

學院政策

專業及持續教育學院在進行教學研究及聘請教職員方面均極力主張給予平等機會，並避免對所有教職員、學生及其他與學院有關的人士作出任何類型的歧視。性騷擾是歧視的一種，在學院各階層中均是嚴禁及不可接受的。任何教職員或學生如被發現違反了學院在這方面的政策，將會受到紀律處分。

什麼是性騷擾？

作出令人厭惡的性挑逗，提出性要求，及作出言語上、非言語上或動作上不受歡迎而涉及性的行徑，皆屬性騷擾。

在決定某行為是否屬於性騷擾時，該行為的全部具體情形皆會列入考慮範圍。

性騷擾的例子*

視乎個別情況而定，以下所列的行為均可能構成性騷擾：

- 雖然每一次都被拒絕，但仍然不斷嘗試約會對方。
- 帶有性方面影射的評論，和猥褻性或侮辱性的說話。
- 有關性或某一個性別的笑話。
- 性方面的提議，或是給予對方壓力來達性的要求。
- 暗示或公開威脅對方發生性行為（例如：以升職或提高考試成績以達到性要求）。
- 猥褻姿勢或不恰當的觸摸（例如：輕拍、觸摸、強吻或擠捏）。
- 持續的電話或信件，要求涉及私人或性的關係。

- 展示猥褻性或淫穢性的照片或文章。
- 性侵犯或強迫性行為（強姦）。

*以上例子節錄自平等機會委員會派發之「防止及處理性騷擾」宣傳單張。

如果你受到性騷擾，你可以怎樣做？

- **即時表明立場**，告訴騷擾者他/她的行為是不受歡迎和不被接受的，而且必須立即停止。切勿忽視此等行為，因為騷擾者可能誤以為你的「不反應」便等同默許他/她的行為。
- **記錄有關性騷擾事件的一切資料**，包括發生日期、時間、地點、任何在場證人、騷擾者做過的行為及你的反應和感受。

- **若你希望徵詢有關解決性騷擾程序之初步建議**，你可以透過內聯網瀏覽有關學院在性騷擾方面政策的資料，並從認可名單上聯絡有關顧問。你亦可聯絡你受僱部門的主管，而學生可向提供就讀課程的部門聯絡。

- **若你希望透過調解去解決事件**，你可以約見認可名單上的任何一位調解員。

- **若你認為只有透過正式投訴程序才能解決問題**，你可向學院申訴委員會主席（如投訴職員）或學生紀律委員會（如投訴學生）提出正式書面投訴。

二零一五年七月



A Guide for Dealing with Sexual Harassment 處理性騷擾指引

CPCE Policy

The College of Professional and Continuing Education (CPCE) is committed to equal opportunity in academic pursuit and employment and to eliminating any form of discrimination against all staff, students, and other persons who have dealings with the CPCE. Sexual harassment, being a form of discrimination, is prohibited and is unacceptable at all levels in the CPCE community. Any staff member or student who is found to have contravened the CPCE's Policy will be subject to disciplinary action.

What is Sexual Harassment?

Sexual advances, requests for sexual favours, and other verbal, non-verbal, or physical conduct of a sexual nature constitute **sexual harassment** if they are unwelcome.

In determining whether conduct constitutes sexual harassment, a totality of circumstances of the conduct will be considered.

Examples of Sexual Harassment*

Depending on the circumstances, the following may constitute sexual harassment:

- Repeated attempts to make a date, despite being told "NO" each time
- Comments with sexual innuendoes and suggestive or insulting sounds
- Relentless humour and jokes about sex or gender in general
- Sexual propositions or other pressure for sex
- Implied or overt threats for sex (e.g. demanding sexual favours in exchange for a promotion or a passing grade in examination)
- Obscene gestures or inappropriate touching (e.g. patting, touching, kissing or pinching)
- Persistent phone calls or letters asking for a personal or sexual relationship
- Displaying sexually obscene or suggestive photographs or literature
- Sexual assault or forced sexual intercourse (rape)

* Examples are taken from the pamphlet "Preventing & Dealing with Sexual Harassment" issued by the Equal Opportunities Commission.



