

【Points to Note 】

- This Policy is updated with reference to the relevant sections of the EDB on “Prevention of Sexual Harassment in School,” the Equal Opportunities Commission (EOC) and “Policy on the Prevention of Sexual Harassment ” of the Catholic Education Office.
- 本政策內容主要參考教育局《防止校園性騷擾的問與答》、平等機會委員會參考資料及天主教教育事務處《防止性騷擾政策》。

Prevention of Sexual Harassment Policy

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防止性騷擾政策

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Prevention of Sexual Harassment Policy

SHUNG TAK CATHOLIC ENGLISH COLLEGE (the School) is committed to providing a work environment where women and men can work together comfortably and productively, and a learning environment where girls and boys can learn and benefit from the all-round Catholic education provided by the School, free from sexual harassment. Sexual harassment pollutes the work environment and the learning environment and can have a devastating effect on the mental and physical health, confidence, morale, and performance of those affected by it.

Sexual harassment in any form is unacceptable behaviour for any student, staff, parent, voluntary helper, contract worker, service provider, agent, or visitor of the School. The School reaffirms the principle that sexual harassment will not be tolerated in the school community and all students, staff, parents, voluntary helpers, contract workers, service providers, agents, and visitors have the right to be free from sexual harassment. Sexual harassment can give rise to civil and criminal liability. Any behaviour determined to be sexual harassment will result in appropriate disciplinary action.

It should also be noted that all staff and students are obliged and responsible for preventing and eliminating sexual harassment, including respecting the will and feelings of others, refusing to tolerate any sexual harassment behaviour, and supporting co-workers/students to take reasonable steps to stop sexual harassment.

1 What is sexual harassment?

Any unwelcome sexual conduct that interferes with the performance of another person in his/her work environment or learning environment constitutes sexual harassment. This includes conduct in physical, virtual, or digital spaces, such as online platforms, social media, or electronic communications.

According to Section 2(5) of the Sex Discrimination Ordinance (Chapter 480), the legal definition of “sexual harassment” includes the following situations:

- (1) If any person
 - (a) makes unwelcome sexual advances or an unwelcome request for sexual favours, to another person; or
 - (b) engages in other unwelcome conduct of a sexual nature in relation to another person;

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that that person would be offended, humiliated or intimidated; or
- (2) the person, alone or together with other persons, engages in conduct of a sexual nature which creates a hostile or intimidating environment for another person.

2 Prohibited behaviour

Prohibited behaviour includes unsolicited and unwelcome contact that has sexual overtones. This includes:

- (1) written contact, such as sexually suggestive or obscene letters, faxes, e-mail messages, short message service (SMS) messages, notes, invitations, or messages sent via social media or other online platforms;
- (2) verbal contact, such as sexually suggestive or obscene comments, questions, requests, threats, slurs, epithets, banter, jokes about gender-specific traits, sexual propositions, wolf whistling;
- (3) physical contact, such as intentional touching, hugging, kissing, pinching, brushing against another's body, touching or fiddling with a person's clothing, impeding or blocking movement, assault, coercing sexual intercourse, and
- (4) visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, or digital content.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome – and using sexual behaviour to control, influence or affect the career, salary, or work environment of any person or to interfere with the performance or affect the enjoyment of a student in his/her learning environment.

Even if the act of sexual harassment is not intentional or there is no evidence to prove the intention, it amounts to sexual harassment once the act meets the definition of sexual harassment. Hence, no matter whether the act is intentional or not, or even if the act is of a playful nature, it may amount to sexual harassment.

A single incident can amount to harassment if sufficiently grave.

3 Prevention of sexual harassment – Informal Complaint (inquiry, feedback, etc.)

- (1) It is entirely in order for a recipient ("the recipient") of unwanted conduct amounting to sexual harassment to try to resolve the problem, if s/he so prefers, by explaining to the individual concerned that the behaviour is not welcome, that it offends or makes the recipient uncomfortable and that it interferes with his/her work/performance.
- (2) Anyone who has been subjected to harassing or bullying behaviour may seek assistance from teachers/ School Social Workers/ Assistant Principals/ Vice Principals/ Principal. If these assisting staff members receive an informal complaint regarding sexual harassment, they must inform their superiors.
- (3) Informal complaints made to assisting staff member(s) will be kept strictly confidential. Unless the victim consents, all informal communications with him/her will be treated as absolutely confidential and will not be disclosed to anyone within the school who is not involved in the relevant incident. Assisting staff members should address inquiries, feedback, or informal complaints within 14 working days and must keep a record of the report regarding the incident.

