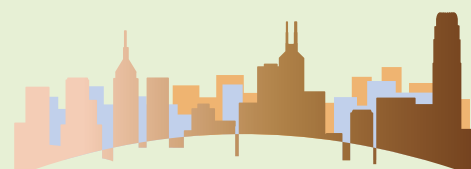




平等機會委員會
EQUAL OPPORTUNITIES COMMISSION

THE RACIAL DIVERSITY & INCLUSION CHARTER FOR EMPLOYERS

《種族多元共融僱主約章》



我支持 種族多元共融工作間
Racial Diversity & Inclusion in the Workplace



The Equal Opportunities Commission (EOC) is responsible for implementing the four anti-discrimination ordinances in Hong Kong, namely the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Race Discrimination Ordinance. The Commission is also tasked with promoting equal opportunities for all regardless of gender, disability, race or family status in various aspects of public life, including employment, education, housing, services, etc.

平等機會委員會(平機會)負責執行香港四條反歧視條例，包括《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》。同時，平機會亦致力推動社會各界為不同人士在僱傭、教育、住屋和服務等各個公共範疇提供平等機會，不分性別、殘疾、種族及家庭崗位。

Why the Racial Diversity & Inclusion Charter for Employers 為何要有《種族多元共融僱主約章》？

A key strategic priority of the Commission is to ensure equal opportunities in employment for the racial minorities. In order to encourage and promote racial diversity and inclusion (D&I) in workplaces, we would like to provide employers with guidelines and best practices. The Charter aims to give interested employers a checklist of policies and practices they can implement to further their D&I objectives.

平機會重點關注少數族裔能否享有平等就業機會。透過這《約章》，我們希望為僱主提供政策指引與良好常規的推介清單，以鼓勵僱主推動種族多元共融的工作間文化。

Who is the Charter for 誰可簽署《約章》？

- Companies registered with Business Registration: the business must be in operation in Hong Kong for at least 1 year
- Charitable organisations that are exempt from tax under Section 88 of the Inland Revenue Ordinance
- Education establishments
- Medical institutions
- Chambers of commerce and professional bodies
- Other organisations considered appropriate by the organiser
- 於本港營運超過一年或以上，並持有獨立公司註冊證書之商業機構
- 根據《稅務條例》第88條豁免繳稅的慈善機構
- 教育團體
- 醫療機構
- 商會及專業團體
- 其他主辦者認為合適的機構



What a Charter Signatory Pledges to Do 約章簽署機構須履行甚麼承諾？

- Support the principle of promoting racial diversity in the workplace
- Work towards the Charter goals
- Provide an update on actions taken after one year for renewal of signatory status
- 支持推動種族多元工作間
- 積極履行《約章》目的
- 在年度續期時就所採取的行動提供資料

What a Charter Signatory is Entitled to 約章簽署機構可享有甚麼權利？

- Identify oneself as a signatory of the Racial Diversity & Inclusion Charter for Employers
- Use the dedicated Racial Diversity & Inclusion logo on your publications, job advertisements, etc.
- Display the official signed Charter in the office
- 可表明是《種族多元共融僱主約章》的簽署機構
- 可在出版物、招聘廣告等使用專用的「種族多元共融標誌」
- 可在工作場地展示官方簽署的《約章》

Employer Charter 僱主約章

- ◆ Implement racial equality and diversity policies for the organisation 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。

- ◆ Establish fair recruitment, appointment, promotion, staff development and dismissal processes and criteria that do 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。

- ◆ Review the employment processes 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。

- ◆ Raise awareness of the policies 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。

- ◆ 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）。

- ◆ 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。

- ◆ 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。

- ◆ 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。

- ◆ 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。



The Charter Explained 《約章》內容闡述

The Charter addresses three areas: Inclusive Policy, Inclusive Culture and Inclusive Work Environment.

