



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

How to Handle Sexual Harassment

June 2021

How to deal with sexual harassment

What is sexual harassment?

- Any unwelcome sexual advances, or request for sexual favours which are offensive, humiliating or intimidating.
- When enduring the above conduct in the workplace or at an education institution, including a university, becomes a condition of continuous employment/study, or when the conduct is severe and pervasive enough to create a situation, this is a sexually hostile or intimidating environment.

Have any of these happened to you?

- Someone say something sexual about how you look or make insulting sounds which are offensive or intimidating to you.
- Someone touch you sexually when you did not want them to.
- Someone act towards you in an unwelcome sexual manner, including but not limited to repeated attempt to make a date, or persistent phone calls/messages asking for personal sexual relationship despite being told "NO".
- Someone make sexual jokes or say sexual things to you or around you that you do not like.
- Someone display sexually obscene or suggestive pictures or literature which make you embarrassed at work place, classrooms, study areas or residential halls.
- Someone make unwelcome sexual requests in exchange of preferential treatments, e.g. better career prospects or higher academic grades, or implied/overt treats for sex.

In determining whether a case constitutes sexual harassment, a reasonable third person, will have to

- (i) take into consideration the totality of circumstances, and
- (ii) confirm that the other person being so treated would be offended, humiliated or intimidated.

What you can do

Say "No"

Speak up at the time. Tell the harasser that the behaviour is unwanted and has to stop.

Write it down

Keep a written record of the incident soon after it, including date, time, place, presence of any witness, nature of the harassment (what the harasser said and did, which part(s) of your body were touched) and your own responses.

This written record, if done soon enough after the incident, will help you recall what has happened accurately.

Tell someone you trust

Some people may feel depressed or have other physical conditions such as headache, nausea etc. Get support from friends, family, counsellors, teachers, fellow colleagues or students.

Know your rights

Sexual harassment is a civil offence under the law. The University will not tolerate any sexual harassing acts. You are also protected against sexual harassment by the Sex Discrimination Ordinance (SDO) enacted in 1996 by the HKSAR Government.

Whom you can approach on campus

You may approach your teacher or department/programme head, Resident Hall Master, your supervisor/head of office, a counselor, or an Equal Opportunities Adviser (EOA) of the University who may offer advice and guidance to you.

If you have knowledge of or witnessed harassment incidents on others, you may report these incidents to the above same parties.

If the incident involves students, the Office of Student Affairs (SA) should be informed. In case a member of staff is a complainant or a complainee (ie. one being complained), the Human Resources Office (HRO) should be informed of the incident.

Students shall file their complaint/incident report to eop-sa@hkbu.edu.hk which will be directed to the responsible SA officers. Staff members shall file their complaint/incident reports to eop-hro@hkbu.edu.hk which will be directed to the responsible HRO officers for handling.

Victimisation

The University will not tolerate any actual or threatened act of intimidation (including any act of retaliation), whether physical or verbal, being made to the victims/complainants, the complainee, the witnesses, members of the EOA or other parties related to the complaint.

All incidents of sexual harassment will be handled with the utmost sensitivity and confidentiality.





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如何處理性騷擾

2021年6月

如何處理性騷擾

何謂性騷擾？

- 任何不受歡迎的性要求、涉及性的行為或行徑令受騷擾者感到被冒犯、侮辱或受到威脅。
- 當在工作間或一所教育機構（包括大學）內，忍受上述行為成為持續受聘或就學的要求之一，又或者該等行為嚴重並普及至形成一種情況，這便成為一個具敵意或脅逼的環境。

以下的情況有發生在你身上？

- 有人對你的外表作出與性有關的評論，或發出侮辱的聲響，令你感到被冒犯或受到威脅；
- 即使你不願意，有人仍然對你作出和性有關的觸碰；
- 有人不顧你的反對，向你做些不受歡迎的事，例如不斷約會你或給你電話、留言，要求與你個人有性關係；
- 有人對你或在你周圍，講與性有關的笑話或其他與性有關的事情，令你感到討厭；
- 有人在工作間、課室、學習空間或宿舍，向你展示淫褻的或具性挑逗的圖片或文章，令你感到尷尬；
- 有人對你提出不受歡迎的性要求，以換取較優惠的待遇，例如向你暗示在性方面合作或容忍，會助你的事業發展或提高你的學業成績。

在決定某項行為是否構成性騷擾時，一位理性的第三者必須

- (i) 考慮整件事情各方面的環境因素，並且
- (ii) 確認那人被如此對待，會感到被冒犯、侮辱或受到威脅。

你可以怎樣做？

出言拒絕

立時叫他停止。告訴騷擾者該行為是討厭的，必須停止。

記錄事件

於事件發生後儘快以文字記錄，包括日期、時間、地點、在場的見證人、騷擾的性質（騷擾者說了和做了甚麼、身體那一部份被觸碰），以及你的反應。

愈早記錄事件的發生愈好，這樣可以幫助你準確地記憶事情的經過。

告訴你信賴的人

有些人或會因為感到情緒低落或引起身體不適，例如感到頭痛或有嘔心的現象等等。你應該向朋友、家人、輔導員、老師、同事或同學尋求協助與支持。

認識你的權利

性騷擾屬民事違法行為。大學絕對不容忍任何性騷擾的行為。香港特別行政區政府於1996年已經通過《性別歧視條例》，保障你免受性騷擾。

校園內你可以尋求協助的人仕

你可以向老師或是系主任/學科主任、舍監、上司/部門主管、輔導員、或大學平等機會委員（EOA）尋求協助，他們可以提供建議和指導。

如果你知悉或是目擊騷擾事件，你應向以上人仕舉報。

假如投訴/事件涉及學生，應通知學生事務處（SA）。假如投訴人或被投訴人（即投訴中被指稱的騷擾者）屬於教職員，則應通知人力資源處（HRO）

學生應將投訴/事件報告寄往 eop-sa@hkbu.edu.hk，專責的學生事務處職員將會跟進。教職員應將投訴/事件報告寄往 eop-hro@hkbu.edu.hk，專責的人力資源處職員將會處理。

迫害

校方不容任何人以肢體、語言等任何形式，向受害人/投訴人、被投訴人、證人、平等機會委員或處理投訴的相關各方，施以威嚇（包括任何報復行為）。

所有性騷擾投訴都會慎重處理並予以高度保密。