- (4) If the recipient prefers, where s/he finds it too difficult or embarrassing to take up the matter himself/herself, the assisting member of staff of the School will participate in an informal meeting between the recipient and the individual concerned or will, at the request of the recipient, approach the individual on behalf of the recipient.
- (5) The informal complaint will not result in any formal internal investigation or disciplinary action but is intended to enable the recipient to resolve the matter himself/herself without it going any further in the School.
- (6) If the recipient considers that s/he may have been subjected to conduct amounting to criminal offence (such as a sexual assault), s/he is entitled to seek the assistance of the assisting member of staff of the School to accompany him/her to make a formal complaint to the police or the Equal Opportunities Commission or to provide him/her with any other assistance s/he may require.
- (7) The recipient may tell someone s/he trusts, such as his/her teacher/colleague/co-worker, for emotional support and advice.
- (8) The recipient shall keep a record of the harassment incidents, including the dates, time, locations, witnesses, and own response, to support future actions in case an informal complaint escalates to a formal complaint.

4 Prevention of sexual harassment – Formal Complaint

- (1) Where informal complaint is not appropriate, or not requested or where the outcome has been unsatisfactory, then the recipient may submit a formal complaint in writing to the Principal/ Supervisor/ Members of Incorporated Management Committee (IMC) of the School.
- (2) If so desired, the assisting member of staff of the School will help the complainant prepare his/her complaint as well as to accompany him/her to any meetings. All complaints will be thoroughly and expeditiously investigated. The investigation will be conducted by an independent and objective panel appointed by the IMC of the School, consisting of no fewer than three members, including individuals of different genders. Panel members must be unconnected with the allegations and (in cases concerning employees of the School) at least of the equal grade/status with the alleged harasser.

Once the complaint is established and the investigation panel is formed, the school will notify the EDB REO. The panel will separately interview the complainant and the alleged harasser, and the investigation should be completed within 4 to 6 weeks after the complaint is lodged. The complainant will be informed of the investigation results in writing or through a meeting.

The investigation panel must submit a written report to the IMC of the School, detailing the investigation matters and key points, the facts discovered, the investigation results, recommendations, and solutions. If the nature of the case is serious (e.g., potentially involving criminal offenses), the IMC of the School will recommend that the complainant refer the case to the police.

If a complaint is received during a holiday or at the beginning of a holiday period, designated staff should inform the complainant that the issue will be addressed once the office resumes operations.

- (3) Investigations will be carried out with due diligence, ensuring that the rights of both the complainant and the alleged harasser are respected and protected.
- (4) The investigation panel will stress the importance of confidentiality to all those interviewed and everyone will be strictly required not to discuss the complaint with colleagues, friends, or peers. Breach of confidentiality may give rise to disciplinary action.
- (5) If the complainant or the alleged harasser is a student, s/he is entitled to be accompanied by their parents, guardian, or relatives in any related interviews.
- (6) The investigation will focus on the facts of the complaint. Notes will be kept on all stages of the investigation. Parties will not be required to repeat distressing or embarrassing details any more than is necessary.
- (7) Wherever possible, consideration will be given to ensure that the complainant and the alleged harasser are not required to work together or attend the same classes whilst the complaint is under investigation.
- (8) The complainant will be kept informed of the general process of investigation and will be informed whether the complaint has been upheld and is to result in disciplinary action.
- (9) The School will seek to ensure that the complainant and any person assisting in investigating the complaint are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped. Any complaint of retaliation will be promptly investigated and the instigator(s) will be punished if established.
- (10) Even where a complaint is not upheld, for example where the evidence is inconclusive, consideration will be given to effecting arrangements which will enable the parties not to continue to work together or to attend the same classes against the wishes of either party.
- (11) Any complaint that is unfounded and not made in good faith, for example a malicious accusation against others, will be treated as an offence liable to disciplinary action.
- (12) Cases of suspected sexual harassment involving students or young children shall be handled discreetly. Whether the complaints are anonymous or not, the School will conduct a preliminary follow-up. If sufficient grounds are found, the School will proceed according to the procedures outlined in this section.
- (13) For complaints involving students, both the students and parents shall be properly apprised of the rules and disciplinary measures.
- (14) A complainant or an alleged harasser may submit a written appeal to the IMC of the School within 14 days of receiving the investigation report in case s/he is not satisfied with the results of the complaint investigation.
- (15) The complainant should also consider filing a complaint with the EOC and/or the EDB, while consulting with a lawyer and reporting the incident to the police if so desired.
- (16) The internal complaint handling procedure does not affect the complainant's filing complaints with the EOC, reporting to the police or filing a lawsuit in the District Court.

