



香港冰球協會

HongKong Ice Hockey Association

國際冰球聯合會會員 Member of International Ice Hockey Federation

中國香港體育協會暨奧林匹克委員會會員 Member of Sports Federation & Olympic Committee of Hong Kong, China

HONGKONG ICE HOCKEY ASSOCIATION

EQUAL OPPORTUNITY POLICY

香港冰球協會平等機會政策

香港冰球協會對平等機會所持立場 **HKIHA's Position on Equal Opportunities**

香港冰球協會主張每名於本會有關之人士，如職員、成員、委員、裁判、教練、屬會會員及相關人士等都享有尊嚴，應互相尊重，共享平等機會。

Hong Kong Ice Hockey Association ("HKIHA") advocates equal opportunities for all staff, members, committee members, referees & coaches, clubs members and related parties who are entitled to be treated with dignity and respect irrespective of gender, marital status, disability, race and family status.

凡基於性別、婚姻狀況、懷孕、餵哺母乳、家庭崗位、殘疾或種族對本會成員、委員、雇員、或任何與本會有交往的人士作出騷擾、歧視、中傷或「使人受害」的歧視行為，均屬違法。本會對於任何違法的騷擾、歧視、中傷或「使人受害」的歧視行為是零容忍的，並會在所有的運作上堅守這個原則。

It is unlawful to harass, discriminate against, vilify or victimize any member, committee member, employee of the Association, or any other person who has dealings with the Association, on the grounds of sex, marital status, pregnancy, breastfeeding, family status, disability or race of that person. The Association has zero tolerance towards any unlawful acts of harassment, discrimination, vilification or victimization and it will uphold this principle in all of its operations.

本會全面採納平等機會委員會根據《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》而制定的實務守則。各項條例詳情請參閱本會網站同頁。

The Association adopts in their entirety the Codes of Practice issued by the Equal Opportunities Commission (EOC) under the Sex Discrimination Ordinance (SDO), the Disability Discrimination Ordinance (DDO), the

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Family Status Discrimination Ordinance (FSDO) and the Race Discrimination Ordinance (RDO). [For details of each ordinance, please find at the same page of HKIHA website]

本會的成員、委員、教練及裁判、雇員及義務職員均須遵守平等機會委員會根據《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》而制定的實務守則。他們可能要對自己所作的行為承擔個人責任。

Members, committee members, coaches & officials, employees and volunteers of the Association should observe the requirements of the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance (RDO) as stipulated in the Codes of Practice issued by the EOC. They may be personally liable for acts committed by them.

目的 Aim

本會致力提供一個和諧、融洽而平等的工作環境，會採取一切必要措施，確保所有執行委員會會員、其他委員會會員、註冊教練、註冊裁判、義務工作人員、職員及相關人士不會因性別、婚姻狀況、懷孕、家庭崗位、殘疾或種族的原因在工作環境中受到騷擾、歧視或傷害。

The Association is committed to providing a harmonious and inclusive workplace with equal opportunities. We will take all necessary steps in order to ensure that all Executive Committee Members, Committee Members, Registered Coaches, Officials, Volunteer officials, employees and related parties are not subject to any unlawful acts of harassment, discrimination or abuse on the grounds of sex, marital status, pregnancy, family status, disability or race of that person.

歧視定義 Definitions

歧視屬法律用語，指基於某人某項受法例保障不得予以歧視的個人特點而給予較差待遇。歧視分為直接和間接兩類。根據香港法例，歧視個案包括性別、殘疾、家庭崗位(包括婚姻及懷孕狀況)、及種族歧視。

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Discrimination is a legal term. It means treating a person less favorably than another person in comparable circumstances. There are two kinds of discrimination- direct discrimination and indirect discrimination. The existing anti-discrimination ordinances in Hong Kong deal with cases of discrimination on the grounds of sex, disability, family status (including marital status and pregnancy) and race.

