



# 平等機會培訓課程簡介

Overview of Training Workshops  
on Equal Opportunities



平等機會委員會  
EQUAL OPPORTUNITIES COMMISSION

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# DEI 友善工作間

## Embracing Diversity, Equality and Inclusion in the Workplace

新課程  
New Course

怎樣為使用  
導盲犬的僱員及  
應徵者提供便利措施？  
How to provide  
accommodation  
measures to guide  
dog users, including  
employees and job  
applicants?

如何與聾人  
和聽障人士  
有效地溝通？  
How to effectively  
communicate with  
people who are deaf  
and hard of hearing  
(DHoH)?

如何向員工提供  
工作間的支援？  
How to support  
employees in the  
workplace?

了解不同員工的特質及需要，適當運用資源，協助員工發揮才能；  
建立多元化的團隊，推動平等共融的工作間，讓機構更具競爭力。

Understanding the uniqueness and needs of employees and using resources appropriately could help employees reach their full potential. Building diverse teams, as well as promoting equality and inclusion in the workplace could also enhance the competitiveness of enterprises.

### 課程內容：

- 無意識偏見
- 性別平等
- 如何支援有殘疾的員工
  - 暢通易達的環境及無障礙科技
  - 與不同類型的殘疾人士
  - 視障人士與導盲犬
  - 與聾人及聽障人士溝通時需注意事項
- 促進種族多元共融的良好措施
- 機構平等機會的政策

### 對象：

負責處理機構內平等機會事宜的人士、  
任何對此課題有興趣的人士

### Course Content:

- Unconscious bias
- Gender equality
- Accommodations for employees with disabilities
  - Accessible environment, assistive technology for persons with various types of disabilities
  - Persons with visual impairment and guide dogs
  - Principles for communicating with DHoH persons
- Measures to promote racial diversity and inclusion
- Corporate policy on equal opportunities

### Participants:

Persons appointed within organizations to deal with equal opportunities matters / any individuals who are interested in this topic

# 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

### 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

### 對象：

任何對此課題有興趣的人士

### Participants:

Any individuals who are interested in this topic

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  
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

### Course Content:

- Unlawful harassment under the Sex Discrimination Ordinance, Disability Discrimination Ordinance, and Race Discrimination Ordinance
- Legal liability of harassers and their employers

### 對象：

任何對此課題有興趣的人士

### 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

## 營造種族共融的工作環境

### Promoting Racial Inclusion in the 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

# 反歧視條例之暢通易達無障礙

## Access for All under the Anti-Discrimination Ordinances

### 課程內容：

- 反歧視條例概覽
- 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 Anti-Discrimination Ordinances
- 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

# 《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

### 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

### 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

### Participants:

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



## 預防性騷擾

### Preventing Sexual Harassment

#### 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

#### 對象：

任何對此課題有興趣的人士

#### 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

#### Participants:

Any individuals who are interested in this topic

## 制止職場性騷擾之主管有責 Dos and Don'ts Manager's Roles in Combating Workplace Sexual Harassment

#### 課程內容：

- 性騷擾的定義及職場常見的性騷擾形式
- 透過角色扮演，了解前線主管及經理應如何回應下屬的性騷擾疑慮或投訴
- 處理性騷擾投訴的方法及原則
- 法律責任
- 主管及管理層預防職場性騷擾的管理策略

#### 對象：

前線主管、部門經理、負責處理機構內性騷擾查詢的人士及人力資源從業員

#### Course Content:

- To define sexual harassment and common forms of sexual harassment in the workplace
- To explore the ways frontline supervisors and managers should respond to a subordinate's concerns or complaints about sexual harassment through role play
- Options and principles of handling sexual harassment complaints
- Legal liability
- Strategies managers and senior management can take to prevent workplace sexual harassment

#### Participants:

Frontline supervisors, line managers, persons appointed within organizations to deal with sexual harassment enquiries, and human resources personnel

# 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、職業介紹所僱員及就業服務從業員

### 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

### 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及僱主

### 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, 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

### 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

### 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

# 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

### 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

### 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

### Participants:

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

備註：此課程適合對反歧視條例有基本認識的人士

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