

**Pui Tak Canossian College**  
**嘉諾撒培德書院**

**Policy on Prevention of Sexual Harassment in School**  
**預防校園性騷擾政策**

**1. Principle: zero tolerance for sexual harassment**

**原則：校方不會容忍性騷擾**

- 1.1 Following the teachings of our Foundress on ‘Charity in Humility’, we believe that everyone has the right to be educated, to be respected and be equally treated. We adopt a zero tolerance policy for sexual harassment to ensure that everyone’s right is protected. 秉承會祖謙遜仁愛、有教無類、人人平等的精神，本校致力為學生和教職員提供一個安全及互信的學習和工作環境，並確保人人有權受到尊重及得到平等對待，不會容忍性騷擾的情況出現。本校將採取任何必需的行動消除及防止在校園內發生任何性騷擾的行為。
- 1.2 Sexual harassment is discriminatory and unlawful. It may lead to disciplinary measures in school, and may also entail civil liability and even criminal consequences. 性騷擾是歧視及違法行為，不但校內會有紀律處分，並會帶來民事法律責任，更可能有刑事後果。
- 1.3 Once an act of sexual harassment occurred, any person in the school has a right to lodge a complaint. 性騷擾一旦發生，校內任何人都有權投訴。

**2. Obligation and Responsibility of All Staff Members and Students**

**校方的目標和責任**

The objectives of the sexual harassment policy and the liability of school include but are not limited to:

校園性騷擾政策的目標和校方的責任可包括但不限於下列各項：

- 2.1
- ensuring all students and staff members (including prospective students and staff members) and other persons who provide services to school (including voluntary helpers, contract workers/service providers/agents) are able to study, work, conduct extra-curricular activities or provide/have access to services in a safe and sexual hostile-free environment;

- 確保全體學生和教職員（包括準學生及準員工），以及其他為學校服務的人士（如義務工作者、合約員工，服務供應商及代理人）（下稱「有關人士」）能夠在一個沒有性騷擾的環境下學習、工作、進行課外活動、提供及享用服務。

- 2.2
- setting up a “Sexual Harassment Prevention Team”, which,
    - through effective means, works to ensure that all students and staff members, are well informed of the sexual harassment policy and the channels to lodge complaints;
    - collaborates with other teams e.g. Staff Development Team or Civic and Moral Education Team to conduct seminars or talks for staffs or for students;
    - conducts periodic review of the said policy.
    - Team members involve the members of School Executive Committee and Crisis Management Team
  - 成立「防止性騷擾工作小組」，以
    - 確保所有校內學生及教職員都清楚了解學校的性騷擾政策及相關投訴渠道；
    - 協調其他部門如「教職員專業培訓組」或「公民及德育教育組」為教職員或學生提供講座或培訓；及
    - 為該政策作定期檢討。
    - 成員包括行政小組及危機處理小組的成員。

- 2.3 Major functions of the “Sexual Harassment Prevention Team” include:
- providing appropriate training to students and staff members in order to raise their awareness on sexual harassment and to nurture the right and proper value of respecting others;
  - setting up effective channels for lodging complaints, which should be sensitive to the feelings and needs of complainants, in order to make the complaint handling mechanism more user- friendly;
  - handling complaints on the principles of fairness, impartiality and confidentiality, and in a serious and discreet manner; and
  - ensuring that nobody will be punished because of lodging a complaint in good faith.

「防止性騷擾工作小組」的主要工作包括：

- 為本校學生及教職員提供合適的培訓，提高他們對性騷擾的認知，並培養他們尊重他人的品格和正確價值觀。
- 提供有效、顧及投訴人感受和需要的投訴渠道，務求使投訴機制更容易為投訴人使用；