5 Prevention of sexual harassment – Monitoring

The School shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all students, staff, parents, voluntary helpers, contract workers, service providers, agents, and visitors. Details of all formal complaints of sexual harassment will be collated by the Principal of the School. These will be annually reviewed by the Incorporated Management Committee of the School with a view to ensuring that every effective step has been taken to prevent sexual harassment and to monitor the effectiveness of the complaint's procedure.

The prevention plan will also include the provision of training sessions to students and staff, including specific modules on digital and online harassment, and the circulation of this policy to the students and staff on an annual basis. Bystander intervention training will also be conducted to ensure bystanders are equipped with the tools necessary to support the complainant and to normalise bystander intervention should they witness incidents of sexual harassment.

6 Discipline

Any employee or student found to have violated this policy shall be subject to appropriate disciplinary action by the Incorporated Management Committee of the School, including warnings, demerits, reprimand, suspension, or discharge, according to the findings of the complaint investigation. If any investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions under the anti-discrimination laws or in separate legal actions. The School will also inform the EDB REO of any disciplinary actions taken.

7 Complaint period

The period of complaint of sexual harassment is 12 months from the incident. Delayed complaints may also be handled if appropriate reasons can be provided by the complainant. The procedure of handling sexual harassment in school does not affect the right of the complainant to report to the police or the Equal Opportunities Commission. If so desired, the complainant should report to the Equal Opportunities Commission within 12 months. Prosecution should be raised in court within 24 months.

8 Improvements

The School pledges to cultivate a sexual-harassment-free work and learning environment. The School shall take reasonably practicable steps to prevent unlawful acts as well as handle sexual harassment complaints properly to safeguard the interest of staff and students. The School welcomes all suggestions for improvements to this policy.

Revised version approved on the 24th day of October, 2025.

天主教崇德英文書院 防止性騷擾政策

天主教崇德英文書院（「本校」）承諾提供一個令女士和男士一起有效工作的舒適工作環境和令女學生和男學生能學習和獲益的學習環境，該環境基於本校提供的全面天主教教育，不會發生性騷擾。性騷擾玷污工作環境和學習環境，影響受害人的精神及心理健康、信心、士氣和表現，產生破壞性極大的後果。

對本校的任何學生、教職員、家長、義工、合約員工、服務提供者、代理人或訪客作出任何方式的性騷擾都是不能接受的。本校重申不會容忍性騷擾在校園發生的立場和保證所有學生、教職員、家長、義工、合約員工、服務提供者、代理人及訪客均享有不受性騷擾的權利。性騷擾可導致負上民事或刑事責任。任何人做出被認為性騷擾行為，均會被紀律處分。

所有教職員和學生均有防止及免除性騷擾的義務和責任，包括尊重他人的意願和感受、拒絕容忍任何性騷擾行為，以及支持教職員或學生採取合理行動制止性騷擾。

1. 何謂性騷擾？

任何不受歡迎的與性有關的言行，影響別人在他/她的工作或學習環境的表現，均會構成性騷擾。此包括在實體、虛擬或數碼空間的行為，例如網上平台、社交媒體或電子通訊。

根據《性別歧視條例》（第 480 章）第 2（5）條，「性騷擾」的法律定義包括以下情況：

- （1） 任何人如
 - （a） 對另一人提出不受歡迎的性要求，或提出不受歡迎的獲取性方面的好處的要求；或
 - （b） 就另一人作出其他不受歡迎並涉及性的行徑；而在有關情況下，一名合理的人在顧及所有情況後，應會預期該另一人會感到受冒犯、侮辱或威嚇；或
- （2） 任何人如自行或聯同其他人作出涉及性的行徑，而該行徑對另一人造成有敵意或具威嚇性的環境。

