



防止性騷擾政策

明愛陳震夏郊野學園一直致力締造一個維護員工尊嚴的良好工作環境。根據香港法例第480章《性別歧視條例》，僱傭範疇中的性騷擾行為乃屬違法。郊野學園必會竭力消除及防止性騷擾，絕不容許該等情況出現。

根據平等機會委員會《性別歧視條例 — 僱傭實務守則》第3.1.3項：性騷擾指任何人作出任何不受歡迎並涉及性的行為，而一名合理的人應會預料該受騷擾者會感到被冒犯、侮辱或驚嚇。該等行為包括提出不受歡迎的性要求、提出不受歡迎的獲取性方面的好處的要求及其他不受歡迎並涉及性的行徑。性騷擾亦包括營造一個在性方面有敵意的工作環境。

下列可被視為性騷擾的其中一些行為表現（見《僱傭實務守則》6.1項）：

1. 不受歡迎的性要求—例如擠眉弄眼、淫褻動作、觸摸、抓弄或故意摩擦他人身體；
2. 提出不受歡迎的要求以獲取性方面的好處 — 例如向對方暗示在性方面予以合作或容忍其性要求會有助對方的事業發展；
3. 不受歡迎的口頭、非口頭或身體上涉及性的行徑 — 例如在性方面有貶抑成份或有成見的言論、不斷追問某人的性生活；及
4. 涉及性的行徑，藉此營造一個在性方面有敵意或具威嚇性的工作環境 — 例如在工作場地高談與性有關的淫褻笑話、展示有性別歧視成份或與性有關的不雅圖片或海報。

連串發生的事件可構成性騷擾。但視乎情況而定，性騷擾未必是連串發生的事件，一次事件或足以構成性騷擾。

遭受到性騷擾的僱員，應向其隸屬的主管或校長作出投訴。主管或校長須確保在合理時間內處理有關事件。如被投訴者為主管或校長，事件應由校監跟進。倘若調查證明投訴屬實，主管、校長或校監將按情況對涉事員工採取適當的紀律處分。有關的主管或校長，應在接到投訴之初，直至調查結束，將事件的進展向校監或明愛職業訓練及教育服務總主任作簡報。

投訴性騷擾事件的資料將會保密。投訴人將獲保證，不會因作出投訴而被加害或處分。此外，投訴人為保障個人權利，亦可直接向平等機會委員投訴或向法院提出訴訟。

郊野學園籲請各員工彼此尊重，和諧合作，共同建立一個杜絕性騷擾的工作環境。



Policy on the Prevention of Sexual Harassment

It has always been the practice of the Caritas Chan Chun Ha Field Studies Centre to seek to provide a wholesome working environment that safeguards the dignity of its employees. Under the *Sex Discrimination Ordinance* (Cap. 480), sexual harassment in employment is unlawful. The Field Studies Centre will do its utmost to eliminate and prevent all forms of such misconduct.

In accordance with the *SDO Code of Practice on Employment*, 3.1.3, “Sexual harassment consists of any unwelcome sexual behaviour in circumstances where a reasonable person would have anticipated that the harassed person would be offended, humiliated or intimidated. It includes unwelcome sexual advances, unwelcome requests for sexual favours, and other unwelcome conduct of a sexual nature. It also includes creating a sexually hostile work environment.”

The following behaviour can be regarded, inter alia, as sexual harassment (see *SDO Code of Practice on Employment*, 6.1):

1. unwelcome sexual advances – e.g. leering and lewd gestures, touching, grabbing or deliberately brushing up against another person;
2. unwelcome requests for sexual favours – e.g. suggestions that sexual co-operation or the toleration of sexual advances may further a person’s career;
3. unwelcome verbal, non-verbal or physical conduct of a sexual nature – e.g. sexually derogatory or stereotypical remarks; persistent questioning about a person’s sex life; and
4. conduct of a sexual nature that create a hostile or intimidating work environment – e.g. sexual or obscene jokes around the workplace, displaying sexist or other sexually offensive pictures or posters.

A series of incidents may constitute sexual harassment. However, depending on the circumstances, it is not necessary for there to be a series of incidents. One incident may be sufficient to constitute sexual harassment.

An employee who is subject to sexual harassment should lodge a complaint to Person-in-charge of his or her Office, or to the Principal. The Person-in-charge or Principal is to ensure that the complaint will be handled within a reasonable time-frame. If the complaint involves the Person-in-charge or the Principal then it should be referred to the Supervisor. After investigation, if an act of sexual harassment is found to have been committed, appropriate disciplinary action will be taken against the offender by the Person-in-charge, Principal and Supervisor. On receiving a complaint and until the conclusion of the investigation, the Person-in-charge or the Principal is to keep the relevant Head of Vocational Training and Education Service, Caritas – Hong Kong informed.

Information about a complaint will be kept confidential. The employees are assured that they will not be victimized or penalized for coming forward with a complaint. Furthermore, in order to protect his or her own rights, a complainant may also lodge a complaint directly with the Equal Opportunities Commission or take action in the District Court.

The Field Studies Centre appeals to all its employees to pay due respect to one another and to co-operate with one another in harmony, so as to build up a working environment free from sexual harassment.