- 以公正、不偏不倚和保密的原則，以及嚴肅和謹慎的態度處理性騷擾投訴，並
- 確保沒有人因真誠地作出投訴而受罰。

2.4 The school will also remind the staff to follow closely the measures below:

校方會提醒教職員遵守以下守則：

- All staff members should avoid staying alone with a student in a classroom for any kind of activities. If it cannot be avoided, make sure that windows and doors are kept open so that people outside can be aware of the happenings inside.
- 所有教職員應盡量避免與學生單獨於課室內進行任何活動，如有此需要，則必須打開門窗，讓其他人士能知悉室內情況。
- All extra- or co-curricular activities must first be approved by the School Head. Parents' consent must then be obtained with signature via a circular before the activity can take place. Otherwise, the school would not bear any legal or insurance liability.
- 一切校外活動，必須先獲校長批准，並以學校通告事先取得家長同意及簽署，方能進行，否則校方將不負任何法律或保險責任。
- Except when necessary (as when doing taking a polite hand-shake or hugging in a presentation ceremony, or when taking care of / helping / comforting a young child or the sick or wounded, or when conducting first aid in an emergency), all staff members should refrain from having any bodily contacts with students.
- 若非有必要（如頒獎禮時作禮貌式的握手或擁抱，照顧、攙扶式安撫幼童或傷病者，在危急時施行急救等情況外），教職員應避免與學生作任何肢體接觸。

### 3. **Obligation and Responsibility of All Staff Members and Students**

#### **全校學生及教職員的義務和責任**

3.1 All staff members and students have the obligation and responsibility to prevent and eliminate sexual harassment, include respecting the will and feelings of others, refusing to tolerate any sexual harassment behavior, and supporting co-workers/students to take reasonable steps to stop sexual harassment.

協助防止和消除校園性騷擾是全校教職員和學生都應肩負的義務和責任，當中包括尊重他人的意願和感受，不會姑息他人性騷擾的行為，以及支持同學/同學採取合理行動制止性騷擾。

3.2 Any student / staff member can lodge a complaint with the “Sexual Harassment Prevention Team” if that student / staff member witnessed any other student / staff member committed any sexual harassment act or was sexually harassed.

任何學生 / 教職員如目睹其他學生 / 教職員作出性騷擾行為或被性騷擾，均可向小組舉報。

#### **4. Definition of Sexual Harassment**

##### **性騷擾的定義**

##### 4.1 Meaning in plain and simple language:

Sexual harassment means a person makes an unwelcome conduct of a sexual nature to you. The unwelcome conduct includes unwelcome sexual attention, physical contact, talking about issues of a sexual nature, or making a sexual advance. It also amounts to sexual harassment if you find the environment in which you work or study is sexually hostile, and makes you feel intimidated.

##### 概括定義：

「性騷擾」是指一個人向你作出不受歡迎而涉及性的行徑，包括令人厭惡的性注意、觸碰你、向你說出與性有關的事情或向你提出要求。如你身處的環境在性方面具有敵意，使你感到受威脅，這也是性騷擾。

##### 4.2 Legal Definition:

Section 2(5) of the Sex Discrimination Ordinance (SDO) provides the definition of sexual harassment. In addition, section 2(7), 2(8), 9, 23 and 39 are provisions in relation to sexual harassment. Under the SDO, the legal definition of sexual harassment is:

(a) If any person

- (i) makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
- (ii) engages in other unwelcome conduct of a sexual nature in relation to another person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that that other person would be offended, humiliated or intimidated; or

(b) any person, alone or together with other persons, engages in conduct of a sexual nature which creates a hostile or intimidating environment for another person.

#### 法律定義：

根據《性別歧視條例》(第480章)第2(5)條界定「性騷擾」。另外，第2(7)、2(8)、9、23及39條亦與性騷擾有關。根據《性別歧視條例》，「性騷擾」的法律定義是：

- (a) 任何人如—
- (i) 對另一人提出不受歡迎的性要求，或提出不受歡迎的獲取性方面的好處的要求；或
  - (ii) 就另一人作出其他不受歡迎並涉及性的行徑，而在有關情況下，一名合理的人在顧及所有情況後，應會預期該另一人會感到受冒犯、侮辱或威嚇；或
- (b) 任何人如自行或聯同其他人作出涉及性的行徑，而該行徑對另一人造成有敵意或具威嚇性的環境。

