

Equal Opportunities in Employment
Guidance Notes on Staff Performance Management /Appointment Review /
Promotion Processes

1. The University is committed to the active pursuit of equal opportunity in employment. In this regard, staff members should take note that legislation on equal opportunities in Hong Kong have made it unlawful for any person to discriminate against an employee on the grounds of sex, pregnancy, marital status, disability, family circumstances and race.

Application of Performance Expectations/Core Competencies/Review or Promotion Criteria

2. Staff members involved in the staff performance management /appointment review /promotion processes in the capacities as supervisors /appraisers or as members of relevant review panel should ensure that appraisees are being treated fairly. The assessment or review should be made on the relevant aptitudes, performance, competencies, skills and abilities of the staff concerned on the basis of the performance expectations/core competencies/ review or promotion criteria as established for the respective staff grades. In this regard, it may be helpful to remember that:
 - a. it is not appropriate to make assumption about the abilities of persons with a disability, or on the grounds of sex, marital status, family status, pregnancy or race, which may not truly reflect the individual; and
 - b. it is unlawful to instruct or put pressure on others to discriminate.

Conducting Interviews

3. In case interview with the appraisee is required, staff members involved in the interview should be reminded that **only areas relevant to the performance of the appraisee should be discussed**. Hereunder are some helpful points to follow:
 - a. Questions that could likely give rise to allegation of discrimination should be avoided. Examples are questions relating to the person's spouse, children, family, race or medical information. Although there is currently no Ordinances governing discrimination on the grounds of age, religion or sexual orientation, questions that could be construed as discrimination on these grounds should also be avoided.
 - b. Where it is necessary to assess whether personal circumstances will affect performance of the job, this should be discussed objectively without posing questions about race, marital status, children, family and domestic obligation.
 - c. Questions about the person's child-bearing plan and who will take care of the children should not be asked.
 - d. It is not appropriate to ask questions relating to how a male employee feel working in an office environment which is predominantly female; and vice versa.