

本校政策

香港理工大學致力為學習及聘任提供平等機會，消除任何對所有員工、學生及與大學有事務往來的其他人士的歧視。性騷擾屬歧視之一，在大學所有層面均受禁止及不可接受的。任何員工或學生如被發現違反了本校在這方面的政策，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：
- 不受歡迎的身體接觸或動作(例如：故意摩擦別人的身體、親吻、擁抱等)
- 作出猥褻的姿勢
- 提出不受歡迎的性要求
- 高談與性有關的淫褻笑話、評論別人的身材
- 不斷追問或影射別人的性生活
- 使人反感的涉及性的通信資料(例如：電郵、手機應用程式的即時通訊等)
- 高談闊論色情笑話與性有關的話題

- 使用不雅照片為電腦的桌面背景
- 展示有性暗示或明顯性內容的相片、影片、海報或月曆

* 以上例子節錄自平等機會委員會網頁。

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事件程序之初步建議，你可

聯絡你所屬的部門主管；或瀏覽大學操守及多元共融委員會網頁，並從網頁提供的名單上聯絡認可的顧問。

• 若你希望透過調解去解決解決事件，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**，你可向本校申訴委員會主席（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。



A Guide for Dealing with Sexual Harassment

處理性騷擾指引

University Policy

The Hong Kong Polytechnic University 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 University. Sexual harassment, being a form of discrimination, is prohibited and is unacceptable at all levels in the University community. Any staff member or student who is found to have contravened the University'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:

- Unwelcome physical contact or actions (e.g. deliberately rubbing up against someone's body, kissing, hugging, etc.)
- Make wretched poses
- Make unwelcome sexual demands
- Make sex-related obscene jokes and comment on other people's figures
- Constantly questioning or insinuating other people's sex lives
- Circulate sexually explicit materials (e.g. email, instant message on a mobile app, etc.)
- Make sexual jokes
- Use indecent photos as the desktop background
- Display or put up sexually suggestive or explicit photographs, videos, posters or calendar

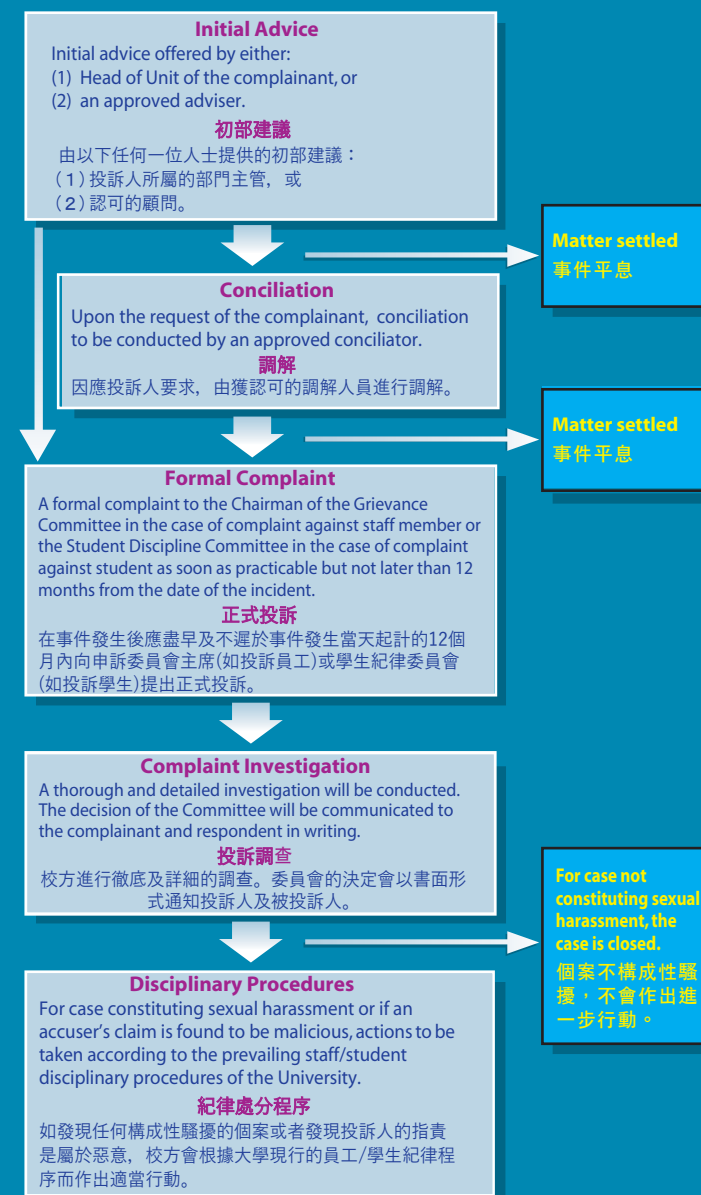
* Examples are taken from the Equal Opportunities Commission Website.



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 Head of Unit 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 approved adviser accessible through the Ethics, Diversity and Inclusion Committee Website of the University.
- 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 Grievance Committee in the case of complaint against staff member or the Student Discipline Committee in the case of complaint against student.

Summary flow chart of internal procedures on resolving claims/complaints concerning sexual harassment 解決有關性騷擾事件/投訴之內部程序概要流程圖



Note: The above chart is only a summarized version of the overall flowchart. Please refer to the Ethics, Diversity and Inclusion Committee Website of the University at www.polyu.edu.hk/edicommittee for the detailed version depicting the exact procedures for resolving claims/complaints concerning sexual harassment.

註：上圖只是概述版本，請到大學操守及多元共融委員會網頁 www.polyu.edu.hk/edicommittee 參考解決有關性騷擾事件/投訴的正確程序之詳細版本。