva</b>	ite enterprises 私營企業	
	Listed company / subsidiary 上市公司/子公司	
	Company with 100 or more emp 在香港有100名或以上僱員的公司	
	Small and medium sized enterpr 中小型企業 $^1$	rise <sup>1</sup>
7 <b>D</b> k.1	ic organisation <sup>2</sup> 公營機構 <sup>2</sup>	
_ FUDII	ic organisation 公语依何	
	Contact Person in Compa 分:公司/機構的聯絡人	any / Organisation
	Person 聯絡人:	Position 職位:
Title 稱誰	胃: Mr 先生/Ms 女士/Miss 小類	姐/Mrs 太太/Others 其他)
el 電話	:	Fax 傳真:
mail 電	郵:	
1ailing A	Address: (if different from above)	郵寄地址:(如與上述地址不同)
M		
Managara		
than 50 p		an 100 persons, and (2) non-manufacturing enterprises which employ fev 小於 50 名昌工的非制选業公司
		少於 30 石頁工的非殺短未公司 es, statutory and public bodies, chambers of commerce, professional
bodies, G	Government bureaux and departments 織、社會企業、法定及公營機構、商會、	





### **Part 3: Declaration**

第三部分:聲明

Our company / organisation hereby agrees and declares that:

本公司/機構同意並聲明:

1. The information provided in this form is true and accurate. We will provide additional information to the EOC if required.

這份表格上填寫的資料屬真確無誤。如有需要,我們會向平機會提供補充資料。

2. When using the Racial D&I Employer Charter logo, we will not, implicitly or explicitly, state that the EOC approves the products or services of our company / organisation and we agree to comply with the <a href="mailto:basic principles">basic principles</a> on the use of the logo issued by the EOC.

使用《種族多元共融僱主約章》標誌時,我們不會暗示或明示平機會批准本公司/機構的商品或服務,我們亦同意遵守使用平機會發布的標誌的有關使用標誌的基本原則。

Submitted by		Position	
提交人:		職位	
	(Name 姓名)		
Signature		Date	
簽署:		_ 日期	

# **Privacy Statement**

私隱政策聲明

All information submitted by the organisation will be used for the purpose related to the Racial Diversity & Inclusion Charter for Employers only. The EOC is committed to fully complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Should the organisation wish to check and correct the data, please contact the EOC at 2511 8211. For details about the EOC privacy protection policy, please visit the EOC website www.eoc.org.hk.

參與公司/機構提交的所有資料僅用於有關《種族多元共融僱主約章》的用途。平機會致力全面遵守保障資料原則及《個人資料(私隱)條例》(香港法例第 486 章)的所有相關條文。參與公司/機構如希望查閱及修改資料,請致電 2511 8211 聯絡平機會。如欲詳閱平機會的私隱保障政策,請瀏覽平機會網頁 www.eoc.org.hk。





#### Introduction

# 簡介

The Advanced Annual Review Form is for those organisations that have completed at least two years with the Racial D&I Charter. This form is a step-up from the simpler annual review form used by organisations that have been with the Charter for less than two years. It is more detailed and requires more targeted responses. It is, however, **optional**. Organisations may continue to fill out the simpler form if they choose to.

**這份「進階版年度問卷」供簽署了《種族多元共融僱主約章》(「《約章》」)至少兩年的機構使用。**相比供參加《約章》少於兩年的簽署機構所使用的簡易版問卷,此進階版內容更詳盡,旨在收集更具體的意見。簽署機構可**選擇**填寫本問卷,或沿用簡易版本。

Why you should fill out the Advanced Annual Review Form:

填寫「進階版年度問卷」的好處:

- It allows us to track the progress of organisations on racial D&I efforts. 方便平等機會委員會(「平機會」)跟進機構在推廣種族多元共融工作間的進展。
- It allows you to self-track progress on internal D&I goals. 方便機構自行檢視推廣種族多元共融工作間的目標。
- It will help you learn about best practices. 有助機構了解良好常規。
- Organisations will be recognised for their progress based on their evaluation. 根據評估結果,機構可就其進展獲得嘉許。
- Your best practices will be published and publicised (subject to your approval). 若獲得機構同意,平機會將向外推廣機構採取的良好常規。
- One of the aims of the Charter is to be able to create a Racial D&I Index for the Workplace that serves as a benchmark for all organisations in Hong Kong. This form is a step in that direction. 《約章》其中一個目標是訂定「工作間的種族多元共融指數」,作為僱主評估在機構內推廣種族多元共融的基準。本問卷正是朝這方向發展的重要一步。

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平機會明白,對於下列的一些機構而言,本問卷的部分問題可能不適用或難以回答,有關機構可沿用簡易版問卷。

- Small and medium sized enterprises 中小型企業 3
- Non-governmental organisations 非政府組織
- Social Enterprises 社會企業

<sup>&</sup>lt;sup>3</sup>Manufacturing enterprises which employ fewer than 100 persons, and (2) non-manufacturing enterprises which employ fewer than 50 persons 聘用少於 100 名員工的製造業公司;以及 (2) 聘用少於 50 名員工的非製造業公司