#### **4.3 Clarification of common myths:**

- **Regardless of gender:** sexual harassment may occur to any persons, regardless of their gender; all provisions in the SDO and the school policy related to sexual harassment are applicable to both men and women as well as sexual harassment to persons of the same sex.
- **Intention is irrelevant:** even if the act of sexual harassment is not intentional or there is no evidence to prove the intention, it amounts to sexual harassment once the act is intentional or not, or even if the act is of a playful nature, it may amount to sexual harassment.
- **Single incident:** a single incident may also amount to sexual harassment.
- **Power relationship:** Although sexual harassment incidents are always related to a power relationship, i.e. the powerful harass the weak, the power relationship may not be the most important factor taken into account in determining whether an act of sexual harassment has occurred on campus. In school, a student may harass a fellow student, or even harass a teacher. If such incidents happened, they are also acts of sexual harassment. The school would face up to the issue and handle it in an appropriate manner.

#### 澄清常見誤解：

- **不分性別：**性騷擾是不分有關人等的性別，可在任何人身上發生。與性騷擾相關的法例條文及校園性騷擾政策適用於男和女，以及同性之間的性騷擾。
- **有否意圖並不相干：**即使沒有性騷擾的意圖，或不能證明意圖，只要行為本身符合性騷擾的定義，亦會構成性騷擾。因此，無論有心抑或無意，甚至只是嬉戲性質的行為，也有可能構成性騷擾。
- **單一事件：**單一事件亦可能構成性騷擾。

- **權力關係**：雖然性騷擾事件通常牽涉權力關係，較強的一方騷擾較弱的一方，但在校園環境中，權力關係未必是最要的考慮因素，學生亦有可能騷擾學生，甚至騷擾老師。如有此情況出現，這亦屬違法的性騷擾行為，校方亦會正視及作出適當處理。

## 5. Examples of Sexual Harassment

### 性騷擾的例子

5.1 The following are some examples of sexual harassment acts:

- Uninvited physical contact or gestures
- Unwelcome requests for sex
- Sexual comments or jokes
- Intrusive questions or insinuations of a sexual nature about a person's private life
- Displays of offensive or pornographic material such as posters, pinups, cartoons, graffiti or calendars
- Unwanted invitations
- Offensive communications of a sexual nature (letters, phone calls, faxes, e-mail messages, etc.)
- Staring or leering at a person or at parts of his/her body
- Unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against him/her
- Touching or fiddling with a person's clothing e.g. lifting up skirts or shirts, or putting hands in a person's pocket

以下是性騷擾的行徑的一些例子：

- 主動作出的身體接觸或動作
- 不受歡迎的性要求
- 涉及性的言論或笑話
- 追問或影射別人涉及性的私生活
- 展示使人反感或色情的資料如海報、艷照、卡通、塗鴉或月曆
- 不受歡迎的邀請
- 使人反感的涉及性的通信資料（信件、電話、傳真、電郵等）
- 盯著或色迷迷的看著別人或其身體部位
- 不受歡迎的身體接觸，例如未經邀請為某人按摩或故意摩擦其身體
- 觸摸或撥弄別人的衣服，例如掀起裙子或襯衫或把手放進其口袋

5.2 The following are some scenarios of creating a hostile or intimidating environment in schools:

- Anyone using sexually suggestive cartoons in teaching a subject not related to sex.
- During recess and/or lunch time, a group of students hanging out in the playground and rate female students who are playing/ chatting/ staying there.
- In the staff room where there are both female and male colleagues, some colleagues display nude pictures as screen savers on the computer; or some like to exchange obscene jokes with each other in the presence of other colleagues of the opposite sex.
- Staff members make sexual jokes or discuss their sex lives within earshot of other staff / students on the school premises.
- A group of students hijack classroom discussion and turn it to sexual topics. Students of the opposite sex feel offended and do not want to join the discussion.

