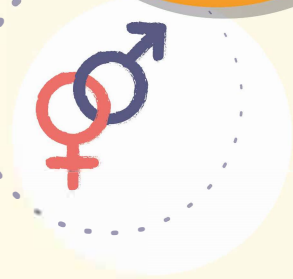


# KNOWING SEXUAL HARASSMENT



For the full version of the Policy on Sexual Harassment, please visit the University's website. The University will keep the policy under constant review.

A quick guide for Staff and Students

## What is Sexual Harassment?

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended in the eyes of a reasonable person.

It can take different forms and may include gestures, physical or visual contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile or intimidating environment.

In determining whether conduct constitutes sexual harassment, the entire record and the totality of circumstances will be considered.

## Examples of Sexual Harassment

- Unwelcome/unwanted physical contact (e.g. hugging, kissing or touching)
- Unwelcome sexual advance;
- Staring or leering at a person/ parts of a person's body;
- Remarks or jokes of a sexual nature;
- Sexually offensive gestures, etc.
- Open discussion of sexually suggestive comments or jokes;
- Display of sexually offensive pictures or posters;
- Games with sexual overtones in O' camps, etc.



## How to Deal with Sexual Harassment?

- Say "NO" to the harasser. Tell the harasser to stop.
- Write down what happened: date, time, place, details of the incident. They can be useful if you decide to lodge a complaint with the University or the Equal Opportunities Commission.
- Get Support. Discuss with the persons you trust, include talking with your Course Coordinator.
- You may:
  - Initiate informal resolution: private conciliation/mediation
  - Lodge a complaint with the University or the Equal Opportunities Commission



### CONFIDENTIALITY

All complaints will be dealt with promptly, confidentially and impartially. All parties involved should ensure confidentiality of the matter.



### Complaint Should be Made in Good Faith

If at any point the complaint is found to be malicious, disciplinary action may be taken against the complainant.

### Victimization

The University will not tolerate any act or threatened act of intimidation of any kind, whether physical or verbal, being made to the victims/complainants, the accused, the witnesses, or other parties related to the complaints.



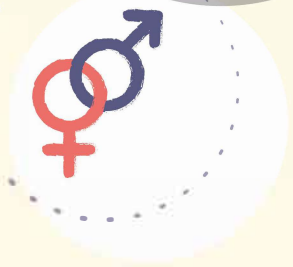
Who you can approach within the Campus

University's Equal Opportunities Officer  
Tel: 2768 6335  
Fax: 2392 9132  
email: eoo@hkmu.edu.hk

Staff Counselling Services  
Tel: 5401 0037  
email: eap@cfsc.org.hk

Student Counselling Services  
Tel: 2768 6856

性騷擾



**mu** 香港都會大學  
HONG KONG  
METROPOLITAN  
UNIVERSITY

有關「性騷擾政策」之全文，請瀏覽大學網頁。大學將不時檢討有關政策。

教職員及學生指引

## 何為性騷擾？

性騷擾是指任何當事人 unwanted、不歡迎或沒有要求的涉及性的行為，而一名合理的人應會預料到該被騷擾者會感到被侮辱、驚嚇或冒犯。

性騷擾可以不同的形式進行，包括動作、身體上或視覺上的接觸、言語上的批評、笑話、性要求、展示不雅的物品或其他營造一個在性方面有敵意或具威嚇性的環境的行為。

於審定某種行為是否構成性騷擾時，所有紀錄及該事件的每項細節俱在考慮之列。

## 性騷擾的例子

- 不受歡迎的身體接觸（例如擁抱、親吻或觸摸）
- 不受歡迎涉及性的要求
- 盯著或色迷迷的看著別人或其身體部位
- 說帶有性暗示的說話 / 色情笑話
- 做出使人反感並涉及性的手勢
- 高談闊論與性有關的言論或笑話
- 展示與性有關的不雅圖片或海報
- 大學迎新活動帶有性色彩的遊戲



## 如果受到性騷擾，可以怎樣做？

- 出言拒絕，叫騷擾者停止性騷擾行為。
- 記錄所有發生過的事情：事情發生的日期、時間和地點，以及一切細節。因為如你決定要作出投訴時，這些資料會很有用。
- 與你信任的人討論，例如你的學科主任。
- 循非正式申訴程序解決性騷擾情況，包括私下和解/調解。
- 向大學/平等機會委員會作出正式書面申訴

### 保密

大學會迅速、機密及公正地處理所有投訴，投訴所涉各方應確保有關事件保密。



### 要真誠地提出投訴

有關投訴在經調查後發現純屬惡意中傷他人，投訴人將受紀律處分。

### 防止「使人受害」的歧視

大學絕不容許任何人對受害人/投訴者、證人或與投訴有關人士，作出身體或語言上的恐嚇行為。



大學支援

大學平等機會主任  
電話：2768 6335  
傳真：2392 9132  
電郵：eoo@hkmu.edu.hk

僱員輔導服務  
電話：5401 0037  
電郵：eap@cfsc.org.hk

學生輔導服務  
電話：2768 6856