# Notes on filling up the form 填表須知

Thank you for taking the time to fill out this Advanced Annual Review Form for the evaluation yes Please note the following instructions before starting.  多謝你填寫
多謝你填寫評估年度進階版年度問卷。填寫問卷前,請細閱以下說明。  • Questions are based on the nine Charter goals which are divided into three sections, namely, Inclusive Policy, Inclusive Culture and Inclusive Work Environment. An additional section on Racial D&I Strategy has been added for the purpose of this form.  《約章》訂立了九項目標,涵蓋共融政策、共融文化及共融工作環境三個範疇。本問卷的問題根
<ul> <li>Questions are based on the nine Charter goals which are divided into three sections, namely, Inclusive Policy, Inclusive Culture and Inclusive Work Environment. An additional section on Racial D&amp;I Strategy has been added for the purpose of this form.</li> <li>《約章》訂立了九項目標·涵蓋共融政策、共融文化及共融工作環境三個範疇。本問卷的問題根</li> </ul>
Inclusive Policy, Inclusive Culture and Inclusive Work Environment. An additional section on Racial D&I Strategy has been added for the purpose of this form. 《約章》訂立了九項目標‧涵蓋共融政策、共融文化及共融工作環境三個範疇。本問卷的問題根
• There are seven subsections and a total of 20 questions. 本問卷有七個分項・合共 20 條問題。
• There is a mix of single answer and multiple answer questions. Please tick the one(s) that best reflect(s) your organisation's current status. 問題類型涵蓋單項和多項答案。請選擇最能反映你所屬機構現況的選項。
<ul> <li>Examples to help you choose the right option(s) have been provided below the questions wherever required.</li> <li>部分問題下方會列出例子,供你在考慮不同選項時作參考。</li> </ul>
Additional notes and reference materials have been suggested where relevant.     部分問題提供相關額外備註及參考資料建議。
You may use attachments if necessary. Please only attach relevant information that is specific to the question.  如有需要,可提供其他資料,但請只夾附可具體回應問題的相關資料。
Please send back to racialequality@eoc.org.hk.     請以電郵(racialequality@eoc.org.hk)方式交回。

# I. Racial D&I Strategy 種族多元共融策略

1) Does your organisation have a clearly stated racial D&I strategy or a wider D&I strategy\* that specifically includes race? Select the <u>one</u> that best represents your organisation's status.

你所屬的機構是否有清楚訂明種族多元共融策略\*,或涵蓋種族範疇的多元共融策略?請選擇一項最能反映你所屬機構的答案。

Not Applicable (NA) 不適用
No strategy 沒有策略
In progress 進行中
Strategy developed and shared among leadership 制定了策略,並由領導層採用
Strategy developed and promoted to all employees 制定了策略,並向僱員推廣
Strategy published and shared internally and externally 對內公布及對外發布策略

\* Strategy is defined as: "A plan of action designed to achieve a long-term or overall aim" (Oxford Dictionary). For the purpose of this form, strategy includes but is not limited to policy, objectives, targets and action plan. 根據牛津字典,「策略」的意思是「為達成長遠或整體目的而制定的行動計劃」。就這份問卷而言,策略包括但不限於政策、目的、目標及行動計劃。

# II. Inclusive Policy 共融政策

# Policy 政策

2)	relates separacia 一個的機	Equal Opportunity (EO) policy* is more than simply compliance with local laws ted to discrimination and equality. Do you have an Equal Opportunity policy, arate or together with an Anti-Discrimination policy, with specific reference to all equality? Select the one that best represents your organisation's status. 中等機會政策*不僅僅是遵守與一些反歧視和平等相關的本地法律。你所屬特是否有制定具體涵蓋種族的平等機會政策?該政策可單獨存在或與機構的表現政策並列;請選擇最能反映你所屬機構的答案。
		NA不適用
		No global or HK EO policy 沒有制定適用於全球或香港的平等機會政策
		Global EO policy that is not HK specific 採納了適用於全球的平等機會政策,但並非針對香港的情況而制定
		In progress - Global EO policy with HK specifics/separate EO policy for HK 進行中:正因應全球的平等機會政策針對香港的情況擬訂適用的政策,或正就香港
		的情況另訂平等機會政策
		EO policy specific to HK (with no global EO policy) 針對香港的情況制定了平等機會政策(沒有制定適用於全球的平等機會政策)
		Global EO policy + HK specific EO policy 採納了適用於全球的平等機會政策,以及針對香港的情況而制定
		Other (please specify) 其他(請說明):