《約章》涵蓋三個範疇：共融政策、共融文化及共融工作環境。

Inclusive Policy 共融政策



1. Implement racial equality and diversity policies for the organisation based on the principles of the Race Discrimination Ordinance (RDO) and the Code of Practice on Employment under the RDO.

- Familiarise yourself with the RDO, particularly in its application in various aspects of employment.
- Refer to the Code of Practice on Employment under the RDO to get practical guidance and identify areas in organisational policy that may need improvement based on the principles of 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。

- 認識《種族歧視條例》，特別是《條例》在僱傭範疇各方面的應用。
- 參考《種族歧視條例僱傭實務守則》制訂實用指引，並根據《種族歧視條例》的原則辨識有需要改善的機構政策。

2. Establish fair recruitment, appointment, promotion, staff development and dismissal processes and criteria that do not discriminate against any person or groups of persons on the ground of race.

- Identify barriers, if any, for people of certain races in gaining employment in your organisation and take reasonable steps to bring down those barriers.
- Actively seek, adopt and adapt international best practices to avoid bias in human resource management, particularly recruitment.

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。

- 辨識機構對某些種族人士可能構成的就業障礙，並盡可能採取合理措施消除這些障礙。
- 積極參考、借鏡和採納國際性的良好常規，以避免在人力資源管理，尤其是招聘方面構成歧視。

3. Review the employment processes and policies regularly to ensure relevance, fairness and absence of barriers for people of all races.

- Critically and regularly review your workforce profile to evaluate for racial diversity. Analyse gaps and take corrective action wherever possible.
- Carry out employee surveys, assessments, etc. to check for employee perceptions of fairness in processes and policies.

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。

- 定期檢視員工團隊的種族多元狀況。分析差異，盡可能採取正向措施。
- 透過僱員調查和評估分析等，了解僱員對機構程序政策的公平度有何看法。

Inclusive Culture 共融文化



4. Raise awareness of the policies 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.

- Identify and implement organisational activities or practices where racial inclusion can be made a possible primary or subsidiary goal.
- Collect ideas and opinions from staff on how to facilitate an organisational culture that embraces racial diversity and inclusion.
- Include this as an agenda item in annual planning for all departments.

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。

- 選取和推行適合的機構活動或常規，把種族共融的元素引入為目標之一。
- 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。
- 將共融文化訂為所有部門在進行年度計劃時的議程項目。

5. 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.

- Consider including engagement with underprivileged racial minorities as one of the CSR initiatives for staff to choose from.
- Find activities and initiatives that fit best the organisation's needs while also providing new and out-of-the-ordinary experiences for connecting your staff with racial minorities.
- Explore a mix of engagement opportunities to meet diverse needs, such as short-term job shadowing opportunities for racial minority students; on-the-job language and cultural training for racial minority employees, etc.

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）。

- 考慮將處於弱勢的少數族裔社群納為企業社會責任項目的服務對象，讓員工選擇參與。
- 尋找及安排既切合機構需要，又具新意的共融體驗機會，讓員工透過活動和計劃項目接觸少數族裔社群。
- 探討可讓少數族裔社群參與機構當中的機會，形式可視乎機構和社群的多元需要作出變化。例如為少數族裔青年提供短期實習機會，或直接聘用少數族裔員工並提供在職語言或文化培訓。

Inclusive Work Environment 共融工作環境



6. Provide a safe and collaborative work environment for all employees.

- Clearly spell out and widely communicate organisational policies on discrimination, harassment, fair treatment, etc. which directly impact an employee's well-being at work.
- Make a conscious effort towards creating a harmonious work environment through employee engagement and feedback collection.

營造安全的工作環境，讓所有員工充分協作。

- 清楚闡明機構在反歧視、反騷擾和公平待遇等直接影響僱員福祉的有關政策，並廣泛向員工宣傳。
- 鼓勵僱員參與，收集員工意見，營造和諧的工作環境。

7. Make employees of all races feel involved and included by taking into account their particular needs, if any, in communication, policies and activities.

