



Bullying, Harassment and Counselling Policy

有關欺凌、騷擾及輔導的指引

Part I (Bullying and Harassment)

第一部份 (欺凌及騷擾)

1. Background Information 背景資料

Austral-Asian Christian Church (the Church) supports the national anti-bullying laws that everyone has a right not to be bullied or harassed at church. The Church aims to develop a supportive environment with policies and procedures that provides a clear expectation to staff and members in respect of conduct that may constitute bullying and harassment at church.

澳亞基督教會 (以下簡稱「教會」) 支持有關反欺凌的全國法律，認同所有人都有權在教會內免受欺凌或騷擾。本教會的宗旨就是要為教會訂立指引和程序，以建立一個支援的環境，讓全部職員和會友都清楚明白甚麼行為可能會在教會構成欺凌及騷擾。

2. Purpose 目的

The purpose of this policy is to guide the Church's approach to concerns or complaints about bullying and harassment. The primary purpose of this policy is to identify these behaviours and take action to prevent and handle their occurrence in the Church.

本文件的目的，是指引教會如何處理有關欺凌及騷擾事件的擔憂或投訴，而主要目的是要識別這類行為，並採取行動防止及處理這類事件在教會發生。

3. Bullying and Harassment 欺凌及騷擾

Bullying and harassment are often used interchangeably when talking about hurtful or harmful behaviour. They are very similar, but in terms of definition, there is an important difference. They are both about:

當提到傷害或危害他人的行為時，欺凌及騷擾二詞經常交替使用。此二詞十分相似，但就定義而言，二者還是有很重要的分別。兩者同樣都是關於：

- Power and control 權力和操控
- Actions that hurt or harm another person physically or emotionally 涉及傷害或危害他人身體或情緒的行為
- An imbalance of power between the target and the individual demonstrating the negative behaviour 作出不當行為的人與被針對者處於不平等的權力地位
- The target having difficulty stopping the action directed at them 被針對者難以制止別人針對他們

The distinction between bullying and harassment is that when the bullying behaviour directed at the target and is also based on a protected class, that behaviour is then defined as harassment. Protected classes include:

欺凌及騷擾的分別，就是當被針對者同時因為屬於以下受保護類別而遭欺凌時，則他所受的對待就會被界定為騷擾。受保護的類別包括：

- Race 種族
- Colour 膚色
- Religion 宗教信仰
- Sex 性別
- Age 年齡
- Disability 殘障
- National origin 宗籍

4. What is not Bullying 甚麼行為不屬欺凌？

The following behaviours do not constitute bullying:

以下行為並不構成欺凌：

- Reasonable management practices, including performance management and disciplinary procedures;
合理的管理措施，包括工作表現管理和紀律處分程序；
- A direction to carry out reasonable duties and instructions; and
對執行合理職務和指示所作的指導；以及
- A direction to comply with the Church rules, procedures and policies.
對履行教會規條、程序和指引所作的指導

5. Procedures in Managing Claim of Bullying and Harassment

處理欺凌及騷擾投訴的程序

- 5.1 The person concerned feels being bullied is encouraged to raise their concerns with the other party involved, aiming to provide a channel for a two-way communication and clarification.

教會鼓勵感到受欺凌的人士向涉事的另一方提出其關注，目的是讓雙方可以有一個彼此溝通與澄清的渠道。

- 5.2 If the matter is not resolved after the first meeting, the person concerned can raise a claim of bullying with their nominated supervisor and attempt to resolve the claim locally and informally.

如果事情在第一次會面後仍未解決，涉事人可以就欺凌事件，向指定的上級投訴，並嘗試以內部和非正式的方法解決。

- 5.3 Where the attempt to informally resolve the matter fails or is not appropriate, the person concerned should discuss the matter with the Senior Pastor and/or the chairperson of Church Management Committee (CMC).

如果事情無法或不適合以非正式的方法解決，涉事人士應與主任牧師和 / 或執事會主席商討。

- 5.4 If a complaint is lodged, an investigation and verification of the issues will commence according to Part II of this policy.