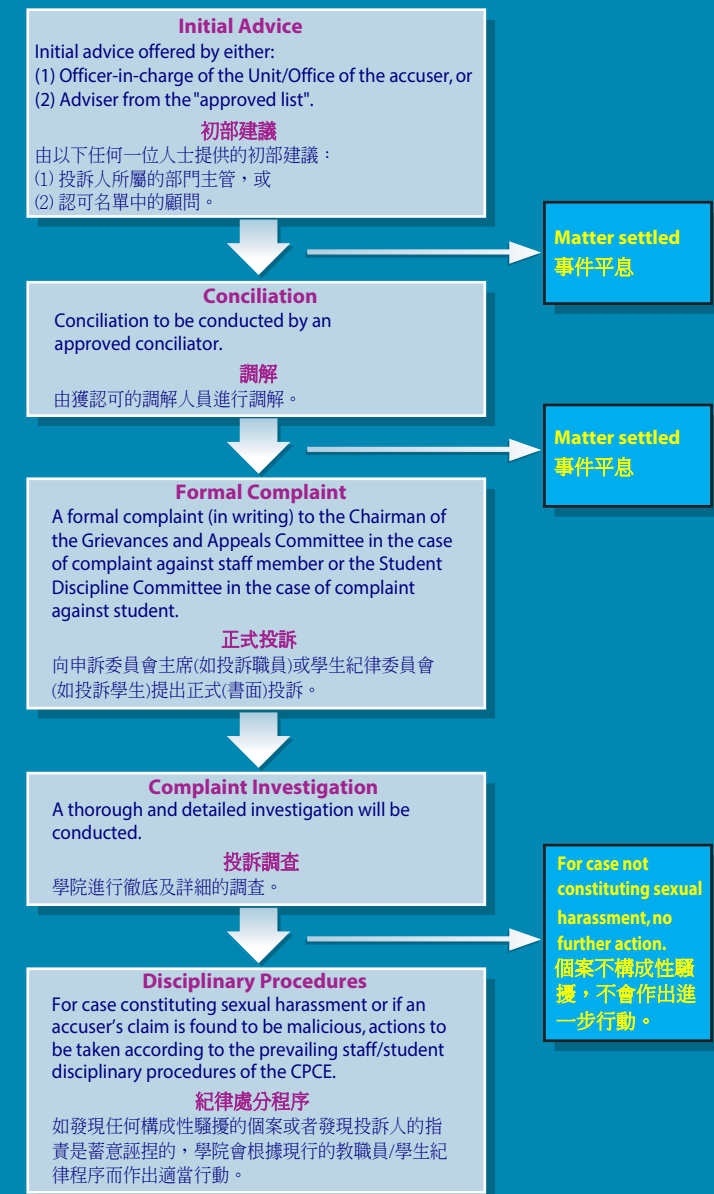
What can you do if you feel sexually harassed?

- Let the harasser know that his/her conduct is **unwelcome**, unacceptable and has to stop immediately. Do not try to ignore it because the harasser may misinterpret no response as approval of the conduct.
- Keep a record of the incidents, including dates, time, places, presence of any witnesses, the conduct of the harasser, as well as your responses and feelings.
- Request an adviser for initial advice concerning the procedures which may be followed for resolving claims concerning sexual harassment. You may contact the Officer-in-charge of the Unit/Office in which you are employed, or of the Unit offering the programme on which you are registered in if you are a student. Alternatively, you may select an adviser from the "approved list" accessible through the relevant section of the CPCE Intranet.
- You may request the appointment of a conciliator who will provide you with advice or support, or assist you in resolving the claim by conciliation.
- If conciliation fails to resolve the claim, or if you feel that only a formal complaint can solve the problem, you may make a formal complaint to the Chairman of the Grievances and Appeals Committee in the case of complaint against staff member or the Student Discipline Committee in the case of complaint against student.

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Summary flow chart on resolving claims/complaints concerning sexual harassment

解決有關性騷擾事件/投訴的程序之概要流程圖



Note: The above chart is only a summarized version of the overall flowchart. Please refer to the CPCE Intranet for the detailed version depicting the exact procedures for resolving claims/complaints concerning sexual harassment.

註：上圖只是概述版本，請到學院內聯網參考解決有關性騷擾事件/投訴的正確程序之詳細版本。