- Have in place not just formal policies, but also encourage informal practices, such as buddy mentoring, employee support groups, etc. which could help employees of minority racial groups fit into the organisation.
- Ensure all employee voices are reflected and not held back due to language or cultural differences.

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。

- 除了實施正式政策，例如溝通方面的措施，亦鼓勵實行非正式的常規，如夥伴指導及僱員支援小組等，協助少數族裔僱員融入機構。
- 確保所有僱員不為語言或文化差異所礙，人人都能反映意見。

8. 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.

- Set up a formal grievance process and ensure it is regularly and uniformly communicated to all.
- Designate a dedicated person or team to be responsible for handling grievances, which is clearly communicated to all employees.

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。

- 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訊息。
- 指定專責僱員或小組處理申訴，向所有僱員明確傳達此訊息。

9. Ensure grievances are dealt with swiftly, effectively and confidentially.

- Maintain and monitor records of grievances to ensure the mechanism is working effectively.
- Have in place a performance pledge that ensures grievances are addressed and resolved within the target time period.

確保所有申訴均得到迅速和有效的處理，並加以保密。

- 保存和監察申訴紀錄，確保機制有效運作。
- 訂定及遵守處理投訴的時限承諾。

How to Adopt the Charter 如何參與？

By adopting the Charter, your organisation is expressing its commitment to improving the D&I profile of your workplace. You may follow the following steps to adopt the Charter.

機構可按以下步驟採納《約章》，以示承諾加強其工作間的多元共融措施：

Step 步驟

1

Express interest 表示興趣

Fill in and send us the attached reply slip or access the online slip by scanning the QR code at the end of this leaflet.

填寫本單張所隨附的回條，或掃描單張末端的二維碼，以填寫電子回條。

Step 步驟

Meet EOC 與平機會會面

EOC will contact you to let you know more about the Charter and, if agreed, set a date to sign the Charter.

收到回條後，平機會會聯絡你，讓你更深入了解《約章》。若獲你同意，平機會將與你擬定簽署《約章》的安排。

2

Step 步驟

3

Participate 參與計劃

Fill in the Declaration of Interest form.

填寫表達意向書。

Step 步驟

Adopt the Charter 採納《約章》

Sign the Charter to formalise your adoption of it.
簽署《約章》，以示正式採納《約章》。

4

Step 步驟

5

Work towards Charter goals 實踐《約章》

Incorporate as many of the Charter goals and actions as possible into the organisation policies and practices.*

將《約章》目標和行動盡量納入機構的政策和常規中。*

Step 步驟

Review for Renewal 檢視進度

Provide a report on actions taken on a yearly basis to renew your commitment to the Charter.

每年就已採取的行動填交進度問卷，作為對《約章》的重申承諾。

6

* The EOC is available to advise you as you progress with the implementation of the Charter whenever needed.

* 如有需要，平機會可為機構提供有關實踐《約章》的建議。

How to Contact Us 如何聯絡我們？

Address 地址 : 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong

香港黃竹坑香葉道41號16樓

Tel 電話 : (852) 2511 8211

Fax 傳真 : (852) 2511 8142

Email 電郵 : eoc@eoc.org.hk

Website 網址 : www.eoc.org.hk

STEP
步驟

1

LEARN MORE BY SENDING US THIS FORM

參與第一步：填寫此表，了解更多

Please fill in and return this slip by fax, email or post to the EOC if you wish to learn more about or sign the Racial Diversity & Inclusion Charter for Employers. Alternatively, you may scan the QR code that will allow you to access the online form.

如希望更深入了解或簽署《種族多元共融僱主約章》，可填寫此回條，以傳真、電郵或郵寄方式交回平機會。你亦可掃描此二維碼，以便填寫網上表格。

Organisation

機構 : _____

Contact person

聯絡人 : _____

Tel

電話 : _____

Email

電郵 : _____



I wish to
我希望

☐ Learn more about the Charter
更深入了解《約章》

☐ Sign the Charter
簽署《約章》