以下是一些在學校造成「有敵意或具威嚇性的環境」的情景：

- 任何人用帶有性含意的漫畫教授與性無關的課題。
- 一群學生在小息及 / 或午膳期間在操場聚集，並對在場正在玩耍、聊天或逗留的同學評頭品足。
- 在男女同事共處一個教員室的情況下，有些同事將裸體照片用作螢幕保護程式，或喜歡當異性同事在場時講色情笑話。
- 教職員在校舍內其他教職員 / 學生聽到的範圍內講色情笑話或討論自己的性生活。
- 一班學生在課堂討論時，強行把討論內容轉為與性有關的話題。其他學生因此感到冒犯，不想參與討論。

## 6. Rights of victim and various actions to be taken

### 受害人的權利及可以採取的行動

6.1 Every person has a right to lodge a complaint on sexual harassment.

各有關人士均有投訴性騷擾行為的權利

6.2 When a person is sexually harassed, he/she may take the following actions:

- Speak up at the time. Tell the harasser that his/her act is unwelcome and should be stopped immediately.
- Keep a written record of the incidents, including the dates, time, location, witnesses and nature (what the harasser has said or done) and his/her own response.
- Tell someone he/she trusts or a counselor, and ask for emotional support and advice.

- Lodge a complaint with the EOC and request investigation or conciliation. In case conciliation fails, the complainant may request the EOC to provide legal assistance. Telephone number of the EOC: 2511-8211. For enquiries or complaints, please refer to the EOC website: <http://www.eoc.org.hk/eoc/graphicsfolder/complaint.aspx>
- Lodge a complaint with the EDB.
- Consult a lawyer, report to the police or file a civil law suit against the harasser.

遇上性騷擾，受害人可以採取以下行動：

- 即時表明立場，告訴騷擾者其行為不受歡迎及必須停止。
- 記錄性騷擾的日期、時間、地點、証人及性質（騷擾者的說話和做過的行為），以及受害人當時的反應。
- 告訴信任的人 / 學生輔導主任或人員，讓他們給予情緒的支援和處理事件的建議。
- 向校長或其他負責老師作正式或非正式投訴。  
向平等機會委員會查詢或投訴，要求展開調查或調停；若調停不成功，投訴人可向平機會要求給予法律協助。平機會電話：2511 8211。其他向平機會查詢或投訴方法，請參考平機會網頁：  
<http://www.eoc.org.hk/eoc/graphicsfolder/cpmlaint.aspx>
- 向教育局投訴。
- 可以找律師商量、向警方報案，或向區域法院提出法律訴訟程序。

6.3 The complaint handling procedure in school does not affect the complainant's lodging complaints with the EOC, reporting to the police or filing a lawsuit in the District Court. 校內的投訴程序不會影響投訴人直接向平等機會委員會投訴或警方報案，亦不影響投訴人向區域法院提出訴訟的權利。

## 7. Principal of handling sexual harassment complaints

### 處理性騷擾投訴的原則

7.1 **Fairness:** enquiries and complaints would be handled in a just and impartial manner to ensure that the complaint and the alleged harasser are treated fairly and both parties have chances to present their case.

**公平處理:** 校方將以公正、不偏不倚的原則和程序處理和投訴，確保投訴人和被指稱的騷擾者均會得到公平的對待，讓雙方有同樣的機會申述。



7.2 **Confidentially:** all information and records related to a sexual harassment complaint would be kept confidential and would only be disclosed to relevant staff on a need-to-know basis. Since the alleged harasser is a key person in the case, under the principal of nature justice, he/she should be informed about the details of the allegation.

**保密原則:**校方將確保所有與性騷擾有關的資料和記錄都會保密，只按需要向處理有關投訴的負責人披露。由於被指稱的騷擾者是個案關鍵人物，並基於自然公義的原則，校方必須通知他/她有關指控的詳情。

7.3 **Avoid delay:** complaints would be handled promptly because both the complainant and the alleged harasser are under pressure.

**避免延誤:**性騷擾事件對投訴人及被指稱的騷擾者均會帶來壓力。校方收到投訴後將立刻處理。

7.4 **Transparent procedures:** the handling procedures related to sexual harassment complaints are printed in staff manual folder and made known to all students, staff members and other workers in the school in the assembly and staff meeting. For complaints involving students, the school would ensure that both students and their parents understand the rules and disciplinary measures.

