

國立中山大學教職員工執行職務遭受不法侵害預防辦法

Regulations for Prevention of Workplace Violence

106年10月11日106學年度第1學期第3次行政會議通過
107年4月30日106學年度第二學期第1次環境保護暨職業安全衛生委員會修正通過
107年6月6日106學年度第二學期第7次行政會議修正通過
108年7月23日107學年度第2學期毒化物管理暨第2次環境安全衛生委員會聯席會修正通過
108年11月27日108學年度第1學期第7次行政會議修正通過
111年03月30日110學年度第2學期第4次行政會議修正通過
112年12月21日112學年度第2次環境保護暨職業安全衛生委員會聯席會會議修正通過
113年04月03日112學年度第2學期第4次行政會議修正通過
113年06月12日112學年度第2學期第9次行政會議修正通過
Amended and approved at 9th Executive Meeting on June 12, 2024

第一條 本校為符合「職業安全衛生法」、「職業安全衛生法施行細則」及「職業安全衛生設施規則」規定，避免校內工作者因執行職務所遭遇的內部及外部職場不法侵害事件，訂定本辦法；法律或本校其他法規有特別規定者，依其規定。

I. These regulations are formulated to comply with the *Occupational Safety and Health Act, Enforcement Rules of the Occupational Safety and Health Act, and Regulations for Occupational Safety and Health Facilities* to prevent employees on duty from internal and external workplace violence. Other specific provisions of laws or the University's regulations shall prevail.

第二條 本辦法所稱職場不法侵害為校內所有教職員工生因執行職務，於勞動場所遭受雇主、主管、同事、服務對象或其他第三方造成身體或精神傷害之不法侵害，如：

II. Workplace violence herein refers to physical and mental harm, inflicted by employers, supervisors, colleagues, service recipients, or other third parties on faculty, staff, or students on duty at workplace. The infringement could include:

- 一、肢體不法侵害。
 1. physical violence,
- 二、心理不法侵害。
 2. mental violence,
- 三、語言不法侵害。
 3. verbal violence, and
- 四、性騷擾。
 4. sexual harassment.
- 五、跟蹤騷擾。

5. Stalking and Harassment.

第三條 本校應提供安全、尊嚴、無歧視、互相尊重包容及機會均等之職場文化。

III. The University shall foster the workplace culture of safety, dignity, non-discrimination, mutual respect, inclusiveness, and equity.

第四條 本辦法相關施行措施如下：

IV. Pertinent measures herein are as follows:

一、建置本校教職員工生執行職務遭受不法侵害預防相關規範，協調及整合相關資源。

1. preventive measures with coordinated and integrated resources to address illegal infringement which the faculty, staff, and students may encounter during their duties,

二、辨識及評估危害風險。

2. identification and assessment of hazards and risks,

三、適當配置作業場所。

3. appropriate arrangement of workplaces,

四、依工作適性適當調整人力。

4. adjustment of human resources corresponding to the nature of positions,

五、辦理危害預防及溝通技巧教育訓練。

5. giving training sessions on hazard prevention and communication skills,

六、建立職場暴力事件之處置程序。

6. formulating SOP for addressing workplace violence incidents, and

七、執行成效之評估及改善。

7. assessment and improvement on the effectiveness of execution.

第五條 本校所有工作者均有責任協助確保其他工作者免於職場不法侵害之工作環境，任何人知悉本校職場不法侵害事件，應通知本校相關權責單位。

V. All personnel of the University shall bear the responsibility to help ensure a workplace free from violence for their colleagues. Anyone aware of workplace violence on campus shall promptly notify the units in charge.

第六條 校內工作者遇到職場不法侵害處置方式：

VI. Individuals facing workplace violence may respond by:

- 一、 向同單位之工作者尋求建議與支持。
- 1. seeking suggestions and support from colleagues,
- 二、 與行為人理性溝通，表達自身感受。
- 2. communicating rationally with the person in concern and expressing discomfort,
- 三、 盡可能以錄音或任何方式記錄行為人行為做為證據。
- 3. keeping audio or other ways of recording the misconduct as evidence if possible, or
- 四、 向校內提出申訴。
- 4. submitting a grievance to the University.

第七條 職場不法侵害申訴案件收件窗口為秘書室，進行受害人身分確認後，建議受害人依事件屬性向本校已依法建置之申訴評議委員會提起申訴，非屬行政處分、管理措施、工作條件之單純事實行為逕向校安單位或直屬長官提出申告。

前項職場不法侵害加害人為校長者，逕向教育部提出申訴，其處理程序依教育部相關規定辦理。

VII. The Office of the Secretariat shall be the contact window for matters pertinent to workplace violence. Upon confirming the identity of the grievant and nature of incident, the said office shall suggest that the grievant files a grievance to the coresponding appeal handling committee, or directly reports to either the Campus Safety and Security Division of the OGA or the affiliated supervisor if the said incident is not pertinent to an administrative action, managerial measure, or working condition.

If the victim of the aforementioned workplace assault is a school principal, the victim may file a complaint with the Ministry of Education. The procedures for handling such complaints will be handled in accordance with the relevant regulations of the Ministry of Education.

第八條 教職員工生執行職務遭受不法侵害預防之業務承辦單位為學務處諮商與健康促進組。

VIII. The Counseling and Health Service Division of the OSA shall be the unit responsible for the affairs related to the regulations herein.

第九條 申訴或通報處理過程應客觀、公平、公正，落實被害人、行為人之權益保障與隱私保護。本校絕對禁止對申訴人、通報人或協助調查者有任何報復之行為，若有，將依校內規定進行相關懲處。

IX. The grievance or reporting process shall uphold objectiveness, fairness, and impartiality, ensuring the protection of rights, interests, and privacy of both grievant and the person in concern. The University strictly prohibits any

form of retaliation against the grievant, informant, or anyone assisting in the investigation. Any instance of retaliation shall result in administrative actions in accordance with the University's regulations.

第十條 本校預防職場不法侵害相關成果定期於環境保護暨職業安全衛生委員會報告，報告資料應保護教職員工生隱私，以整合性資料、數據呈現，對於未能達績效指標之缺失，透過會議檢討研議改善之對策。

X. Outcomes of workplace violence prevention shall be regularly reported at the Environmental Protection and Occupational Safety and Health Committee meetings. The reports shall safeguard the privacy of faculty, staff, and students, present holistic information and data. If the said outcomes fall below expectations, improvement measures shall be deliberated during these meetings.

第十一條 本校預防教職員工生執行職務遭受不法侵害相關作業方式及處理流程另以作業細則訂定之。

XI. Matters regarding detailed implementation and handling procedures are formulated separately.

第十二條 本辦法經行政會議審議通過，陳請校長核定後實施，修正時亦同。

XII. The regulations are approved by the Executive Meeting and the President before implementation. Amendments to these regulations shall follow the same procedure.