2. 禁止的行為

禁止的行為涵蓋所有未經要求的、不受歡迎的和帶有性意味的接觸，包括：

- （1） 書面接觸，例如：帶有性聯想的或猥褻的信件、傳真、電郵、短訊、筆記、邀請，或通過社交媒體或其他網上平台發送的訊息；

- (2) 口頭接觸，例如：帶有性暗示的或猥褻的批評、提問、要求、恐嚇、誹謗、形容或描述、戲謔、與性徵關連的笑話、提議和吹口哨；
- (3) 身體接觸，例如：蓄意的觸摸、擁抱、吻、捏、摩擦別人的身體、觸摸或撥弄別人的衣服、別人經過時作出阻擋動作、襲擊、迫使別人進行性行為，和
- (4) 眼神接觸，例如：色迷迷斜視或盯著別人的身體，展示與性有關的物品、圖片、漫畫、海報、雜誌或數碼內容。

性騷擾也包括在被別人直接告知某些有關性或時事議題是不受歡迎後，仍繼續向該人士談論那些議題；和以與性有關的行為去控制、影響教職員的職業、薪酬或工作環境，或干擾學生在學習環境的表現或樂趣。

即使性騷擾行為並非出於故意，或沒有證據證明有該意圖，只要該行為符合性騷擾的定義，便構成性騷擾。因此，無論該行為是否蓄意，甚至只是戲謔性質的行為，也可能構成性騷擾。

若有足夠的嚴重性，單一事件也可以構成性騷擾。

3. 防止性騷擾 – 非正式投訴（查詢、意見等）

- (1) 這完全由受性騷擾者（「受騷擾者」）決定，如果他/她認為不能接受某些構成性騷擾的行為，他/她可以選擇自行解決這問題，向個別有關人士明示那些行為是不受歡迎的，那會令他/她感到受冒犯，或令他/她感到不安和影響他/她的工作表現。
- (2) 任何人曾遭受性騷擾或欺凌，可以向本校老師、社工、助理校長、副校長或校長等輔助成員尋求協助。如果輔助成員收到有關性騷擾的非正式投訴，也必須將此投訴告知其上級。
- (3) 向輔助成員提出的非正式投訴將被嚴格保密。除非得到受騷擾者的同意，所有跟他/她的非正式接觸，將會當作是絕對機密，不會告知校內不需要參與相關事件的任何人士。輔助成員收到查詢、意見或非正式投訴後，應在 14 個工作天內予以處理，並須就有關事件的報告存檔。
- (4) 如果受騷擾者覺得由他/她自行處理性騷擾事件會太困難或尷尬，可要求輔助成員出席一個包括受騷擾者和有關人士的非正式的面談，或得到受騷擾者的委托，輔助成員可代表受騷擾者跟有關人士接觸。
- (5) 非正式投訴不會導致任何正式內部調查或紀律處分，但期望能夠幫助受騷擾者自行解決問題，無須在校內作出任何進一步的行動。
- (6) 如果受騷擾者考慮到他/她被侵犯的行為屬刑事罪行（例如：性侵犯），他/她有權尋求輔助成員協助，陪伴他/她向警方或平等機會委員會作出正式投訴，或就他/她提出的需要提供任何援助。
- (7) 受騷擾者可以告訴任何一位他/她信任的人士，例如他/她的老師、同事、工作夥伴，尋求情感上的支援和建議。