**程序公開透明:**有關處理性騷擾投訴的程序載列在教師手冊文件夾內，並透過週會及員工會議讓所有學生、員工和其他工作人員知悉。如投訴涉及學生，學校必須讓學生和家長清楚知道有關規則及處分措施。

7.5 **Protection to complainants and witnesses:** complainants and witnesses would be protected against victimization (which in itself is an unlawful act of discrimination under section 9 of the SDO) because of the complaint case.

**保護投訴人及證人:**投訴人及證人在程序中將受保護，以免因投訴事件而遭報復（根據《性別歧視條例》第9條，“使人受害的歧視”，即報復，亦是違法的歧視行為）。

7.6 **Avoid conflict of interest:** if the staff member who handles the enquiry / complaint case is closely related to the complainant or the alleged harasser (for instance, relatives), or the alleged harasser is the person-in-charge of handling sexual harassment complaints, the case would be handled by another person.

**避免利益衝突:**若負責處理查詢/投訴的教職員，與投訴人的被指稱的騷擾者有密切關係，如親屬關係，或被指稱的騷擾者是校內負責處理性騷擾投訴的教職員，個案將交由「防止性騷擾小組」內其他成員處理。

- 7.7 **Anonymous complaint:** whether the complaints are anonymous or not, the school would conduct investigation, in particular, investigation would be conducted discreetly into any suspected sexual harassment made against students or staff.

**匿名投訴:**無論投訴是否匿名，學校都會就有關投訴進行調查，並謹慎處理任何懷疑對學生或教職員作出性騷擾的個案。

- 7.8 **Handling cases discreetly:** investigators would take care to show empathy to the feelings of complainants, for instance, avoiding asking the complainant to repeat his/her painful story, appointing investigators of the same sex to interview the complainant, etc. in order to ensure that the complainant would not be unnecessarily further distressed or humiliated. Complaint cases should be handled discreetly so that the other related parties would not be unnecessarily distressed.

**謹慎處理:**校方將體恤投訴人的感受，如避免投訴人重覆敘述痛苦經歷多次，以及安排由同一性別的調查人員接見投訴人等，以確保投訴的過程不會讓投訴人不必要地承受更多困擾和蒙受更大的羞辱。小心謹慎處理投訴，不讓其他有關人士受到不必要的困擾。

## 8. Mechanism for handling sexual harassment complaints

### 處理性騷擾投訴的機制

- 8.1 Anyone who need to lodge a complaint on sexual harassment, can contact members of the “Sexual Harassment Prevention Team” / the Principal, School Counsellor / Discipline Teacher

如遇任何性騷擾的情況，可與「防止性騷擾工作小組」/ 校長 / 學生輔導主任/ 訓導主任 聯絡。

8.2 Upon receiving a complaint, if need be, the school will set up a “Panel” for handling the complaint.

Members of the “Panel” normally include:

- A Vice Principal (Coordinator)
- A male teaching staff
- A female teaching staff

(The “Panel” would compose of almost equal number of members of both sexes, or as appropriate for the situation.)

在收到投訴後，校方將按需要成立「調查小組」以處理投訴。

「調查小組」的成員包括：

- 副校長（召集人）；
- 男教職員一名；
- 女教職員一名

（調查小組由大致等量的不同性別成員組成，亦可按需要而定。）

8.3 The “Panel” would take major procedures as shown in the flow chart to handle the complaint (refer to attachment 1)

「調查小組」將採取流程圖所示之主要步驟處理性投訴。（見附件一）

8.4 In handling the complaint, the “Panel” would undertake the following measures:

- If the complaint or alleged harasser is a student, he/she is entitled to be accompanied by his/her parent/guardian/family member to attend the relevant interview as so to safeguard his/her rights.
- If necessary, the complaint and the alleged harasser should avoid contact, in particular, private contact, during the period of investigation.
- If necessary, support and counseling are offered to the complainant (if the complaint is a student, support and counseling can also be offered to the student and his/her parents).
- Taking into account the age, the education level of and the distress suffered by the complainant after the sexual harassment incident, the school should allow the complainant to lodge a formal or informal complaint in various ways.
- The interviews and the statements of both the complainant and the alleged harasser should be documented.
- A written report (see App II) should be prepared and the investigation result, the punishment and the considerations should be made known to both the complainant and the alleged harasser.