如接獲投訴，教會將根據本指引的第二部份作出調查和確定。

- 5.5 The Church ensures the bullying claim/complaint is addressed sensitively, promptly and in accordance with Church policy.

教會在處理關於欺凌的聲稱 / 投訴時，須確保能顧及肢體感受、並及時根據教會指引處理。

- 5.6 Confidentiality of the people involved in a claim/complaint is maintained at all times.

所有與投訴有關人士的身份，時刻均須保密。

- 5.7 The Church aims to foster fairness and impartiality throughout the appropriate resolution process.

教會將致力採用合適的調解程序、務求過程公平、不偏不倚。

Part II (Counselling Procedure)

第二部份 (輔導程序)

The counselling procedure is carried out through discussion between the Church representatives and the person concerned. It will be done sensitively, promptly and in accordance with the Bible Principles.

輔導程序仍是透過教會與涉事人商討進行，並會顧及其感受、及時地根據聖經原則處理。

1. Bible Principles 聖經原則

As the Church is the body of Christ (1 Cor 12:27), when handling bullying and harassment cases, the Church should take the Holy Bible as guidance (2Tim 3:16-17). Here are some Bible verses for reference when handling cases:

由於教會是基督的身體（林前 12:27），在處理欺凌及騷擾個案時，教會應按聖經原則而行（提後 3:16-17）。以下是處理個案的一些參考聖經經文：

1.1. Encounter 接觸

“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED.” (Mat 18:15-16, NASB)

「若是你的弟兄得罪你，你要去，趁著只有他和你在一起的時候，指出他的錯來。他若聽你，你就贏得了你的弟兄；他若不聽，你就另外帶一個或兩個人同去，因為『任何指控都要憑兩個或三個證人的口述才能成立』。（太 18:15-16 和修本）

1.2. Discipline 紀律

“If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. (Mat 18:17, NASB)

他若是不聽他們，就去告訴教會；若是不聽教會，就把他看作外邦人和稅吏。（太 18:7 和修本）

1.3. Forgiveness 饒恕

Then Peter came and said to Him, “Lord, how often shall my brother sin against me and I forgive him? Up to seven times?” Jesus said to him, “I do not say to you, up to seven times, but up to seventy times seven.” (Mat 18:21-22, NASB)

那時，彼得進前來，對耶穌說：「主啊，我弟兄得罪我，我當饒恕他幾次呢？到七次夠嗎？」耶穌說：「我告訴你，不是到七次，而是到七十個七次。（太 18:21-22 和修本）

1.4. Lawsuits Discouraged 不鼓勵付諸訴訟

Does any one of you, when he has a case against his neighbour, dare to go to law before the unrighteous and not before the saints? Or do you not know that the saints will judge the world? If the world is judged by you, are you not competent to constitute the smallest law courts? Do you not know that we will judge angels? How much more matters of this life? So if you have law courts dealing with matters of this life, do you appoint them as judges who are of no account in the church? I say this to your shame. Is it so, that there is not among you one wise man who will be able to decide between his brethren, but brother goes to law with brother, and that before unbelievers? Actually, then, it is already a defeat for you, that you have lawsuits with one another. Why not rather be wronged? Why not rather be defrauded? On the contrary, you yourselves wrong and defraud. You do this even to your brethren. (1Cor 6:1-8, NASB)

你們中間有彼此爭吵的事，怎敢告到不義的人面前，而不告到聖徒面前呢？你們豈不知聖徒要審判世界嗎？若世界要受你們的審判，難道你們不配審判這最小的事嗎？你們豈不知我們要審判天使嗎？何況今生的事呢！既是這樣，你們若有今生當審判的事，會讓教會所輕看的人來審判嗎？我說這話是要使你們慚愧。難道你們中間沒有一個有智慧的人能審斷弟兄中的事嗎？你們竟然有弟兄去告弟兄，而且告到不信主的人面前。你們彼此告狀，這已經是你們的大錯了。為甚麼不情願受冤屈呢？為甚麼不情願吃虧呢？你們反倒去冤枉人，虧負人，況且所冤枉所虧負的就是弟兄。（林前 6:1-8 和修本）