- i. 直接歧視指某人基於其性別、家庭崗位、種族及 / 或殘疾狀況，而受到比另一人較差的待遇。
Direct discrimination means treating a person less favorably than another person in comparable circumstances, because of a person's sex, family status, race or disability.
- ii. 間接歧視指向所有人一律施以劃一的條件或要求，但實際上並無充份理由需要加上該等條件或要求，而這樣做亦對某個性別、家庭崗位、種族及/或殘疾狀況的人士不利。
Indirect discrimination occurs when a condition or requirement, which is not justifiable, is applied to everyone, but in practice it adversely affects persons of a particular sex, family status, and race or with a disability.
- iii. 「使人受害」的歧視指在類似的情況下，任何人〔歧視者〕給予他人〔受害人士〕較差的待遇，原因是該歧視者知悉該受害人士或第三者已作出或擬作出下列事情，或懷疑該受害人士或第三者已作出或擬作出下列事情：

Victimization occurs where a person (the discriminator) treats another person (the person victimized) less favorably than other persons in comparable circumstances because the person victimized or a third person has done or intends to do, or is suspected to have done or to intend to do the following:

- a. 根據《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》對該歧視者或任何其他人士提出法律程序；

Bringing proceedings against the discriminator or any other person under the Anti-Discrimination Ordinances.



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- b. 就任何人根據《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》對該歧視者或任何其他人士提出的法律程序提供證據或資料；

Giving evidence or information in connection with proceedings brought by any person against the discriminator or any other person under the Anti-Discrimination Ordinances.

- c. 根據或援引《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》對該歧視者或任何其他人士作出任何其他事情；或

Otherwise doing anything under or by reference to the Anti-Discrimination Ordinances in relation to the discriminator or any other person, or

- d. 指稱該歧視者或任何其他人士曾作出一項構成《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》所指的違法作為。

Alleging that the discriminator or any other person has committed an act which is unlawful under the Anti-Discrimination Ordinances.

Complaints Handling Mechanism 處理投訴機制

基本原則 In principle:

- 1) 所有與投訴相關的資料和記錄必須保密，只准按需要向有關人士披露。

All complaint details and records will be kept confidential, and only be disclosed to relevant persons on a need-to-know basis.

- 2) 盡快處理投訴，務求迅速解決事件。

All complaints should be handled promptly.



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3) 投訴人應受保護，以免因投訴事件而受害，各當事人均應得到公平對待。

Complainants should be protected against victimization because of the complaint case. All complaints should be handled in a just and impartial manner to ensure that all parties concerned are fairly treated.

4) 在處理投訴時務須小心謹慎，不要讓投訴人及其他有關人士受到不必要的困擾。

Complaint cases should be handled discreetly so that the complainant or other related parties would not be unnecessarily distressed.

Proceedings on Complaints 申訴程序

投訴人可以向本會提出申訴，或直接向平等機會委員會提出申訴。如向本會提出申訴，本會會要求投訴人提供有關資料，並就指稱的歧視或「使人受害」的行為徵集其他證據。

The complainant can either lodge a complaint with the Association or directly with the Equal Opportunities Commission. If the complaint is made to the Association, the Association will seek further information or clarification from the complainant after receiving a complaint, and collect relevant evidence of the alleged unlawful act of discrimination or victimization.

主席將委任一位平等機會主任擔任聯絡人，負責受理有關騷擾、歧視、中傷或「使人受害」的歧視行為的申訴，並向本會董事局報告有關個案，並進行初步調查，以決定是否有表面證據證明有關本會成員、職員曾經歧視他人。

The Chairman will appoint an Equal Opportunities Officer ("EOO") as a contact person to receive harassment, discrimination, vilification or victimization claims and to report the cases to the Board of Director, and conduct preliminary investigation to assess whether it is a prima facie case against a relevant individual of the Association to be screened in for full investigation.

初步調查的目的是確保有足夠資料證明有理由進行全面的調查，以及篩選出明顯不是歧視的投訴，以便採取適當行動。



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The purpose of the preliminary investigation is to ensure that there is sufficient evidence to support further proceedings and screen out non-pursuable allegations for appropriate action.

如事件需循正式程式提出申訴，本會會轉交平等機會委員會處理。

If formal proceedings should be initiated, the Association will hand over the complaint to Equal Opportunities Commission for further action.

