

## How to deal with

# SEXUAL HARASSMENT ?

Sexual harassment is illegal. Ignoring sexual harassment does not make it go away, but may make it worse because the harasser may misinterpret no response as approval of the behaviour. There are informal and formal strategies that can be done.

For details, please refer to the “Framework for Sexual Harassment Policy in Sports Organisations” and “Framework for Sexual Harassment Policies in Schools” developed by the Equal Opportunities Commission.

## What Can You Do

- ◆ Speak up at the time. Tell the harasser that his/her behaviour is unwanted and has to stop
- ◆ Keep a written record of the incidents, including dates, time, places, presence of any witnesses, nature of the harassment (what the harasser said and did) and own responses
- ◆ Tell someone you trust
- ◆ Identify an advocate or counsellor who can provide emotional support and information about informal and formal institutional procedures
- ◆ Write a letter/ note to harasser
- ◆ Report it officially
- ◆ Complain to the Equal Opportunities Commission
- ◆ Contact the police and/or file a lawsuit

### Source

The Equal Opportunities Commission  
The University of Maryland Sexual Harassment Manual,  
Chapter on prevention of sexual harassment



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY



體育學系  
Department of Physical Education

# 保護年輕運動員 不被性騷擾

## Protect Young Athletes Against Sexual Harassment

## 如何處理性騷擾？

性騷擾是不合法的。忽視性騷擾不但不能令它消失，反而令情況更壞，因為騷擾者可能誤以為你的「不反應」，便是認同此行為的反應。處理性騷擾，可用非正式及正式的策略。

如希望了解更多詳情，請參閱平等機會委員會推出的《體育機構防止性騷擾政策大綱》及《校園性騷擾政策大綱》。

## 處理方法

- ◆ 即時舉報，表明立場。告訴騷擾者他 / 她的行為是不受歡迎的和必須停止
- ◆ 記錄性騷擾的日期、時間、地點、證人及性質（騷擾者所說的話和做過的行為），及你的反應
- ◆ 告訴你信任的人
- ◆ 尋找一位可以給你在情緒上支持和提供正式或非正式投訴程序的支持者或輔導員
- ◆ 寫信或字條給騷擾者
- ◆ 作出正式記錄
- ◆ 向平等機會委員會投訴
- ◆ 聯絡警方及 / 或提出法律訴訟

### 資料來源

平等機會委員會  
The University of Maryland Sexual Harassment Manual,  
Chapter on prevention of sexual harassment

## 一般聲明

浸會大學呼籲所有大學和學校確保教職員及學生在日常工作或學習時得到尊重。性騷擾侵犯個人的權利、尊嚴及誠信，並破壞大學應有的學習環境，是一個絕對不能容忍的行為。

## General Statement

Hong Kong Baptist University appeals to all universities and schools to ensure dignity at work and study. Sexual Harassment violates the rights, dignity and integrity of the individuals; undermines the environment necessary for the advancement of learning, and will not be tolerated.

## What is SEXUAL HARASSMENT ?

- ◆ Any unwelcome sexual advances or behavior or conduct which is offensive, humiliating or intimidating.
- ◆ It can be a place of work or study where there are actions, languages or pictures that are of a sexual nature which make it hard for you to do your work or pursue your study. This is called a "sexually hostile or intimidating environment".

## Examples of Possible Sexual Harassment

- ◆ Repeated attempts to make a date, despite being told "NO" each time
- ◆ Comments with sexual innuendoes and suggestive or insulting sounds
- ◆ Relentless humour and jokes about sex or gender in general
- ◆ Sexual propositions or other pressure for sex
- ◆ Implied or overt threats for sex
- ◆ Obscene gestures or inappropriate touching (e.g. patting, touching, kissing or pinching)
- ◆ Persistent phone calls or letters asking for a personal sexual relationship
- ◆ Displaying sexually obscene or suggestive photographs or literature

The entire record and the totality of circumstances will be considered in determining whether a case constitutes sexual harassment

## Preventing Sexual Harassment in the Education Sector

The most effective weapon against sexual harassment is **PREVENTION** !