tha 你	you have an Anti-Discrimination (AD) policy*, separate or together with an policy, with specific reference to racial equality and inclusion? Select the one at best represents your organisation's status. 所屬的機構是否有制定具體涵蓋種族平等共融的反歧視政策*?該政策可單獨在或與機構的平等機會政策並列;請選擇 <u>最能反映</u> 你所屬機構的答案。
	j NA 不適用
	No AD policy 沒有制定反歧視政策
С	I Global AD policy that is not HK specific 採納了適用於全球的反歧視政策,但並非針對香港的情況而制定
	I AD policy for HK in progress 正就香港的情況擬訂反歧視政策
	AD policy specific to HK (with no global AD policy) 針對香港的情況制定了反歧視政策(沒有制定適用於全球的反歧視政策)
	I Global AD policy + HK specific AD policy 採納了適用於全球的反歧視政策,以及針對香港的情況而制定
	I Other (please specify) 其他 (請說明):
law, discr	ne purpose of this review, an anti-discrimination policy is one that mainly focuses on compliance with the either local and/or international. An Equal Opportunity policy is broader and usually includes anti-
	mination as one of the policy areas. Other areas covered could be on inclusion and diversity which are egally required but good practices to have and reflect the company's culture. 問卷而言,反歧視政策主要側重於遵守本地及/或國際法律。平等機會政策範圍更廣,通常包括反歧視政函蓋的其他領域可以是多元共融方面,雖然不是法律規定,但是一項良好常規,又能反映公司文化。

4)	In ye D&I 在機	push to have a dedicated D&I role within the organisation is gaining ground. our organisation, is there a person, team or unit responsible for addressing, including racial D&I? Pick one. 楼構內擁有專責推動多元共融的職員越來越普遍。你所屬的機構是否有委派人小組或組別,專責處理涵蓋種族範疇的多元共融問題?請選擇 <u>一項</u> 答案。
		NA 不適用
		No person, team or unit 沒有委派人員、小組或組別
		Yes, but only in a voluntary capacity, e.g. a racial D&I interest group 有,但屬自願性質,例如種族多元共融興趣小組□ Hong Kong 香港□ Global 全球
		Yes, embedded within HR or other existing functions (please specify) 有 · 由人力資源部或其他現有部門負責(請說明): □ Hong Kong 香港 □ Global 全球
		Dedicated D&I function 設有專職部門推行多元共融文化 □ Hong Kong 香港 □ Global 全球
		Dedicated D&I role with a reporting line to senior leadership 設有隸屬高級領導層的專職人員推行多元共融文化 ☐ Hong Kong 香港 ☐ Global 全球
	Add	litional Information (Optional) 附加資料(選填):
		Tip 提示:
Ref	er to th	he sample policy on racial equality provided in the EOC's Code of Practice on Employment
		ly/3nsK37w)
		機會發布的《種族歧視條例僱傭實務守則》內「種族平等政策範本」 ww.eoc.org.hk/Upload/cc26d004-b785-4ee7-8673-
		889f/RDO CoP Chi 4316.pdf)

Recruitment & During	e Employ	vment 招聘及	僱用期間

5) What are the practices you have in place for fair recruitment, appoint promotion, staff development and dismissal applicable to Hong Kong that a remove racial discrimination from these processes? Select all that 你所屬的機構是否有就公平招聘、僱用、晉升、員工發展及解僱方面,訂立於香港的常規,以消除這些過程中的種族歧視?可選擇多於一項的適用答案		
		None 沒有
		No specific processes other than ensuring compliance with HK laws 除確保遵守香港法律外·沒有制定具體程序
		Efforts are made to attract candidates from different racial groups* (please list) 另訂措施吸引來自不同種族的求職者*(請列明):
		Practices are in place to address racial bias in hiring** (please list)  訂立常規以消除在招聘過程中的種族偏見**(請列明):
		Practices are in place to minimise unconscious racial bias throughout the employee life cycle including in hiring, appointments, promotions, staff development and dismissal*** (please list)   訂立常規以減低僱員在僱用周期中(包括僱用、委聘、晉升、員工發展及解僱)面 對的無意識種族偏見***(請列明):

*	lang	example, state in job ads that you are an "Equal Opportunities Employer", use advertising platforms and juage targeting diverse racial groups.  日在廣告註明你所屬的機構是「平等機會僱主」・並透過不同族裔人士使用的廣告平台及語言發布招聘廣
**	to m 例如	example, use diverse selection panels, have standardised interviews, scrutinise language requirements nake sure they are commensurate with the actual needs of the job.  1. 由來自不同背景的人士組成遴選委員會,採用統一的面試內容,並審視語言要求,以確保這些程序與等的實際需要相符。
***	For thro relig 例如	example, in addition to the above, ensure equal access to staff development/promotion opportunities ugh, for instance, consideration for different language requirements, travel or time restrictions (due to jious or cultural practices), dress code requirements such as head coverings.  1.除上文所述以外,還考慮不同語言要求、出差或時間限制(因宗教或文化習俗)、服裝規定(如頭巾)
		ditional Information (Optional) 附加資料(選填):
6)	<u>ap</u>	es your organisation have targets to achieve racial diversity? <u>Select all that oly</u> . 均機構有訂立實現種族多元工作間的目標嗎? <u>可選擇多於一項的適用答案</u> 。
		NA 不適用
		No 沒有
		Overall target for the organisation 為機構訂立整體目標
		Targets by level (e.g. junior, middle, senior management, board) 為不同職級訂立目標(例如初級職員、中層職員、高級管理層及董事會)
		Targets by function/department 為不同部門訂立目標
	Ad	ditional Information (Optional) 附加信息(選填):