- (8) 受騷擾者須以書面紀錄有關事件的詳情，包括日期、時間、地點、證人，以及自己當時的反應，以備非正式投訴升級為正式投訴時參考。

4. 防止性騷擾 – 正式投訴

- (1) 當非正式投訴的解決方法是不合適的，或未如受騷擾者要求的，或處理的成效未能令受騷擾者滿意，受騷擾者可以書面方式向校長或校監或法團校董會成員作出正式的投訴。
- (2) 如有確實需要，輔助成員會協助投訴人準備他/她的投訴，亦會陪伴他/她出席任何面談。所有投訴將會得到徹底和迅速的調查。調查由法團校董會委派的調查小組以獨立和客觀的態度進行，小組成員不少於三人，並應包括不同性別；小組成員應與該次事件無關和（當牽涉本校僱員的時候）最少要跟被指稱的騷擾者同級/地位的人士。在確立投訴並設立調查小組後，學校會知會教育局分區。調查小組會分別面見投訴人和被指稱的騷擾者，而調查應盡可能在投訴者提出投訴後的 4 至 6 星期內完成，並以書面或透過會面通知投訴人調查結果。調查小組須向法團校董會呈交書面調查結果，內容包括調查事項及重點，經調查發現的事實、調查結果、建議及解決方法。如個案性質嚴重(如：可能涉及刑事罪行)，法團校董會/學校會建議投訴人把個案轉交警方處理。如果在假期內或假期開始期間收到投訴，指定工作人員應告知投訴人，該問題將在恢復辦公後處理。
- (3) 調查將以審慎的態度進行，使投訴人和被指稱的騷擾者雙方的權利均會得到尊重和保障。
- (4) 調查小組成員將向所有參與面談的人士重申保密的重要性，任何有關人士均嚴禁與同事、朋友、同伴討論有關的投訴。違反保密原則可能會被紀律處分。
- (5) 如果投訴人或被指稱的騷擾者是一位學生，他/她有權由他/她的家長，監護人或親戚陪同參與一切相關的面談。
- (6) 調查只會聚焦在有關投訴的事實。每一個調查階段均要保存紀錄。有關人士不會被要求覆述超乎需要的令人難堪或尷尬的詳情。
- (7) 當投訴調查進行期間，盡可能考慮安排投訴人和被指稱的騷擾者不會一起工作或於同一班別上課。
- (8) 投訴人會被告知一般的調查程序和會被知會投訴是否被確認和是否需要採取紀律行動。
- (9) 本校會盡量保證投訴人和任何在調查期間提供協助處理投訴的人士，在任何情況下，不會直接或間接因該事件而被處分，並且調查過程會被嚴密監察，以保證騷擾行為已被制止。如本校接到投訴人或協助處理投訴的人士遭受報復的投訴，會立刻進行調查，若查明屬實，會採取紀律行動。
- (10) 縱使投訴未能確立，例如：證據未能使人信服，為避免違背任何一方的意願，可以考慮作出一些有效安排，例如雙方不會繼續一起工作或於同一班別上課。
- (11) 任何投訴如果沒有事實根據和缺乏誠信，例如：惡意中傷別人的投訴，都將被視為違法行為，並受到紀律處分。
- (12) 如果懷疑性騷擾的個案涉及學生或孩童，必須慎重處理。無論投訴是否匿名，學校都會作初步跟進。若認為有充份理據，學校會按本節的程序處理。

- (13) 如果投訴牽涉學生，須恰當地通知學生和家長有關的規則和可能採取的紀律行動。
- (14) 投訴人或被指稱的騷擾者如果不滿投訴調查的結果，可以在收到調查報告之日起 14 天內以書面形式向法團校董會提出上訴。

5. 防止性騷擾 – 監察

本校會採取一切合理步驟以保證防止性騷擾政策為所有學生、教職員、家長、義工、合約員工、服務提供者、代理人和訪客嚴格執行。所有正式性騷擾投訴的詳情會由本校校長核實。本政策會由法團校董會逐年檢視，保證每一項程序均被有效執行，以防止性騷擾在校園發生及監察投訴機制的效能。預防計劃包括為學生和教職員提供培訓，包括關於數碼和網上騷擾的行為和每年向學生和教職員傳閱本政策。

6. 紀律行動

任何僱員或學生被發現違反這政策，查明屬實，法團校董會會按情況採取適當的紀律處分，包括警告、記過、訓斥、停職/停課或開除。如果調查證明性騷擾行為屬實，騷擾者也可能被引用反歧視條例或其他法例提出訴訟，對其行為承擔法律責任。學校亦會將紀律行動知會教育局分區。

7. 投訴期限

性騷擾投訴的期限為事件發生後 12 個月內。如投訴人能提供適當理由，延遲的投訴亦可獲處理。學校處理性騷擾的程序不影響投訴人向警方或平等機會委員會舉報的權利。如有需要，投訴人應在 12 個月內向平等機會委員會舉報。起訴應在 24 個月內向法院提出。