- If one party does not accept the investigation result, as a principal of natural justice, appeals to senior level of school management (normally the principal) should be allowed.
- If a complaint is made against the Principal under these Procedures, the powers of the Principal shall be exercised by the Chairperson of the Incorporated Management Committee (IMC).
- Sexual harassment acts may also amount to criminal offences such as indecent assault, distribute and display indecent and obscene articles. The school may consider referring those cases to the police.

在處理投訴時，調查小組會採取以下措施：

- 如投訴人或被指稱的騷擾者是學生，准許由家長／監護人／親人陪同出席與處理投訴有關的會面，以保障學生權益。
- 按需要，安排投訴人和被指稱的騷擾者在調查期間避免接觸，尤其避免單獨接觸。
- 按需要，向投訴人提供支援及輔導（如投訴人為學生，同時向學生和家長提供支援及輔導）。
- 考慮受害人的年齡及教育程度，以及遇到性騷擾事件後所承受心理壓力，容許受害人以不同方式提出正式或非正式投訴。
- 以書面記錄與投訴人和被指稱的騷擾者的會面及其申述內容。
- 擬訂書面報告（見附件二），以書面向涉及事件的雙方交代調查結果、處分內容及其考慮因素。
- 若性騷擾事件涉及的其中一方不接受調查結果，可向校內不涉及投訴事件的更高層（一般情況為校長）上訴，以符合自然公義的原則。
- 若被指稱的騷擾者為校長，該個案應由校董會主席處理及行使原本由校長處理投訴的權力。
- 評估性騷擾的行為是否涉及刑事罪行，如非禮、分發或展示不雅及淫褻物品，及考慮向警方報案。

## 9. Time bar for lodging a complaint

### 投訴的時限

Having considered that any delay in complaint could cause difficulty to the investigation and the collection of evidence, and also, in case the victim would like to take the case to the EOC <sup>(\*note)</sup>, the complaint should be lodged within **12 months** of the incidence or the complaint would not be handled. However, delayed complaints, if with justifiable reasons, would be handled at the school's own discretion.

(\*note)

If the person who is sexually harassed intends to lodge a complaint the Equal Opportunities Commission (EOC), he/she should take action within 12 months after the incident occurred. Otherwise, the EOC will not handle the case unless there are justifiable reasons for the delay. Any decision to take legal proceedings to the District Court should be made with 2 years after the incident occurred.

考慮到延遲處理投訴，可能對學校的調查工作及舉證造成困難，而且亦可能超出向平機會提出投訴及提出法律訴訟的時間限制(\*註)，投訴人需於事件發生後的 12 個月內提出投訴，但若有合理原因令投訴人延誤投訴，校方會酌情處理。

\*註: 若被性騷擾者有意向平機會提出投訴，需於事件發生後的 12 個月內提出；否則，除非有充分的理由引致延誤投訴，平機會可不受理。若打算在區域法院提出法律訴訟，需於事發後 2 年內提出。

## 10. Punishment

### 處分

10.1 If the complaint is established, depending on the seriousness, the harasser is subject to punishment, e.g. receiving oral or written warning, making apologies, attending counseling sessions, paying compensation, suspension from class / work, expulsion from school / summary dismissal or ending of contract etc.

若投訴成立，性騷擾者須接受紀律處分及最高懲罰，包括接受口頭或書面警告、需要道歉、接受輔導、給予賠償、停職／停學、可被解僱或開除學籍等。

10.2 If any member of staff is found to have committed a sexual harassment act, he/she may be subject to receiving written warnings or dismissal by the IMC depending on the nature of the case.

