

# Anti-Discrimination and Anti-Harassment Policy

English Version : 《反歧視和反騷擾政策》英文版

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## 1.0 Purpose

The Hong Kong Speed Skating Academy Limited (hereinafter referred to as “the Academy”) is committed to creating a safe and inclusive training and learning environment, so that all class participants and Accademy staff/volunteers receive respect and equal treatment, free from discrimination and harassment. The principle of "zero tolerance" is adopted for discrimination and harassment, and there are channels for complaints. Any case established through investigation will be corrected through disciplinary measures, dismissal, and/or removing the right of a skater to participate in future classes. If the circumstances are serious (such as, if the case involves a minor under the age of 18), the perpetrator may be reported to relevant authorities and subjected to prosecution under relevant legislation in the Hong Kong Special Administrative Region.

## 2.0 Scope

The policy is applicable to the Hong Kong Speed Skating Academy Limited, its full-time and part-time coaching staff, executive and management staff, volunteers, class participants, parents/guardians/companions of class participants, and under some circumstances, staff from collaborating venues.

## 3.0 Definitions

### 3.1 Discrimination

Discrimination is any negative behavior or attitude toward someone, such as giving unequal treatment, refusing to provide benefits, or being treated unfairly, etc., based on personal characteristics including but not limited to nationality, religion, race, party affiliation, color, age, gender, sexual orientation, gender identity, physical and mental disabilities, pregnancy, marriage and family status, language, ideology, political stance, group background, past union membership, protected genetic information or appearance, facial features and other personal

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characteristics, showing any form of discriminatory behavior or attitude towards the objects, applicants and anyone related to the Academy's business under section 2.0 of this statement (unless such characteristics are determined by the Academy to severely inhibit safe participation in classes).

## 3.2 Harassment

Harassment is an unwelcome behavior that offends, humiliates, or intimidates another person, and creates an unpleasant environment for the victim, and even threatens the person's personal safety or the right to use property/premises. When a specific case occurs, the determination of harassment should be based on the specific facts such as the background of the incident, the environment, the relationship between the parties, the words and behavior of the perpetrator, and the perception of the counterparty.

### 3.2.1 Sexual Harassment

In addition to crimes of sexual assault, "sexual harassment" also includes sexual conduct or gender-related behaviors against the wishes of others, behaviors that cause the other party's disgust and/or improperly affect their normal life. Sexual harassment also includes, but is not limited to:

- A. Using the other's submission or rejection of the behavior as a condition for obtaining, losing or detracting from the rights and interests related to work, education, training, services, plans, and activities.
- B. Displaying or broadcasting texts, pictures, sounds, images or other objects, or by discriminating, insulting words and deeds, or by other means, harming the dignity of others, or creating situations that make people fearful, hostile, or offensive, or improperly affect their work, education, training, services, plans, activities or normal life.
- C. Touching others in an inappropriate or sexual manner — unsolicited or unwanted touching that involves a person's genitals, buttocks or private parts.

### 3.2.2 Gender Harassment

Gender harassment is another form of sexual harassment. It refers to gender discriminatory remarks (including speech and attitude) that are prejudicial, insulting, derogatory, hostile or offensive, to a specific gender (such as "tomboy" and "sissy", etc.); offending the other party or making them uncomfortable.

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### 3.2.3 Stalking

Refers to using people, vehicles, tools, equipment, electronic communications, or other methods to repeat or continue one of the following behaviors against a specific person against their will and related to sex or gender to make them feel fearful enough to affect their daily life or social activities:

- A. Monitoring, observing, or tracking the whereabouts of a specific person
- B. Approaching a specific person's workplace, school, home or where work or activities are frequent by stalking, waiting, following or other similar methods.
- C. Warning, threatening, mocking, insulting, discriminating, hating, and derogatory speech or actions to a specific person.
- D. Disturbing specific person(s) by telephone, fax, electronic communication or Internet.
- E. Inform or produce messages or items harmful to a specific person and reputation.

### 3.2.4 Other Harassment

A: Physical harassment, violent harassment, psychological harassment, verbal harassment and abuse of someone based on personal characteristics, including but not limited to nationality, religion, race, party affiliation, skin color, age, sexual orientation, gender identity, physical and mental disability, medical history, pregnancy, marriage, family status, language, ideology, political stance, group background, previous union membership, protected genetic information or appearance, facial features, etc.

B: Explicit abuse of coaching power towards a participant/athlete (including, but not limited to, physical, verbal and psychological means) also constitutes harassment.<sup>1 2 3</sup>

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<sup>1</sup> When engaged in coaching, coaches recognize the power they hold over athletes and therefore avoid engaging in conduct that is personally demeaning to athletes and other participants.

