



Foreword

Equal opportunity is one of the core values intrinsic to Hong Kong. It ensures that everyone is protected from discrimination in the public field of employment, education, and the provision of goods and services, and guarantees fair treatment. Hence, all of us can achieve a better future by virtue of his/her own ability and effort.

To date, four anti-discrimination ordinances have been enacted in Hong Kong, namely Sex Discrimination Ordinance (SDO), Disability Discrimination Ordinance (DDO), Family Status Discrimination Ordinance (FSDO) and Race Discrimination Ordinance (RDO). The Equal Opportunities Commission (EOC), an independent statutory body set up to implement these anti-discrimination ordinances, has always strived to build a society free from discrimination, embracing diversity, inclusiveness and equality of opportunity for all.

Employment is one of the major areas protected by the anti-discrimination ordinances, as work is an important part of our lives. In this connection, the EOC issued Code of Practice on Employment in respect of the four anti-discrimination ordinances respectively to increase the public's understanding of the law and provide guidance on the procedures and systems that can help to prevent discrimination and to deal with unlawful acts in employment.

Furthermore, the EOC also advocates enterprises to continuously improve their work environment so that they can go beyond compliance with legal requirements in the long run. To this end, the EOC has compiled a Good Management Practices booklet for employers and senior management. The booklet highlights management functions related to equal opportunities and provide employers, senior management and human resource professionals with key points and practical advice to prevent workplace discrimination. Examples are: the use of consistent selection criteria; dress and appearance codes; guidelines for application forms design; interviewing procedures; pre-employment medical examinations; genuine occupational requirements in relation to sex, disability and race; and the prevention of sexual harassment and racial harassment in the workplace.

The EOC strongly believes that an equitable, inclusive and diverse workplace can bring benefits to enterprises, such as inspiring innovation and creativity, strengthening employees' sense of belonging, enhancing corporate image and promoting the overall efficiency and productivity. We hope this booklet will assist employers and senior management in the formulation of relevant employment policies.