wor	kplac	nnic minorities often find themselves unrepresented in Hong Kong es. Does your organisation make efforts to improve its recruitment of local norities*? Select all that apply.	
本地	他少數族裔人士發現自己在香港的職場上缺乏代表性。你所屬的機構是否有措 曾加招聘本地的少數族裔人士*?可選擇多於一項的適用答案。		
	NA =	不適用	
	No 🎘	沒有	
	Wou	Would like to but don't know how 希望這樣做,但不知從何入手	
	Yes, have measures to attract local ethnic minority candidates 有作出吸引本地的少數族裔求職者的措施		
		Advertising vacancies in different languages 以不同語言刊登招聘廣告	
		Advertising on different media platforms targeting diverse candidates 於少數族裔求職者常用的媒體平台刊登招聘廣告	
		Engaging with NGOs that work with local ethnic minorities 與服務本地少數族裔群體的非政府組織合作	
		Work with recruitment agencies, vocational training bodies, educational	
		establishments 與招聘中介、職業訓練團體、教育機構合作	
		Other (please specify) 其他(請說明):	
were	mostly	minorities are those non-Chinese who have spent a majority of their lives in Hong Kong and or fully educated here	
Add	ditiona	ıl Information (Optional) 附加資料(選填):	

8)	you inte 為員 的機	ting diversity targets, though not easy, is one way to approach D&I goals. Does r organisation have targets for hiring local ethnic minorities (excluding student rns)? You may select more than one option. 是工多元化設定目標並非易事,但卻是實現多元共融目標的一種方式。你所屬機構是否有就僱用本地少數族裔人士(實習生除外)訂立目標?可選擇多於一句適用答案。
		NA 不適用
		No 沒有
		We have no local ethnic minority employees and no targets for their hiring 我們沒有本地少數族裔員工,也沒有訂立僱用本地少數族裔人士的目標
		We have local ethnic minority employees but no targets for their hiring 我們有本地少數族裔員工,但沒有訂立僱用本地少數族裔人士的目標
		We have ongoing hiring of ethnic minority employees but no targets for their hiring 我們正在招聘少數族裔人士,但沒有訂立僱用他們的目標
		We have ongoing hiring of ethnic minority employees and we have targets for thei hiring
		我們正在招聘少數族裔人士,也有訂立僱用他們的目標 We have recruited ethnic minority employee(s) since signing the Charter* 自簽署《約章》開始已聘用少數族裔員工*
*	不論	irdless of whether you had none, some, or many ethnic minority employees prior to signing the Charter 在簽署《約章》之前是否已聘用任何少數族裔僱員、以及少數族裔僱員人數的多寡litional Information (Optional) 附加資料(選填):
		Tips 提示
•	and 辨	entify barriers, if any, for people of certain races in gaining employment in your organisation of take reasonable steps to bring down those barriers.  別某些種族的人士在你所屬機構求職可能遇到的障礙(如有),以及如何採取合理措施消除 些障礙。
•	me	tively seek, adopt and adapt international best practices to avoid bias in human resource anagement, particularly recruitment.  極參考、供籍和採納國際良好堂規,以母在人力資源管理,特別是招聘方面構成偏見。

# Policy Review & Monitoring 檢討及監察政策

9)	external and internal developments in the area of racial equality and inclusion?				
	You <u>may select more than one option</u> if applicable. 你所屬的機構會否因應機構內外的種族平等共融發展而定期檢討*僱用程序和僱傭 政策? <u>可選擇多於一項答案</u> 。				
	□ NA 不適用				
		Not reviewed 沒有檢討			
		As and when needed 有需要時才檢討			
		Every 4-5 years 每四至五年檢討一次			
		Every 2-3 years 每兩至三年檢討一次			
		Every year or more frequently 每年檢討或更頻繁地檢討			
*		y refer to not just full-scale reviews, but also amendments and deletions to existing policy. 四括全面檢討・亦指修訂及刪除不適用的現行政策。			
10)	10) Data is essential for tracking progress. Does your organisation monitor for racial diversity in the workplace? You <u>may select more than one option</u> .  數據對於追踪進度至關重要。你所屬的機構是否有監察工作間的種族多元狀況? 可選擇多於一項答案。				
		NA 不適用			
		No 沒有			
		Yes, with employees being encouraged to self-identify 有,鼓勵僱員自行提供種族資料			
		Yes, with data being extracted to assess racial composition and diversity across			
		levels 有·抽取數據以掌握不同職級的種族多元狀況			
		Yes, with data being used to develop and monitor D&I KPIs 有,使用數據來制訂及監察建立種族多元共融文化工作間的關鍵績效指標			
		Yes, with data being used to formulate and enhance policies related to racial inclusion and representation 有,使用數據來訂立及加強關於種族共融及種族比例的政策			
	Add	itional Information (Optional) 附加資料(選填):			

sele 你所	11) Do your employee engagement/satisfaction surveys capture data on D&I? Please select <u>one</u> option. 你所屬機構的僱員投入程度 / 滿意程度調查是否有收集關於種族多元共融的數據?請選擇 <u>一項</u> 答案。			
	NA 不適用			
	No 沒有			
	Yes, but without questions on race/ethnic identity 有.但沒有問及種族身分			
	Yes, with race/ethnic identity as an optional question 有.但有關種族身分的問題僱員可以選擇是否填寫			
	Yes, with race-related data being used to enhance existing EO and/or AD policies 有,使用有關種族的數據來加強現行的平等機會及 / 或反歧視政策			
	Other (please specify) 其他(請說明):			



