**元智大學教職員工性騷擾（性別歧視）事件申訴書**

**密件**

**Confidential**

**Yuan Ze University Faculty/Staff Filing A Complaint for Sexual Harassment (Sexual Discrimination)**

（有法定代理人、委任代理人者，請另填法定代理人、委任代理人資料表）

(For complaint cases where there are legal representatives or designated representatives for the victims, please complete the information form at the back)

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| **申請人資料Information of Complainant** | □被害人 Victim | □檢舉人Third-Party Reporter□法定代理Legal Representative□委任代理人Designated Representative | 與被害人之關係Relationship to Victim:被害人姓名Name of Victim: |
| 姓名Name |  | 性別Gender | □男 Male□女 Female | 出生年月日Date of birth | 　 　年　 　月　　 日（ 　 歲） yy/ mm/ dd (Age: ) |
| 身分證統一編號(或護照號碼)ID number (or passport number) |  | 聯絡電話Contact Tel No. |  | 服務單位Service Unit |  | 職稱Position |  |
| 住(居)所Residential address | 　　　縣市　　村里　 　　　路　 　　段巷　 　　弄　　 　號　　 　樓\_\_\_ F, No. \_\_\_, Aly. \_\_\_, Sec./Ln. \_\_\_, \_\_\_ Rd., \_\_\_ Village, \_\_\_ City/County |
| 公文送達(寄送)地址Address for documents to be delivered | □同上 same as above □另列如下 as follows 縣市　　村里　 　　　路　 　　段巷　 　　弄　　 　號　　 　樓\_\_\_ F, No. \_\_\_, Aly. \_\_\_, Sec./Ln. \_\_\_, \_\_\_ Rd., \_\_\_ Village, \_\_\_ City/County |
| **申訴事實內容Facts and Content of Complaint** | 行為人姓名(加害人)Name of Offender | □不詳Unknown | 服務單位Served Unit | □職稱Position：　　　聯絡電話Contact Tel No.：□不詳Unknown |
| □曾於 ever |  年 月 日以□口頭 □電話 □傳真 □電子郵件 □其他方式，向 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 提出 □調查申請□報案 □訴訟陳情。 yy/ mm/ dd □raise an application for investigation □report to the police  □litigate or state to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ in person□via phone□via fax□via e-mail□ through other methods |
|  □不曾於never |
| 事件發生時間Date and time of the incident | 　　　 年　　　月　　　日　　□上午□下午　　　　時　　　　分yy mm dd □a.m. □ p.m. hh mm |
| 事件發生地點Location of the incident |  |
| 事件發生過程Description of the incident |  |
| **請求**事項**Request** | （申請人**對處理的期待與要求**）(Expectations and requests of the complainant regarding processing of the case.)  |
| **相關證據Relevant evidence** | （請條列附件，並檢附之；無者填「無」）(Please list attachments below; leave blank if not applicable.) |
| **依行政程序法第22條規定，未滿18歲且未婚之未成年者性騷擾申訴，應由其法定代理人提出。****Pursuant to Article 22 of the “Administrative Procedure Act”, a minor who is unmarried and under the age of 18 shall have their legal representative file the sexual harassment complaint for them.****申訴人（法定代理人或委任代理人）簽名或蓋章：****Signature or seal of the complainant (legal representative or designated representative):****申訴日期：　　年　　月　　日Filing date:(Y/M/D)** |
| 備註：1. 本申訴書填寫完畢後，應影印一份予申訴人留存。
2. 委任代理人須檢附委任書。
3. 本校經證實申訴人有誣告之事實，應依法對申訴人為適當之懲處。
4. 本校應於接獲申訴調查時，於三日內將本事件交由本校性別平等教育委員會調查處理，於二十日內，以書面通知申訴人是否受理。不受理之書面通知應敘明理由，並告知申訴人申復之期限及受理單位，並應副知主管機關。
5. 本校性別平等教育委員會受理後，應於二個月內調查完成，必要時，得延長一個月，並應通知當事人。
6. 在申訴程序中，申訴人、原處分單位或其他關係人，就申訴事件或其牽連之事項，提出民事訴訟、刑事訴訟或行政訴訟者，應即通知本校性別平等教育委員會。
7. 本申訴書所載當事人相關資料，除有調查之必要或基於公共安全之考量者外，應予保密。

