

平等就業機會政策

僱主有重要責任，消除工作場所的歧視情況，以及鼓勵平等就業。

我們鼓勵僱主承諾按才錄用，也鼓勵機構發出明確政策聲明，申明在任何情況下都不會容許就業歧視。為清楚表達這項訊息，我們鼓勵機構委派一位高層管理人員執行有關政策。

為確保政策的成效，我們鼓勵僱主：

- (i) 申明政策；
- (ii) 讓員工參與政策的制訂和檢討；
- (iii) 讓全體僱員和所有求職者知道有關政策。如政策聲明內容詳盡和/或篇幅頗長，良好的做法是至少要把機構的平等機會政策的要點/主旨，透過招聘廣告或約見函件告知求職者；
- (iv) 為或會參與人力資源事務的所有僱員提供培訓；
- (v) 讓所有新聘員工知悉機構的平等機會政策；及
- (vi) 採取所有合理可行措施，確保機構遵行一套行為或表現標準，防止員工在工作場所受到歧視、騷擾或其他較差的對待。



EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The employer has the prime responsibility for eliminating discrimination in the workplace, and for encouraging equal employment opportunities.

We encourage employers to make a commitment to providing employment opportunities on the basis of ability. We also encourage organisations to issue a clear policy statement that discrimination in employment will not be permitted under any circumstances. To make this message clear, we encourage organisations to assign this responsibility to a senior member of the management.

To ensure that the policy is effective, we encourage employers to:

- (i) state the policy clearly;
- (ii) involve employees in its development and review;
- (iii) make the policy known to all employees and to all job applicants. Where the policy statement is detailed and/or lengthy, it would be a good practice to tell applicants, in advertisements and invitations to interview, at least the main points/gist of the company's equal opportunities policy;
- (iv) provide training to all employees who may be involved in human resources matters;
- (v) make all new recruits aware of the equal opportunities policy; and
- (vi) take all reasonably practicable steps to ensure that a standard of conduct or behaviour is observed to prevent persons from being discriminated, harassed or unfavourably treated in the workplace.