



The Hebe Haven Yacht Club Limited 白沙灣遊艇會  
10.5 Miles, Hiram's Highway, Pak Sha Wan, Sai Kung, N.T. Hong Kong  
香港 新界 西貢 白沙灣 西貢公路 10 哩半  
電話 T: +852 2719 9682 傳真 F: +852 2358 1017 電郵 E: hhyc@hhyc.org.hk  
www.hhyc.org.hk

22 January 2019

## CODE OF CONDUCT FOR MEMBERS AND EMPLOYEES

**The Hebe Haven Yacht Club Limited ("Club") is committed to provide a safe and healthy environment for members and employees.**

**All employees have the right to attend a workplace free of harassment and any type of discrimination.**

**All employees ultimately report to and take instructions from the Club's General Manager who in turn takes instruction from the General Committee acting through the Commodore.**

Our employees will be helpful, polite and approachable at all times and will treat members and each other fairly and respectfully.

It is the responsibility of all members and their guests to show mutual sensibility and respect for our employees free of threats, harassment and discrimination.

The Club will not tolerate physical or verbal abuse directed towards either employees or members and those who display such antisocial behavior will be subject to the disciplinary procedures set out in the Club's Articles of Association and its Bye Laws.

Any complaint of a breach of the Code of Conduct should be fully documented and forwarded in writing to the Club's General Manager for the attention of the General Committee.

Thank you for your consideration and co-operation.

*Issued by direction of the General Committee:*

Lisa Keatley  
General Manager





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## 會員及員工操守守則

白沙灣遊艇會（「本會」）致力為會員及員工提供安全及健康的環境。

所有員工均有權享有免受騷擾及任何歧視的工作環境。

所有員工最終須向本會總經理匯報及遵從其指示，而總經理則透過會長接獲並遵從執行委員會的指示。

本會員工一直秉持公平及互相尊重的工作態度，有禮和善並樂意協助彼此及各會員。

會員及其賓客均有責任尊重本會員工，避免任何恐嚇、騷擾及歧視事件發生。

本會不會容忍任何人士對員工或會員施以身體或言語侮辱，任何人士如有違反，將會按照本會公司章程及其附例所載的紀律程序遭受處分。

任何有關違反操守守則的投訴均須以書面形式正式記錄及送交本會總經理，提請執行委員會垂注。

感謝您們的體諒及合作。

由執行委員會指示發佈：

Lisa Keatley

白沙灣遊艇會總經理

2019 年 1 月 22 日