Notes:* + - 1. One photocopy of the completed form shall be provided to the complainant.
			2. A power of attorney agreement shall be attached if a designated representative is employed for this case.
			3. If a false accusation by the complainant is confirmed, the University shall execute proper punishment/penalties regarding the complainant in accordance with the law.
			4. The University shall refer the case to the Gender Equality Education Committee established by the University within three days for further investigation and processing, and will inform the complainant in writing of the acceptance or rejection of the investigation within twenty days. The written rejection notice shall include clear reasons for the rejection; the complainant shall be informed of the deadline and the receiving office for reapplication, and the competent authority shall be informed as well.
			5. The Gender Equity Education Committee of the University shall complete the investigation within two months upon receipt of the application or complaint. If necessary, the investigation may be extended, provided that it shall be extended no more than one month for each extension, and the Committee shall notify the complainant.
			6. The Gender Equality Education Committee of the University will be informed of any civil, criminal, or administrative litigation filed regarding the incident or other related items by the complainant, original disciplinary authority, or other parties involved during this complaint process.
			7. Information on the parties involved in the case as disclosed in this form shall be kept confidential, except when required for the investigation or because of concerns over public safety.
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**法定代理人資料表 Information of the legal representative**

**（依行政程序法第22條規定，未滿18歲且未婚之未成年者之性騷擾申訴，應由其法定代理人提出。）**

(Pursuant to Article 22 of the “Administrative Procedure Act”, a minor who is unmarried and under the age of 18 shall have their legal representative file the sexual harassment complaint for them.)

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| **法定代理人資料 Information of the legal representative**Information of the legal representative | 姓名Name |  | 性別Gender | □男Male□女Female | 出生年月日Date of birth | 　　年　　　月　　　日（　　歲） yy/ mm/ dd (Age: ) |
| 身分證統一編號(或護照號碼)ID number (or passport number) |  | 聯絡電話Contact Tel. No. |  |
| 住（居）所Residential address | 　　縣市　　鄉鎮市區 村里　 　路街　 　　段巷　 　　弄　　 　號　　 　樓\_\_\_ F, No. \_\_\_, Aly. \_\_\_, Sec./Ln. \_\_\_, \_\_\_ Rd., \_\_\_ Village, \_\_\_ City/County |
| 職業Occupation | □學生Student □服務業Service industry□專門職業Expertise□農林漁牧Agriculture, forestry, fishery, or animal husbandry□工礦業Mining industry□商業Commercial industry□公務人員Government employee□教職人員Teacher□軍人Soldier□警察Policeman□神職人員Clergy □家庭管理Homemaker□退休Retired□無工作 Unemployed□不詳Unknown□其他Others： |
| 關係Relationship |  |

**委任代理人資料表（無者免填）**

**Information of the designated representative (leave blank if not applicable)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **委任代理人資料 Information of the designated representative**i | 姓名Name |  | 性別Gender | □男Male□女Female | 出生年月日Date of birth | 　　年　　　月　　　日（　　歲） yy/ mm/ dd (Age: ) |
| 身分證統一編號（或護照號碼）ID number (or passport number) |  | 聯絡電話Contact Tel. No. |  |
| 住（居）所Residential address | 　　縣市　　鄉鎮市區 村里　 　路街　 　　段巷　 　　弄　　 　號　　 　樓\_\_\_ F, No. \_\_\_, Aly. \_\_\_, Sec./Ln. \_\_\_, \_\_\_ Rd., \_\_\_ Village, \_\_\_ City/County |
| 職業Occupation | □學生Student □服務業Service industry□專門職業Expertise□農林漁牧Agriculture, forestry, fishery, or animal husbandry□工礦業Mining industry□商業Commercial industry□公務人員Government employee□教職人員Teacher□軍人Soldier□警察Policeman□神職人員Clergy □家庭管理Homemaker□退休Retired□無工作 Unemployed□不詳Unknown□其他Others： |
| **＊檢附委任書 A power of attorney agreement shall be attached** |