### Responsibilities of Employers (Schools/Organizations/Companies)

- ▶ Require prospective employees seeking child-related work or work relating to mentally incapacitated persons to undergo Sexual Conviction Record Check.
- ▶ Adopt a clear sexual harassment policy. That policy should:
  - ◆ state in no uncertain terms that you will not tolerate sexual harassment specify the range of consequences for such violations
  - ◆ set out a clear procedure for filing complaints
  - ◆ state that you will investigate fully any complaint that you receive, and
  - ◆ state that you will not tolerate retaliation against anyone who complains about sexual harassment
- ▶ Train employees (Teachers/Coaches/Trainers).
  - ◆ teach employees what sexual harassment is
  - ◆ explain that employees have the rights and responsibilities to a workplace free of sexual harassment
  - ◆ review your complaint procedure
  - ◆ encourage employees to use this complaint procedure
- ▶ Provide a mechanism for addressing sexual harassment in a confidential and sensitive manner after a complaint has been filed.

### Responsibilities of Teachers, Coaches and Athletes

In addition to the employer's responsibility to provide a workplace atmosphere free of sexual harassment, teachers, coaches, and athletes must also assume an active role in prevention by committing to do the following:

#### 【Understand】

- ◆ Obtain and become familiar with the organization's policy on sexual harassment.

#### 【Observe】

- ◆ Be aware and conscious of engaging in potential sexual-harassment behaviors or incidents; and
- ◆ Watch for and discourage sexual behaviors that negatively affect learning/training.

#### 【Support】

- ◆ Examine your behaviors, gestures, and comments. Ask yourself, "Could I unknowingly be encouraging sexual interplay by the way I interact or communicate?".

#### 【Examine】

- ◆ If you know someone who is being harassed, give him or her your support. Encourage the recipient to talk about it and to take immediate action to stop it.

## 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。
- ◆ 性騷擾亦包括在工作或學習地方作出與性有關的言論或行為，或展示與性有關的圖像，營造了一個在性方面有敵意的工作或學習環境。

## 以下是一些可能屬於性騷擾的例子

- ◆ 雖然每一次都被拒絕，但仍然不斷嘗試約會對方
- ◆ 帶有性方面影射的評論，和猥褻性或侮辱性的說話
- ◆ 有關性或某一個性別的笑話
- ◆ 性方面的提議，或是給予對方壓力來達到性的要求
- ◆ 暗示或公開威脅對方發生性行為
- ◆ 猥褻姿勢或不恰當的觸摸（例如：輕拍、觸摸、強吻或擠捏）
- ◆ 持續的電話或信件，要求涉及私人或性的關係
- ◆ 展示猥褻性或淫穢性的照片或文章

在決定某項行為是否構成性騷擾時，必須考慮整件事情的紀錄及各方面的環境因素。

## 教育界怎樣預防性騷擾？

### 僱主（學校/組織/公司）的責任

- ▶ 要求從事與兒童或精神上無行為能力人士有關工作的準僱員，提交性罪行記錄檢查報告。
- ▶ 採取明確的處理性騷擾的政策。該政策應該：
  - ◆ 毫不含糊地表明你不會容忍性騷擾
  - ◆ 指明這種違規行為的後果
  - ◆ 制定明確的投訴程序
  - ◆ 說明你將充分調查你收到的任何投訴，以及
  - ◆ 說明你不會容忍對抱怨被性騷擾的人進行報復。
- ▶ 培訓員工（教師/教練/導師）。
  - ◆ 教育員工性騷擾是什麼
  - ◆ 務必使員工明白自己身處沒有性騷擾的工作環境所應有的權利和責任
  - ◆ 檢討你的投訴程序
  - ◆ 鼓勵員工使用這投訴程序
- ▶ 接獲投訴個案時，須以高度保密及敏感的態度來處理。

**預防**就是防止性騷擾最有效的武器！

### 教師、教練和運動員的責任

除了僱主有責任提供沒有性騷擾的工作環境之外，教師、教練和運動員還必須承擔起積極的預防責任，承諾做到以下幾點：

#### 【了解】

- ◆ 獲取並熟悉組織處理性騷擾的政策。

#### 【觀察】

- ◆ 注意並意識到潛在的性騷擾行為或事件；和
- ◆ 注意並勸阻對學習和訓練有負面影響的有關性的言語或行為。

#### 【檢查】

- ◆ 檢討你的行為，身體語言和評論。問自己：“我有沒有在不知不覺下透過自己的溝通方式鼓勵了有關性的互動？”

#### 【支持】

- ◆ 如果你認識一個受到騷擾的人，請給予她或他支持。鼓勵受騷擾者找人傾訴並立即採取行動制止。