



EQUAL OPPORTUNITIES COMMISSION 平等機會委員會

Racial Diversity & Inclusion Charter for Employers 《種族多元共融僱主約章》

Annual Review for Signatories 簽署機構年度問卷

Organisation Name 機構名稱： _____

Completed by 填寫人： _____

Signature 簽署： _____

Review Date 檢視日期： _____

This short review is for organisations that have completed one year since signing the EOC's Racial Diversity & Inclusion Charter. The review not only seeks to check progress made in the Charter goals, but also gain an understanding of challenges in fulfilling some of the goals. It is as much a performance measure as it is a feedback mechanism. While there are no essential performance targets, completion of this review is mandatory for renewal of Charter membership. 《種族多元共融僱主約章》簽署機構需於簽署《約章》一年後填寫此問卷，作為自我表現的評估及反饋。此問卷有助機構審視履行《約章》目的時的進度，也讓平機會瞭解在過程中機構遇到的挑戰。《約章》簽署機構無須滿足或回應所有《約章》目的，但必須填交此問卷進行續期。

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

REVIEW QUESTIONNAIRE 檢視問卷

1. Which Charter goals has your organization worked on or continued to work on in the last one year since signing the Charter? You may tick as many as are valid. 簽署《約章》後，你所屬的機構在過去一年回應了/正在回應下列哪項《約章》目的？可選擇多項。

Implement a racial equality and diversity policy for the organization based on the principles of the Race Discrimination Ordinance (RDO) and the Code of Practice on Employment under the RDO. 基於《種族歧視條例》的原則和《種族歧視條例僱傭實務守則》，制訂種族平等和多元共融的機構政策。	<input type="checkbox"/>
Establish a fair recruitment, appointment, promotion, staff development and dismissal process that does not discriminate against any person or groups of persons on the ground of race. 訂立一套公平程序及準則，在招聘、僱用、晉升、員工發展及解僱的過程中不會對任何種族人士造成歧視。	<input type="checkbox"/>
Review the employment process and policies regularly to ensure relevance, fairness and absence of barriers for people of all races. 定期審視政策和流程，確保僱傭環境對所有種族人士公平而無障礙。	<input type="checkbox"/>
Raise awareness of the policy and principles of racial inclusion and the consequences of racial discrimination among staff through training courses, awareness campaigns, sharing of good practices, events and award schemes. 培訓、教育和鼓勵員工，加強他們對種族共融的意識，包括認識有助建立多元共融的良好常規政策，以及種族歧視所帶來的不良後果。	<input type="checkbox"/>
Proactively encourage engagement with racial minorities from underprivileged and under-represented communities through recruitment as well as internship opportunities, on-the-job training, mentorship schemes and staff volunteering activities. 提供機會，讓處於弱勢的少數族裔社群認識和投身所屬界別（如實習機會、在職培訓、師友計劃和志願服務）。	<input type="checkbox"/>
Provide a safe and collaborative work environment for all employees. 營造安全的工作環境，讓所有員工充分協作。	<input type="checkbox"/>
Make employees of all races feel involved and included by taking into account their particular needs, if any, in communication, policies and activities. 了解及回應不同族裔員工在溝通、政策和活動上的具體需要，讓他們可融入和參與機構之中。	<input type="checkbox"/>
Have in place a formal grievance process for employees to report and receive redress for any discrimination, harassment or unfair treatment whether to themselves or observed towards others. 設立申訴程序，處理員工提出任何涉及歧視、騷擾或不公平對待的投訴。	<input type="checkbox"/>
Ensure grievances are dealt with swiftly, effectively and confidentially. 確保所有申訴均得到迅速和有效的處理，並加以保密。	<input type="checkbox"/>

2. **Tell us more about the racial diversity & inclusion (D&I) initiatives undertaken in your organization, if any.**

如你所屬的機構有任何推動種族多元共融的行動和計劃，歡迎提供更多資料。

Remarks 備註： With your permission, EOC may share your initiatives as good practices with other signatories in our publicity channels.

若取得你的同意，平機會可能會有在本會的宣傳平台上分享你的行動和計劃，作為業界良好典範。

Please use additional paper if needed. 歡迎自行加頁提供更多資料。

Initiative(s) 計劃	Key Details 重要詳情

3. Which areas of the Charter is your organisation finding the hardest to fulfil and why? How do you think the EOC can help?
你認為落實哪項《約章》目的難度最高？平機會可如何向機構提供協助和支援？

SIGNATORY PARTICIPATION 簽署機構參與推動

Please indicate, if possible, how you may be able to support the EOC's efforts at furthering the principles of racial D&I: (You may tick more than one item)
歡迎簽署機構與平機會合力推動種族多元共融，如有興趣，請選擇合作方案。（可選多項）

- Be a venue sponsor for racial D&I events organised by EOC 為平機會的種族多元共融推廣活動提供場地。
- Participate as a speaker/panelist to share organisational experiences 擔任講者或嘉賓，分享機構經驗。
- Help promote the Charter through internal and external networks, including newsletters and social media 透過機構宣傳渠道（如通訊、社交媒體等）協助推廣《約章》。
- Organise racial D&I events and activities and invite network members (if not a purely internal event) 舉辦種族多元共融推廣活動，並讓其他《約章》簽署機構參與。
- Others 其他（Please suggest 請提供建議：_____）

This is the end of this Annual Review Form 本問卷到此結束