**----------------------處理情形摘要（以下申訴人免填，由接獲申訴單位自填）------------------------**

------- **Description of Processing Status (For authorized staff of the Receiving Office only)**------

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| --- | --- | --- | --- | --- | --- | --- |
| **受理單位**Receiving Office | 單位名稱Title of Office |  | 接案人員Receiving Officer |  | 職稱Position |  |
| 聯絡電話Contact Tel No. |  | 接獲申訴Time of Receipt | 　　 年　　 月　　 日 □上午□下午　　時　　分yy mm dd □a.m. □p.m. hh mm |
| **處理或移送流程摘要Description of Processing Status** | * 1.資料不齊，請申訴人於十四日內補正資料，否則不予受理。

Where the documents or information is held defective, for those situations that could be remedied, the complainant must make rectification within fourteen days. Any modified and supplemented documents submitted later than this will not be accepted.* 2.於三日內，將本事件交由本校性別平等教育委員會調查處理。

The complaint shall be referred to the University’s Gender Equity Education Committee within three days to be processed and investigated.* 3.本校非加害人所屬之機關、學校或僱用人，將於七日內將本申訴書及相關資料移送桃園市政府之權責單位處理。

If the institution, school or employer receiving the complaint form is not the offender's institution, school or employer, it shall transfer the complaint form and related information to the competent authority of Taoyuan City Government within seven days.* 4.本案係屬性騷擾防治法第25條：申訴人現暫不提申訴，已告知**申訴人可依性騷擾防治法第13條於性騷擾事件發生後一年內，向本校提出申訴。**

This case falls under Article 25 of the Sexual Harassment Prevention Act: The complainant is currently not pursuing the complaint and has been informed that he/she can file a complaint with the University under Article 13 of the Sexual Harassment Prevention Act within one year of the occurrence of the sexual harassment incident.* 5.係屬性別工作平等法第12條：申訴人現暫不提申訴，已告知**申訴人可依性別工作平等法第30條於性騷擾事件發生後十年內，向本校提出申訴。**

This case falls under Article 12 of the Act of Gender Equality in Employment: The complainant is currently not pursuing the complaint and has been informed that he/she can file a complaint with the University under Article 30 of the Act of Gender Equality in Employment within ten years of the occurrence of the sexual harassment incident. |
| **上情經當場告知申訴人或交付閱覽，申訴人認為無誤。****The above record is read out or allowed to be read by the complainant, who herein confirms that the content contains no error.****申訴人(法定代理人或委任代理人)簽名或蓋章：****Signature or seal of the complainant (legal representative or designated representative):****中華民國 年 月 日 Filing date:(Y/M/D)** |
| **備註：**1. 本申訴書填寫完畢後，應由「受理單位」影印一份予申訴人留存。
2. 本申訴書所載當事人相關資料，除有調查之必要或基於公共安全之考量者外，應予保密；負保密義務者洩密時，應依刑法或其他相關法規處罰。
3. 本校應於接獲申訴調查時，應於三日內將該事件交由所設之性別平等教育委員會調查處理，於二十日內，以書面通知申訴人是否受理。不受理之書面通知應敘明理由，並告知申訴人申復之期限及受理單位。
4. 在申訴程序中，申訴人、原處分單位或其他關係人，就申訴事件或其牽連之事項，提出民事訴訟、刑事訴訟或行政訴訟者，應即通知本校性別平等教育委員會。

Notes:* + - 1. The Receiving Office must provide one photocopy of the completed form to the complainant.
			2. Information on the parties involved in the case as disclosed in this form shall be kept confidential, except when required for the investigation or because of concerns over public safety; person who violate the obligation of confidentiality shall be subjected to penalties in accordance with Criminal Code and other pertinent regulations.
			3. The University shall refer the case to the Gender Equality Education Committee established by the University within three days for further investigation and processing, and will inform the complainant in writing of the acceptance or rejection of the investigation within twenty days. The written rejection notice shall include clear reasons for the rejection and shall inform the complainant of the deadline and the receiving office for reapplication.
			4. The Gender Equality Education Committee of the University will be informed of any civil, criminal, or administrative litigation filed regarding the incident or other related items by the complainant, original disciplinary authority, or other parties involved during this complaint process.
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**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**