- Critically and regularly review your workforce profile to evaluate for racial diversity. Analyse gaps and take corrective action wherever possible.
  - 定期認真檢視員工團隊的種族多元狀況。分析差異,盡可能採取修正措施。
- Carry out employee surveys, assessments, etc. to check for employee perceptions of fairness in processes and policies and feeling included.
  - 透過僱員調查和評估分析等,了解僱員對機構程序和政策是否公平的看法及感受。

# III. Inclusive Culture 共融文化

Employee Training & Activities 僱員培訓及活動			
12) To which employee groups in Hong Kong do you offer training to raise awareness on racial equality and inclusion? <u>Select all that apply</u> .  你所屬機構向香港的哪類級別僱員提供培訓,以提高他們的種族平等共融意識? 可選擇多於一項的適用答案。			
	NA 不適用		
	General* employees 一般*僱員		
	Targeted training for new employees 針對新入職僱員而設的培訓		
	Targeted training for HR and D&I 針對負責人力資源及推動多元共融工作間的僱員而設的培訓		
	Targeted training for Middle management 針對中層管理人員而設的培訓		
	Targeted training for Senior management 針對高層管理人員而設的培訓		
	Targeted training for Board directors and advisors 針對董事及顧問而設的培訓		
	Other (please specify) 其他(請說明):		
	ed to all staff without targeting any particular department or level 有僱員提供培訓·而非以個別的部門或職級為培訓對象		

	NA 不適用
	None 沒有提供培訓
	Voluntary training on relevant local EO and AD laws 自願培訓,內容涵蓋香港的平等機會及反歧視法例
	Mandatory training on relevant local EO and AD laws 強制培訓,內容涵蓋香港的平等機會及反歧視法例
	Voluntary training on racial D&I topics beyond the law* 自願培訓·內容除了涵蓋香港的平等機會及反歧視法例·亦包括法律以外的種族 元共融議題*
	Mandatory training on racial D&I topics beyond the law* 強制培訓·內容除了涵蓋香港的平等機會及反歧視法例·亦包括法律以外的種族表示共融議題*
_	Ctoff newton attention in the training is a second and the south addition if the ICDL CO
	Staff participation in the training is encouraged through adding it to KPIs of the department head and/or individual staff 把培訓納入部門主管及 / 或個別僱員的關鍵績效指標‧以鼓勵他們參加培訓
For e 例如:	department head and/or individual staff
For e 例如: ease li 列出曾	department head and/or individual staff 把培訓納入部門主管及/或個別僱員的關鍵績效指標,以鼓勵他們參加培訓 example, unconscious bias, cultural sensitivity, racial D&I best practices etc. 無意識偏見、文化敏感度、推動種族多元共融工作間文化的良好常規等
For e 例如: ease li 列出曾	department head and/or individual staff 把培訓納入部門主管及 / 或個別僱員的關鍵績效指標,以鼓勵他們參加培訓 example, unconscious bias, cultural sensitivity, racial D&I best practices etc. 無意識偏見、文化敏感度、推動種族多元共融工作間文化的良好常規等 ist examples of staff training undertaken:
For e 例如 ease li 列出曾	department head and/or individual staff 把培訓納入部門主管及 / 或個別僱員的關鍵績效指標,以鼓勵他們參加培訓 example, unconscious bias, cultural sensitivity, racial D&I best practices etc. 無意識偏見、文化敏感度、推動種族多元共融工作間文化的良好常規等 ist examples of staff training undertaken:
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For e 例如: ease li	department head and/or individual staff 把培訓納入部門主管及 / 或個別僱員的關鍵績效指標,以鼓勵他們參加培訓 example, unconscious bias, cultural sensitivity, racial D&I best practices etc. 無意識偏見、文化敏感度、推動種族多元共融工作間文化的良好常規等 ist examples of staff training undertaken:

14)	What racia prov 改變	erating awareness is usually the first step towards bringing about change. It kind of activities and events do you organise for staff to raise awareness of alternative equality and inclusion? You may select more than one option. Please ride examples/explanation for each. E的第一步是要提高意識。你所屬的機構為僱員舉辦哪些活動,以提高他們的 这个事件的意识。	
	□ NA 不適用		
		No activities 沒有活動	
		Ad-hoc, one-off programs 舉辦一次性的特別活動	
		Regular general D&I activities but not specific to race	
		定期舉辦推動一般性質的多元共融文化活動,但並非以種族為主題	
		Regular activities and events specific to racial equality and inclusion 定期舉辦以種族平等共融為主題的活動	
		Regular activities/events specific to race and feedback from attendees is captured and tracked**	
		定期舉辦以種族為主題的活動,並收集及跟進出席者的意見**	
*	celeb	ling cultural awareness, for example cultural awareness events such as food festivals, cultural rations, cultural exchanges て化意識;例如:美食節、文化節慶、文化交流等	
**	Emplo 例如	xample, pre- and post-event survey to track changes in understanding on D&I topic(s), feedback from byce Survey is tracked to see changes in awareness levels, feedback is reflected in policy change etc. 在活動之前和之後進行問卷調查·以掌握出席者對有關議題的認識是否有增加;跟進僱員問卷調查收意見·以掌握僱員對有關議題的意識是否有增加;以及新修訂的政策是否能反映僱員的意見	

# 請列出曾舉辦的其他員工活動的例子: 1. 2. 3. 4. 5.

Please list examples of other staff activities undertaken:



# Tips 提示

• Identify and implement organisational activities or practices where racial inclusion can be made a possible primary or subsidiary goal.

選取和推行合適的機構活動或常規,把種族共融的元素引入為重點目標。

• Collect ideas and opinions from staff on how to facilitate an organisational culture that embraces racial diversity and inclusion.

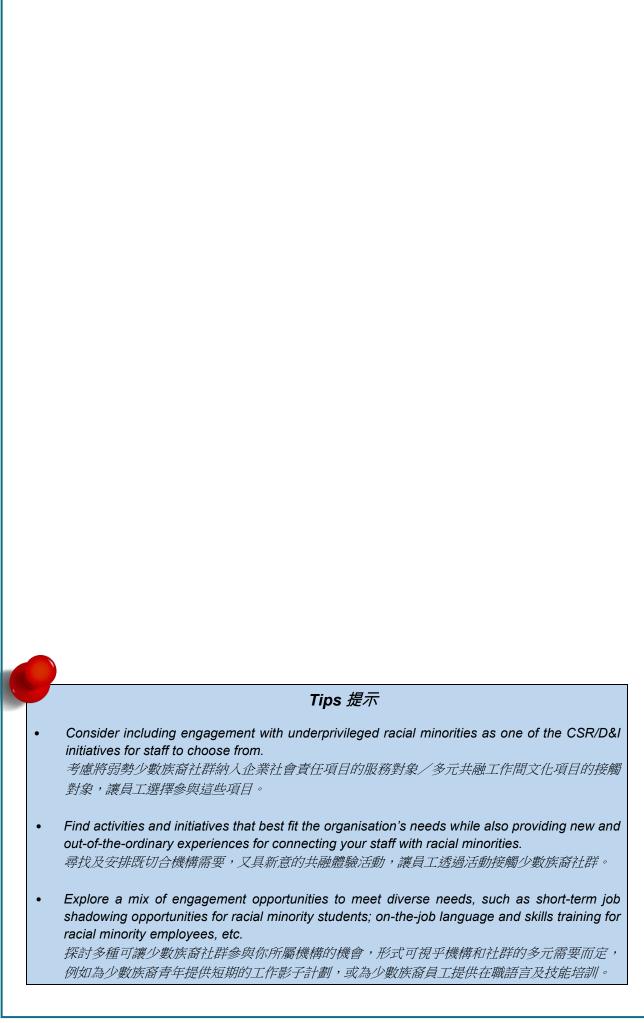
就如何促進種族多元共融的機構文化收集員工的構思和意見。

Include this as an agenda item in annual planning for all departments.

把共融文化定為所有部門擬訂年度計劃時的議程項目。

<u> Community Engagement 社會參與</u>
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15) Do you actively encourage engagement of your employees with the community, particularly underprivileged and under-represented members of racial minorities? Select all options that apply.  你所屬的機構是否有積極鼓勵僱員服務社群,特別是弱勢少數族裔社群?可選擇多於一項的適用答案。			
	□ NA 不適用		
		No, nothing formal or systematic 沒有正式或有系統的項目	
		Community D&I engagement, not specific to racial minorities 有推廣多元共融的社會參與項目,但不是以接觸少數族裔社群為重點	
		Community D&I initiatives, with specific engagement of racial minorities* 有推廣多元共融的社會參與工作,以接觸少數族裔社群為重點*	
		Dedicated D&I focus on racial minorities through ongoing sponsorships and employee engagement** 透過持續支援及鼓勵僱員認識與接觸少數族裔社群**	
		Dedicated D&I focus on engaging with racial minorities such as internships and other career-related opportunities which may lead to employment 提供實習及其他有助職涯發展的機會,讓處於弱勢的少數族裔社群認識和投身所屬界別	
**	例如:文化導賞團或其他可提高員工對少數族裔群體的認識的活動		
Please list examples of engagement activities undertaken, if any: 請列出曾舉行的社會參與項目的例子(如有):			
1.			
2.			
3.			
	ı		