8. 改善

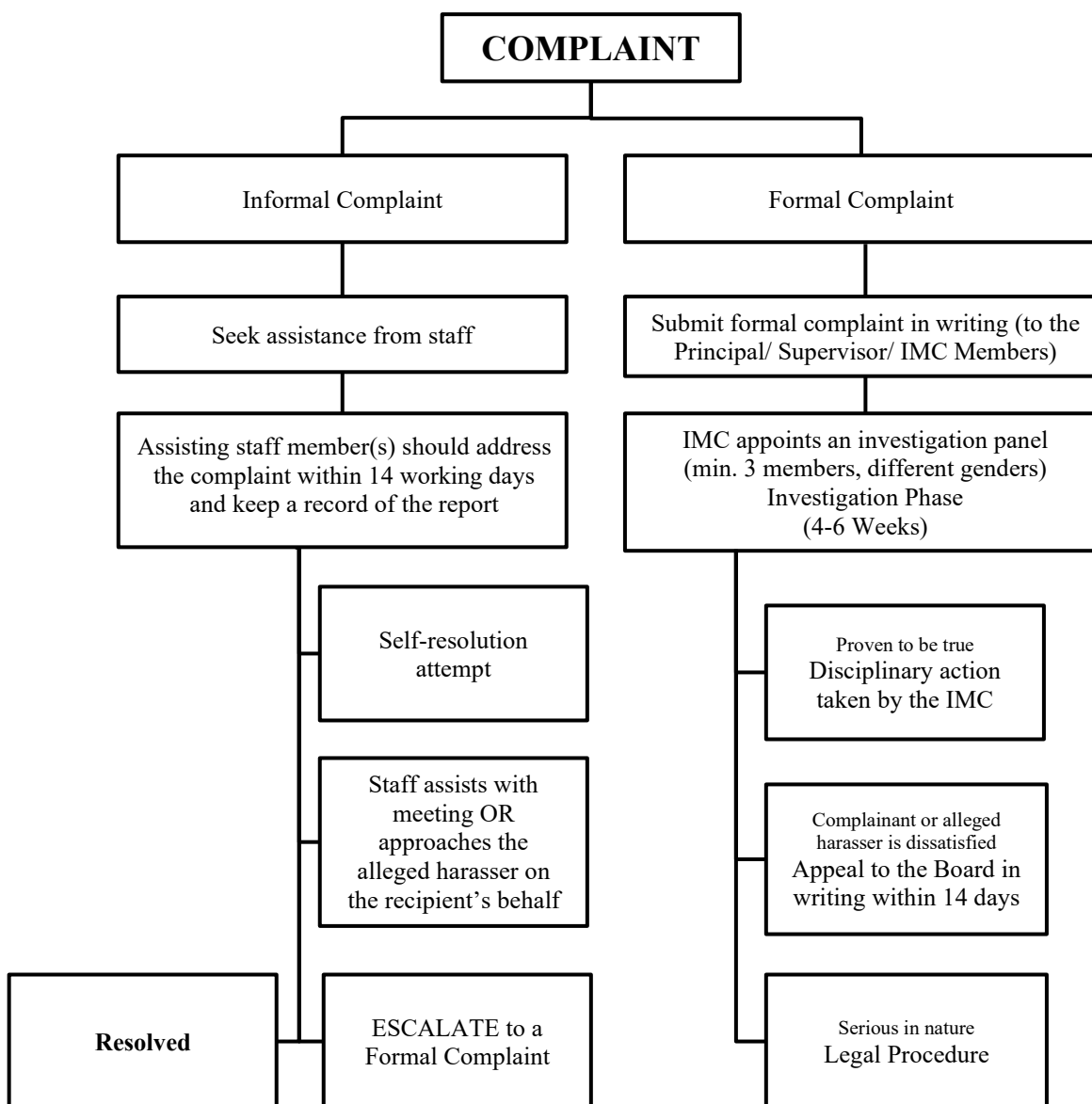
本校承諾盡力為教職員和學生營造一個沒有性騷擾的工作和學習環境。本校會採取一切合理可行的措施，禁止任何不合法的行為，並會適當地處理性騷擾投訴，以保障全體教職員和學生的利益。學校歡迎提供任何改善這政策的建議。

2025 年 10 月 24 日通過修訂

本校《防止性騷擾政策》中文版只作參考用途，如中、英文版有任何異議，一概以英文版為準。

Appendix

Flowchart on Handling Sexual Harassment Complaints (English version only)



Note: The complainant can launch a complaint with the Equal Opportunities Commission, the EDB or report to the police at any time.