



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU



# A Campus of Gender Equity

*Prof. Greta S. P. MOK*  
*Gender Equity Officer*



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The University of Macau is committed to providing a safe, healthy, and gender-friendly environment for academic and career pursuits, by sharing with all staffs and students the University's views on professional conducts and gender equity.



# Gender Equity

It is essential that all the University members respect one another and the University strives to maintain an academic and work environment that is free from sexual harassment and sexual bullying.

The University has zero tolerance of sexual harassment and sexual bullying and will take prompt legal and disciplinary action where the case is substantiated.



# Gender Equity

**Sexual harassment** is an unwelcome or unwanted conduct of sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, visual, or physical conduct of sexual nature.

**Sexual bullying** is any coercive behavior or act against somebody, through the use of any tool, technological or otherwise, based on or by taking advantage of their sexuality or gender regardless whether the behavior or act in question is physical, verbal or otherwise and regardless whether it is carried out in their presence or absence.

# Stipulations established by UM

## The Personnel Statute of the UM

### Article 12 Obligations of Personnel

1. The obligations of the UM staff members shall be:

1) **Respecting** and **treating with civility both superiors and subordinates**, colleagues and all other persons who have relations with UM;

## Guidelines on the Professional Conduct for the Academic Staff of the UM

### II. Ethical Commitments

- 2.2 **Deal with students respectfully** and **fairly** without discrimination of any kind.
- 2.3 **Exercise due care for students** and pay close attention to their whole person development.
- 2.10 Avoid placing students in situations which may unnecessarily cause them embarrassment.

## Guidelines for Handling Sexual Harassment and Sexual Bullying Cases of the UM

# Stipulations established by UM

All related guidelines are in harmony with our educational ideal as conceived  
University Motto –

**Humanity, Integrity, Propriety, Wisdom and Sincerity**

# Committee on Gender Equity



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性別平等委員會

COMMITTEE ON GENDER EQUITY



Chair

Mr. Pang Chap Chong, Paul (Dean of Students)

Ex-officio  
Member

Gender Equity Officer – Prof. Mok Seng Peng, Greta, FST

Member

Academic staff representatives

- Prof. Carlos Jorge Ferreira Silvestre, FST

- Prof. Lei Lai Cheng, Victoria, FAH

Administrative staff representatives

- Ms. Chu Yun Pik, SAO

- Mr. Song Kit Io, ICI

Student representatives

- Ms. Zeng WeiLing, UMPA

- Mr. leong Man Keng, UMSU

Legal  
Consultant

Prof. Lui GaoLong, FLL

Secretariat  
Support

Representative from Human Resources Section of Office of Administration

# Committee on Gender Equity

## Terms of Reference

- To promote gender equity in the University by way of publicity, education or any other means.
- To monitor the situation of gender equity in the University and assist in the investigation and handling of complaints when necessary.
- To devise, review and modify the guidelines, for handling the gender equity issues or any other related guidelines.
- To assist in instituting and implementing the University's gender equity initiatives.

Email: [gender\\_equity@umac.mo](mailto:gender_equity@umac.mo) | Webpage: <http://www.umac.mo/cge>





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# 性別平等主任

## Gender Equity Officer

 [GE\\_Officer@umac.mo](mailto:GE_Officer@umac.mo)

- To provide information and advice to staff members and students with the objective of effecting a gender equity environment on campus;
- To entertain formal complaint from any staff member or student who believes that he or she has been or is being sexually harassed or bullied;
- To provide the complainant information and advice on the options and procedures of lodging a formal complaint including reporting to the police if the conduct under complaint appears to have constituted a criminal offence;
- To require all units in the University to report received complaints and offers advice on handling them. The Gender Equity Officer shall file all the complaints received which meet the required conditions;
- To attend the CGE meetings as an ex-officio member.



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## Protecting yourself and seek help

- Say “no” to any sexual harassment or sexual bullying.
- Be calm and collect evidence about the incident, seek help and report it immediately.



Try to choose a suitable public place for the one to one meeting with your colleague or student. If not possible, keep the door of the office open or ask to leave it open while the meeting is on.



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# Procedures for Lodging Complaints about Sexual Harassment and Bullying

**The complainant reports the incident to the Unit Head / Gender Equity Officer verbally or in writing**

以書面或口頭形式向部門主管/性別平等專員提出投訴



**The Gender Equity Officer receives the complaint**

性別平等專員接收投訴個案



**The Gender Equity Officer reports the complaint and provides recommendations to the CGE**

性別平等專員向性別平等委員會報告投訴個案及提出建議



**The CGE conducts a preliminary investigation and provides recommendations to the Rector, who shall decide on the appropriate action to be taken**

性別平等委員會進行初步調查，並向校長提出建議，由校長決定應採取之行動



**The Gender Equity Officer shall inform the complainant of the decision**

性別平等專員應將有關決定通知投訴人

**CONFIDENTIAL**

# Reference in Macau Penal Code

Effective from 26 Aug 2017

- Sexual harassment (semi-public crime, Article 164-A) & other sexual crimes – newly written into the stipulation

For more information, please visit:

<http://bo.io.gov.mo/bo/i/95/46/codpencn/codpen0001.asp>





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# Contact Points

## Committee on Gender Equity (CGE)

### 性別平等委員會

Email: [gender\\_equity@umac.mo](mailto:gender_equity@umac.mo)

Webpage: <http://www.umac.mo/cge>



## Gender Equity Officer

### 性別平等專員

Email: [GE\\_Officer@umac.mo](mailto:GE_Officer@umac.mo)





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It is all about respect to yourself  
and others...



**Prevention is the Best Policy**



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UM is a place where we learn, work, and grow together, let's have a campus of gender equity.