# IV. Inclusive Work Environment 共融工作環境

#### Racial Inclusion 種族共融

16) Providing a safe space has become a critical component to fostering inclusion in the workplace. How does your organisation help its racial minority employees feel they are in a safe, inclusive and collaborative work environment? (This relates specifically to measures to foster racial inclusion and excludes formal complaint processes on racial discrimination, harassment etc.) Select all options that apply. 提供安全的工作環境是促進共融工作間的關鍵元素。你所屬的機構如何為少數族裔僱員營造安全共融的工作環境,讓所有員工充分協作?(這題目具體關於促進種族共融,有關種族歧視和種族騷擾的正式投訴程序不包括在內)可選擇多於一項的適用答案。

	NA 不適用
	No, nothing formal or systematic 沒有正式或有系統的措施
	Encourage staff to speak about issues with supervisor/HR 鼓勵僱員向主管 / 人力資源部員工提出有關問題
	Have employee networks/resource groups, but not specific to race 設有僱員網絡/資源小組・但並非以種族為重點
	Have employee networks/resource groups specific to race with funding/sponsorship from leadership 設有以種族為重點的僱員網絡/資源小組・並由領導層提供資助/支援
	Appoint community or team representatives as buddies or mentors for staff that may have barriers, such as language/cultural, in accessing help when facing issues* 為面對語言 / 文化障礙的少數族裔僱員安排社區代表或團隊成員擔任指導員 · 在他們遇到問題時*提供協助 Other (please specify) 其他(請說明):
_	Carior (produce opening) yello ( papping) / .

\* Language barriers, cultural norms, position within the organisation etc. may make it harder for some employees, particularly those from racial minority groups to seek assistance or redress when faced with issues impacting their well-being at work

部分僱員·特別是少數族裔僱員·在工作間遇到影響僱員福祉的問題時·可能會因於語言障礙、文化規範或 其職位而怯於尋求協助或提出申訴

請列出有關的措施:				
1.				
2.				
3.				

You may list examples of your measures here:



# Tips 提示

• Clearly spell out and widely communicate organisational vision and policies on fostering an inclusive workplace.

清楚闡明機構在建立共融工作間的願景和政策,並廣泛向員工宣傳。

• Make a conscious effort towards creating a harmonious work environment through employee engagement and feedback collection.

鼓勵員工參與,收集僱員意見,以營造和諧的工作環境。

• Encourage formal and informal channels of assistance for employees who may encounter barriers including language, culture, perceived socio-economic status etc. that prevent them from seeking help.

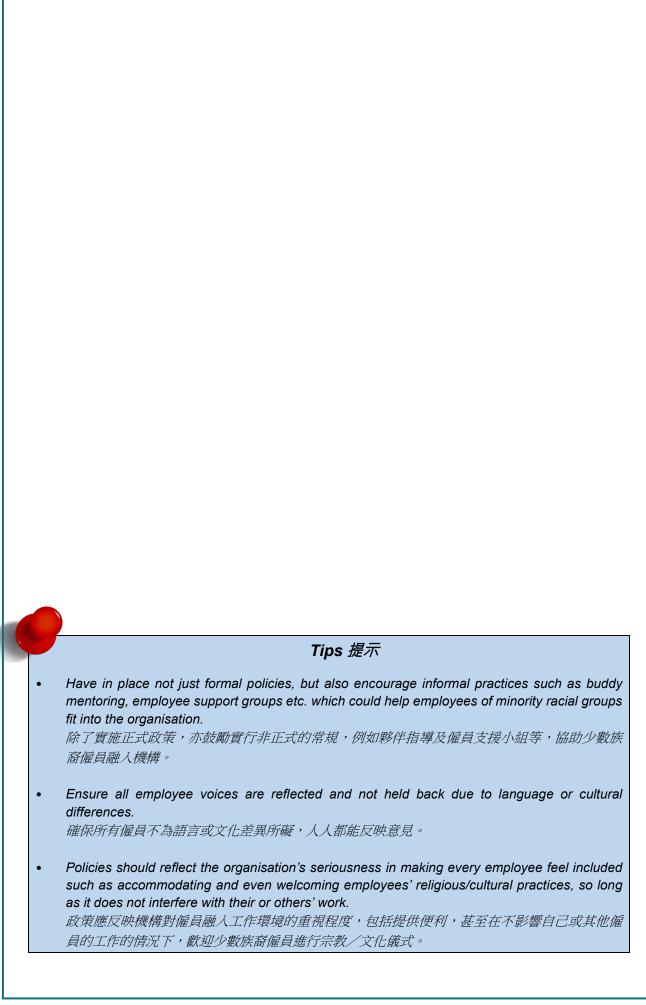
提供正式或非正式求助途徑,鼓勵僱員如果遇到語言障礙、文化障礙,或被認為社會經濟地位較低等問題時尋求協助。

• Support the formation of employee groups on important areas of common interest such as gender, race/culture etc. which provide safe spaces to share concerns and offer support. Leadership sponsorship or endorsement of these groups is essential to make a real difference, including in policy and company culture.

