

平等機會培訓課程簡介

Overview of Training Workshops on Equal Opportunities



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平等機會委員會
EQUAL OPPORTUNITIES COMMISSION



**新課程
NEW**

《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

自《性別歧視條例》於2020-2021年作出修訂，保障餵哺母乳婦女免受歧視後，推動餵哺母乳友善工作環境，成為不少企業關注的課題。認識法例有關的修訂內容，有助公司更新內部平等機會政策，進一步促進在僱傭及相關範疇餵哺母乳友善的文化。

Following the amendments to the Sex Discrimination Ordinance made in 2020-2021 on protection from breastfeeding discrimination, cultivating breastfeeding-friendly environment has become a key highlight of corporates. Keeping abreast of the latest development of the Ordinance can guide the internal policy update on equal opportunities, and further enhance a breastfeeding-friendly culture in employment and related fields.

課程詳情請見第4頁
Learn more on p.4



平等機會委員會

香港黃竹坑香葉道41號16樓

Equal Opportunities Commission
16/F, 41 Heung Yip Road,
Wong Chuk Hang, Hong Kong



852-2106 2155 / 852-2511 8211



852-2106 2390



training@eoc.org.hk



www.eoc.org.hk



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

對象：

任何對此課題有興趣的人士

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

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

Participants:

Any individuals who are interested in this topic

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

對象：

任何對此課題有興趣的人士

Course Content:

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

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

Course Content:

- Breastfeeding discrimination and harassment under the Sex Discrimination Ordinance
- Legal liability for the unlawful acts
- Measures to create a breastfeeding-friendly environment

對象：

任何對此課題有興趣的人士

Participants:

Any individuals who are interested in this topic



工作間的多元文化

Promoting Culturally Inclusive 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

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

對象：

任何對此課題有興趣的人士

Participants:

Any individuals who are interested in this topic



《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



預防及處理工作間性騷擾

Preventing and Managing Sexual Harassment in the Workplace



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
- 處理性騷擾的有效管理策略

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
- Effective management responses to sexual harassment

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



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

Course Content:

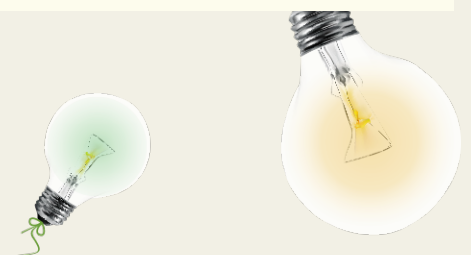
- Application of Anti-Discrimination Ordinances in recruitment and selection processes
- Legal liability arising from discriminatory recruitment practices
- Best practices in the recruitment and selection processes

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

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

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

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



《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

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 Disability Discrimination Ordinance including:
 - Sick leave
 - Performance appraisal
- 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



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

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

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

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