2. Procedures 程序

2.1 Investigation and Verification of the Issues Raised

調查和確定所接獲的投訴

- Where complaints have been received in relation to the actions or performance of a staff or a member of the congregation, the Church appoints two committee members (one of whom may be the Senior Pastor) to form a subcommittee to conduct an investigation in order to verify the validity of the issues and concerns raised

如接獲投訴關於教會職員或會眾的行為或表現，教會會委派二人（其中一人可以是主任牧師）組成小組委員會進行調查，以確定投訴事件或關注事項的真偽。

- Human Resources (HR) may attempt to conciliate or mediate the matter, by agreement with the parties, or appoint an appropriate independent (internally or externally) person who will investigate the matter to make findings of fact. 人事功能組（以下簡稱「人事組」）在雙方同意下，或會嘗試調解或協調事情，或指定合適的人士（內部或外來）調查事情，以找出事情的來龍去脈。

2.2 The person concerned must be notified in writing of the date, time and venue of the counselling meeting and the nature of issues to be discussed. The subcommittee members will meet with the person concerned to discuss the identified areas of concern related to work performance or conduct. Discussions should identify what changes or outcomes are required in order to address the concerns raised with a set timeframe.

輔導會議的日期、時間、地點，以及討論事件的性質，均須以書面通知涉事人。小組委員會的成員將與涉事人面談，就所找出與工作表現或操守有關的關注範疇進行討論。這次討論應就如何應對相關事件，找出在指定的時間內所需作出的改變或達成的結果。

2.3 If the conduct of the person concerned falls within the scope of unacceptable behaviour, it may result in disciplinary action such termination of employment or church membership and instant dismissal of the staff. The scope of unacceptable behaviour includes but is not limited to:

涉事人的操守如屬不能接受的行為範疇，則可能會導致紀律處分，包括終止僱傭合約或教會會籍，和即時解僱員工。不能接受的行為包括，但不只限於以下情況：

- Verbal abuse or threats 言語攻擊或威脅
- Any form of physical abuse or corporal punishment
任何形式的身體攻擊或體罰
- Remarks which could be seen as offensive or constitute sexual harassment
冒犯性或可構成性騷擾的評論
- Intimidatory behaviour 威嚇行為
- Fraud and theft 欺詐及偷竊
- Attendance at work while under the influence of alcohol or non-prescription drugs
在酒精或非處方藥物的影響下上班工作
- Breach of any act or legislation relating to their employment
違反與工作相關的規條或法律

When the investigation is completed, the subcommittee will provide a report to the CMC. 待調查結束後，小組委員會需向執事會提交報告。

2.4 After CMC makes a decision based on the findings of the investigation, a meeting with the person concerned will be held in order to implement the action in relation to counselling, disciplinary action and/or termination of employment or church membership.

執事會根據調查結果作出決定之後，涉事人將獲邀出席會議，以便執行有關輔導、紀律處分和 / 或終止僱傭合約或教會會籍的決定。

3. Record of Meetings 會議記錄

The Church ensures appropriate records are maintained throughout the resolution process. Where appropriate, the content and any specific outcomes or requirements identified during the meeting with the person concerned will be recorded in writing by the subcommittee members, with a copy given to the person concerned, CMC and HR for filing.

教會將確保為整個調解過程保留合適的記錄。如有需要，會議期間與涉事人所找出的內容，以及任何具體結果或要求，將由小組委員以書面記錄，副本分發予涉事人、執事會及人事組存檔。

Approval Date 通過日期	16/11/2021
Effective Date 生效日期	16/11/2021
Date of Last Revision 上次修訂日期	08/11/2021
Date for Policy Review 指引修訂日期	