支持就僱員共同關注的重要領域,例如性別、種族/文化等成立小組,營造安全的環境,讓僱員表達關注,並提供支援。在推動政策及機構文化改革方面,領導層對這些小組的支援或認可是不可或缺的。

	一個共融工作間不是靠個人之力,而是整個機構的努力。你所屬的機構如 全體僱員支持種族多元共融工作間文化?可選擇多於一項的適用答案。	
□ NA 不適用		
	No special effort 沒有特別鼓勵措施	
	Encourage employees to support through allyship 鼓勵僱員成為同行者	
	Encourage employees to take part in external and internal activities on racial D& 鼓勵僱員參與外間或內部的種族多元共融文化活動	
	Showcase role models 表揚良好榜樣	
	Hold events on racial D&I 舉辦推廣種族多元共融文化的項目	
	Support external racial networks and NGOs working on racial D&I 支持坊間的少數族裔網絡及推廣種族多元共融文化的非政府組織	
Ad	ditional Information (Optional) 附加資料(選填):	
Ad	ditional Information (Optional) 附加資料(選填):	
Ad	ditional Information (Optional) 附加資料(選填):	
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Ad	ditional Information (Optional) 附加資料(選填):	
Ad	ditional Information (Optional) 附加資料(選填):	

culti 你所	v does your organisation foster the inclusion of employees from different ural and racial backgrounds? <u>Select all that apply</u> . 「屬的機構如何促進來自不同文化及種族背景的僱員融入機構?可選擇多於一的適用答案。		
	NA 不適用		
	☑ No special arrangement 沒有特別安排		
	Flexibility and consideration for cultural differences on a need basis: 按僱員的需要,就文化差異作出彈性安排及個別考慮:  Language barriers 語言障礙  Attire 服裝  Holidays 節慶  Other (please specify) 其他(請說明):		
	Flexibility and consideration for cultural differences are part of company policy: 機構政策訂明須就文化差異作出彈性安排及考慮:  Language barriers 語言障礙  Attire 服裝  Holidays 節慶  Other (please specify) 其他(請說明):		
	Communicate regularly to all staff about company values on racial D&I 定期向全體員工傳達在推廣種族多元共融文化方面的機構價值		
	□ Engage directly with ethnic minority employees to assess whether they feel valued and can bring their whole selves to work 與少數族裔僱員直接溝通・了解他們是否感到受重視・以及能在工作間展現自己真實的一面		
	□ Senior leadership promotes racial D&I through communicating and participating in events, internal and external 高級領導層參加外間及內部宣傳及活動,推廣種族多元共融工作間文化		
•	/ list policies and practices here: 酮酸策和良好常規:		
1.			
2.			
3.			



Grievance	Handling	申訴處理
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hara 你所	you have in place a formal grievance policy for racial discrimination, issment, bullying and unfair treatment? You <u>may select more than one option</u> . 屬的機構是否有設立正式申訴政策,處理僱員提出涉及種族歧視、種族騷擾、及不公平待遇的投訴? <u>可選擇多於一項答案</u> 。					
	NA 不適用					
	3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
	I Hong Kong specific policy, but no reference to race 有就香港情況制定申訴政策,但沒有提及種族					
	□ General/global/regional policy with reference to race 有提及種族的一般 / 全球性 / 地區性申訴政策					
	Hong Kong specific policy with reference to race 有就香港情況制定提及種族的申訴政策					
	□ Other (please specify) 其他(請說明):					
20) Does your organisation assess the effectiveness of grievance procedures in dealing with complaints swiftly and effectively? You may select more than one option.						
	「屬的機構是否有評估申訴程序的效用,確保投訴得到迅速和有效的處理? <u>可</u> 多於一項答案。					
	NA 不適用					
	No formal assessment 沒有正式評估					
	Performance targets, such as turnaround time, are set and measured 設定和衡量績效目標,例如完成處理投訴的時間					
	Feedback from staff on satisfaction with process is measured and reported 收集並記錄僱員對申訴程序的滿意程度					
	□ Process is reviewed periodically and changes are affected based upon data and feedback collected 定期檢討程序・根據收集的數據和意見修訂程序					

Additional Info	ormation (Optior	nal) 附加資料(i	選填):	

# Tips 提示

- Set up a formal grievance process and ensure it is regularly and uniformly communicated to all. 建立正式的申訴程序,確保定期向所有僱員就申訴程序傳達統一的信息。
- Designate a dedicated person or team to be responsible for handling grievances, which is again clearly communicated to all employees.

指定僱員或小組專責處理申訴,並向所有僱員明確傳達此信息。

- Maintain and monitor records of grievances to ensure the mechanism is working effectively. 保存和監察申訴記錄,確保機制有效運作。
- Have in place a performance pledge that ensures grievances are addressed and resolved within the target time period.

訂定服務承諾,確保在目標時限內處理和解決投訴。

Thank you for completing the Annual Review Form 多謝填寫年度問卷