如有員工性騷擾的投訴被裁定成立，將會視乎個案的性質而作出處分，包括向員工發出「書面警告」時即時解僱。

10.3 If any student is found to have committed a sexual harassment act, the school may take the following actions, depending on the nature of the case:

如有學生性騷擾的投訴被裁定成立，將會視乎個案的性質而作出以下處分：

- Reprimand and / or lower the conduct grade; 譴責及或調低操行等級;
- Impose suspension. 強制停學。

10.4 If the case involves criminal offences, the school will report it to the police.  
如事件可能涉及刑事罪行，校方會向警方舉報。

## 11. Measures for prevention of sexual harassment 防止性騷擾的措施

11.1 The school would adopt the following measures to prevent sexual harassment:

**Promulgation of policy:** the school would promulgate the policy to all students, parents and staff members on a regular basis. The sexual harassment policy would be distributed and explained to all new students and staff members (including the supply teachers).

**發布政策:** 校方約定期向全體學生、家長和教職員發布/重申校園性騷擾政策，並向新入學學生及新入職教職員，包括代課老師，發布及解釋性騷擾政策。

11.2 **Accessible information:** the policy has been uploaded to the school intranet and school APP (for information of contract service providers and external parties) so that students and staff members can have access to the policy at any time. Notices of the policy are also prominently posted on campus for all students and staff members to inform them of the policy, the way to get a copy of it, and the channels to lodge a complaint. All service providers and external parties would be informed of the zero-tolerance policy to any sexual harassment acts and would be provided with the relevant information.

**公開資訊，方便查閱:** 本校已於學校內聯網及手機程式上載此政策，方便有需要者隨時查閱，讓有關人士知悉學校已制定性騷擾政策，讓校內每一位人士都可以查閱政策的文本及投訴的渠道。校方亦會告知合約供應商及聘用的校外團體或人士，學校不容忍性騷擾行為以及向他們提供有關的政策資訊。

11.3 **Regular review:** the school would review, update and make changes to the policy when necessary.

**定期檢討:** 為確保防止校園性騷擾政策能與時並進，校方會在有需要時檢討有關政策及措施。

11.4 **Regular training:** the school would conduct talks to raise student's and staff's awareness on gender equality, respecting others and prevention of sexual harassment. Teachers will be sent for courses on raising awareness on / handling sexual harassment. Every year, in a staff meeting, the staff would be briefed on the issue. For students, talks or lessons would be conducted on how to protect oneself from sexual harassment and incorporating the topic into the curriculum for life and moral education.

**定期培訓:**校方將定期教育學生和培訓教職員接受有關兩性平等、尊重他人和提高對防止性騷擾的意識。教職員方面，校方將派遣教職員接受有關處理性騷擾投訴的訓練，每年亦會在會議中向全體教職員進行培訓，並定期傳閱有關防止性騷擾的資訊。學生方面，每年分別為高、中、低年級舉行〈自我保護〉等相關講座，並將有關課題融入生活及品德教育課程中。

**11.5 Elimination of offensive articles or information:** All indecent articles are banned from school. Any improper and indecent articles would be removed if found. Any improper use of computer technology would be guarded against in order to prevent sexual harassment.

**清除令人反感的物品或資料:**校方將警覺留意校內可能涉及性騷擾物品，並將其盡快清除，亦禁止把這些物品帶入學校，以及防止不適當使用電腦科技，引致性騷擾。

**11.6 Designate staff members to implement the measures:** staff members of particular positions in school are designated as in the “Sexual Harassment Prevention Team”, to implement specific measures for the prevention of sexual harassment.

**指定人員負責措施:**為有助確保措施得以落實，校方委派「防止性騷擾工作小組」擔任有關防止校園性騷擾的各項措施和工作。

## 12. Related resources

### 相關資源

Equal Opportunities Commission 平等機會委員會

<http://www.eoc.org.hk/default.asp>

Education Bureau 教育局

<https://www.edb.gov.hk/tc/sch-admin/admin/about-sch/sch-sexual-harassment-prevention/index.html>

<https://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-sexual-harassment-prevention/index.html>

Chinese University Hong Kong 香港中文大學 防止性騷擾政策

<http://policy-harass.cuhk.edu.hk/en-GB/>

City University 香港城市大學 Committee Against Sexual Harassment (CASH)

<http://www.cityu.edu.hk/cash/>

Ref: EDB and EOC Webpage

參考資料：教育局及平等機會委員會網頁

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