如事件需循非正式程式提出申訴，本會會作為調停或調解角色處理事件。

If the complainant makes a complaint through an informal process, the Council will act as a mediator or conciliator.

非正式申訴程式適用於當有關人士並不察覺某些行徑已冒犯他人。任何人士如認為受到騷擾、歧視、中傷或「使人受害」的歧視，可先尋求非正式的解決方法，包括私下調解及調停，當中不涉及公開制裁，事件亦不會記錄在案。

Informal process may be useful when the party concerned does not realize that certain behavior is offensive to the recipient. If a person feels he/she has been harassed, discriminated against, vilified or victimized, the person may first seek an informal resolution. Informal resolution includes private conciliation and mediation. No public sanction or written records are involved.

非正式途徑包括由投訴人直接與被投訴人面談，或投訴人自行物色一位他／她感到可以放心傾訴的第三者。這位第三者可給予投訴人意見和支持，並可充當投訴人與被投訴人之間的非正式調停人。如情況許可，投訴人應與被投訴人討論所涉事件，務求以非正式方法解決問題。

Informal resolution procedures may include talking directly with the respondent or seeking an advocate (a third party) with whom the complainant feels comfortable. This person may provide advice and support to the complainant and serve as an informal mediator between the complainant and the respondent. If appropriate, the complainant should discuss the case with the respondent in an attempt to reach an informal resolution of the situation.



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以私下調解或調停為解決方法，所牽涉的有關人士必須將在整個過程中獲知的全部資料絕對保密。任何被發現洩漏個中機密的人士將受紀律處分。

All parties involved in private conciliation or mediation shall keep confidential all information which comes to their knowledge during the process. Any person found to have breached confidentiality of the process will be subject to disciplinary action.

後續跟進 **Follow-up**

平等機會主任會根據調查結果，徵詢董事會以決定適當的跟進行動，例如不再繼續受理有關個案、進行調解，或轉交平等機會委員會等。

Based on this investigation, the EOO will consult the Board of Directors on any appropriate follow-up action, i.e. not to proceed with the case, resolve the matter through mediation, or hand over the complaint to Equal Opportunities Commission for further action.

處分 **Penalties**

任何本會職員、委員、成員、教練及裁判、屬會會員及義務職員如被裁定有騷擾、歧視、中傷或「使人受害」的歧視行為，本會有權採取紀律處分，處罰犯事人。

The Association may impose penalties on any staff, committee members, members, coach & referees, club members or volunteers found guilty of harassment, discrimination, vilification or victimization pursuant to the Association's authority over disciplinary action.

如本會認為事件屬於刑事罪行，在得到投訴人的同意下，可向警方備案。

Subject to the consent of the complainant, the Association may report the case to the police, if it considers the case to be a criminal offence.



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上訴 **Appeal**

如本會決定不繼續受理有關個案，平等機會主任必須向投訴人解釋作出有關決定的原因。投訴人如不滿意其解釋，可向董事會提出上訴。

If it is decided not to proceed with the complaint, the EOO will explain to the complainant the basis for the decision. If the complainant is not satisfied with the explanation, he/she may appeal to the Board.

投訴人必須以書面提出上訴，陳明上訴理由。平等機會主任必須將上訴書，連同其本人就不引用紀律程式處理該個案所作的書面解釋，一併提交予董事會。

To initiate the appeal, the complainant must provide a written statement of appeal. The EOO will forward the statement to the board along with his/her written explanation of the decision not to proceed with the application of disciplinary procedures.

董事會如決定投訴人上訴得值，會指示平等機會主任引用紀律程式受理有關個案。

If the Board decides that the appeal is in favour of the complainant, he shall direct the EOO to proceed with the disciplinary procedures.

利益衝突 **Conflict of Interest**

任何職員執行以上申訴程式時，如出現公職與私人利益的衝突，本會將會委派另一位職員處理該投訴個案。

Where conflict of interest arises between the official duties and the private interest of any officer administering the proceedings, the Association shall appoint another officer to handle the complaint.

備註 **Remarks**

本會定期檢討平等機會政策，並諮詢有關持份者的意見。

The Association will periodically review the equal opportunities policy in consultation with the relevant stakeholders.

(April 2023)