<sup>2</sup> It is the primary responsibility of coaches to ensure a safe training environment. Academy coaches take reasonable steps to avoid harming their athletes or other participants, and to minimize harm where it is foreseeable and unavoidable.

<sup>3</sup> Physical contact between a coach and an athlete is sometimes necessary during the coaching process; such as when athletes require detailed adjustment to technique. Coaches should ensure that no action on their part could be misconstrued or experienced as inappropriate. When correcting technique on a skater, coaches are advised to verbally instruct the skater first. When physical contact is necessary to correct technique, coaches are encouraged to use the back of their hands or clenched fists if touching the skater. Particularly, the needs of participants under the age of 18 and participants with disabilities and others who may be vulnerable must be taken into account.

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## 4.0 Responsibility

### 4.1 Participants/Students

**4.1.1** Avoid any form of discrimination or harassment.

**4.1.2** Reflect the values and ethics of this policy statement during Academy classes and in contact with other participants/students and Academy staff/volunteers.

**4.1.3** Notify Academy coaches or make use of the complaint channel upon discovery of discriminatory or offensive behavior (section 6.0).

**4.1.4** Cooperate fully with the investigation on any complaint of discrimination or harassment.

### 4.2 Academy coaches and other affiliated staff/volunteers

**4.2.1** Avoid any form of discrimination or harassment.

**4.2.2** Reflect the values and ethics of this policy statement during Academy classes and in contact with other participants/students and Academy staff/volunteers. Address potential problems before they become serious.

**4.2.3** Take immediate action when discriminatory or harassing behavior is discovered, or a similar situation is suspected. After discovering or suspecting a violation of this policy statement, elevate the matter to the Academy Executive Committee immediately.

**4.2.4** Cooperate fully with the investigation on any complaint of discrimination or harassment.

**4.2.5** For coaches/staff/volunteers engaged in coaching responsibilities, they should be aware of an inherent power differential between themselves and skaters/participants and use caution to avoid abuse of power that harms or harasses class participants and/or other Academy coaches, staff, and volunteers.

## 5.0 Management Systems

### 5.1 Promotion and training

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Through regular internal meetings, internal announcements, e-mails, and other opportunities and methods to convey information, the Academy will seek to actively publicize this policy statement to class participants and staff/volunteers affiliated with the Academy, and continue to promote internal anti-discrimination and anti-harassment education and training within the Academy.

## 5.2 Complaint Method

Regarding discrimination or harassment, the complainant can be named or remain anonymous, and report specific facts, relevant information and documents. Unless otherwise provided by law, the Academy and the third party entrusted to investigate and report matters (if applicable) will keep confidential of the report or complainant and the content of the report, and take appropriate protective measures in accordance with the law to protect the personal information and privacy of the report or the complainant, and prevent unfair retaliation or treatment to the complainant.

## 5.3 Corrective Actions

All cases regarding potential violations of this policy statement will be thoroughly investigated by the Executive Committee of the Hong Kong Speed Skating Academy Limited. If the investigation results show that there is indeed a violation of this policy, the Academy will take appropriate measures to correct the violation and avoid similar behaviors in the future. Under necessary circumstances, the Academy will impose warnings, punishments or unfavorable sanctions on the perpetrator (such as, removing the right of a skater to participate in future classes) within the scope of laws and regulations of Hong Kong in accordance with the circumstances of the violation. If the circumstances are serious (such as, if the case involves a minor under the age of 18), the perpetrator may be dismissed and the case details may be revealed to relevant authorities for handling.

## 5.4 Information Disclosure

The Academy can disclose the *number* of discrimination and harassment complaints (if any), cases established after investigation (if any), and corrective measures (if any) within any

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timeframe and by any reasonable communication. The Academy will not actively disclose personal information to the public and will take appropriate protective measures to keep confidential the report or complainant and the content of the report.

## 6.0 Complaint Channels

The Academy is committed to eliminating any form of discrimination and harassment through different communication channels. If any violation, suspected violation or possible violation of this policy is found, it can be reported or appealed through the following channels:

- 1) Email address for enquiries and complaints: [info@hkspeedskating.org](mailto:info@hkspeedskating.org)
- 2) Online form for complaints and suspected violations of the Anti-Discrimination and Anti-Harassment Policy: [www.hkspeedskating.org](http://www.hkspeedskating.org) > Contact Us > Complaints and Suspected violations of the Anti-Discrimination and Anti-Harassment Policy
- 3) Private WhatsApp for Complaints and Suspected violations of the Anti-Discrimination and Anti-Harassment Policy: +(852)-9247-3392

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Approved by the Hong Kong Speed Skating Academy Limited Executive Committee on April 22, 2022 and effective immediately.