

**Correctional Services Department
Policies and Practices in Relation to Equal Opportunities
(for staff members and job applicants)**

Equal Opportunities Policy Statement

The Department is committed to promoting equal opportunities and eliminating discrimination, including discrimination on grounds of sex, pregnancy, marital status, disability, family status and race. This equal opportunities policy statement has been drawn up having regard to the provisions of the Sex Discrimination Ordinance (Cap. 480), Disability Discrimination Ordinance (Cap. 487), Family Status Discrimination Ordinance (Cap. 527) and Race Discrimination Ordinance (Cap. 602), subject to exemptions and exceptions of the legislation. The Department is fully committed to this policy and will endeavour to ensure its full implementation.

Objectives

The objectives of this policy are to ensure that: -

1. No one will be treated less favourably on the ground of his or her sex, pregnancy, marital status, disability, family status or race;
2. No one will suffer a detriment from any requirements or conditions; or be refused from gaining access to any facilities or services because of his or her sex, pregnancy, marital status, disability, family status or race;
3. Opportunities for employment, training and career development are equally open to all qualified people regardless of his or her sex, pregnancy, marital status, disability, family status or race;
4. Everyone is treated with respect and dignity and no one will be subjected to any unwelcome conduct, or to an environment that is hostile or intimidating on the ground of his or her sex, pregnancy, marital status, disability, family status or race;
5. The grievance redress system is properly administered regardless of sex, pregnancy, marital status, disability, family status or race; and there will be no reprisal against anyone

raising concerns or complaints or taking action on discrimination or harassment on the ground of his or her sex, pregnancy, marital status, disability, family status or race.

Implementation

Assistant Commissioner (Quality Assurance) is designated as the Departmental Equal Opportunities Officer (DEOO) to oversee the service-wide implementation of the policy and monitor its effectiveness while Heads of Institution are appointed as the Equal Opportunities Officers (EOO) to undertake the responsibility of full compliance with the policy at institutional level and monitor the implementation of the policy within their respective institutions. The incumbent holding the post of Departmental Secretary or Senior Superintendent (Human Resource) is also appointed as the EOO of the Headquarters.

The policy will be communicated to all staff and job applicants;

Staff at all levels will comply with the policy and assist in its implementation;

The policy will be incorporated into the basic training provided for all new entrants to the Department. Staff at all levels will be trained on the policy and their rights and responsibilities;

Opportunities for employment, promotion and training will be given the widest publicity, and all qualified applicants will be welcomed, regardless of his or her sex, pregnancy, marital status, disability, family status or race;

Selection criteria and performance appraisals will be entirely related to the job or training opportunity;

The effectiveness of this policy will be monitored regularly. Procedures and practices, requirements and conditions will be reviewed in the light of monitoring results with a view to taking steps to promote equality and prevent discrimination.

Discrimination and Harassment

We will not tolerate direct or indirect discrimination based on sex, pregnancy, marital status, disability, family status or race.

Direct discrimination is when an individual is treated less favourably

than others in the same or comparable circumstances because of the individual's sex, pregnancy, marital status, disability, family status or race.

Indirect discrimination can occur when the same requirements or conditions are imposed on everyone, but the individual belongs to a particular group (such as people of a particular sex, marital status, family status or race, or people of a disability, or pregnant women) who are less likely to be able to comply with the requirements or conditions because of one of those particular characteristics, and the requirements or conditions cannot be justified. For example, this can arise when the Department specifies work requirements which are not relevant or essential for the job and which people of a particular sex, marital status, family status or race, or people of a disability, or pregnant women are less likely to be able to satisfy such work requirements.

We will not tolerate sexual harassment, harassment on the ground of disability or race or any other forms of harassment offending equality of opportunities. Harassment can take the form of unwelcome conduct, or subjecting another person to an environment that is hostile or intimidating. Staff must not take part in, encourage, or condone cases of harassment.

Complaints about discrimination or harassment will be dealt with seriously. Investigations into the complaints will be conducted effectively and promptly by the Complaints Investigation Unit of this Department. Staff who are found to have discriminated against, or harassed, any person on the ground of sex, pregnancy, marital status, disability, family status or race may be subjected to disciplinary proceedings and/or liable under the relevant ordinance.

Correctional Services Department
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