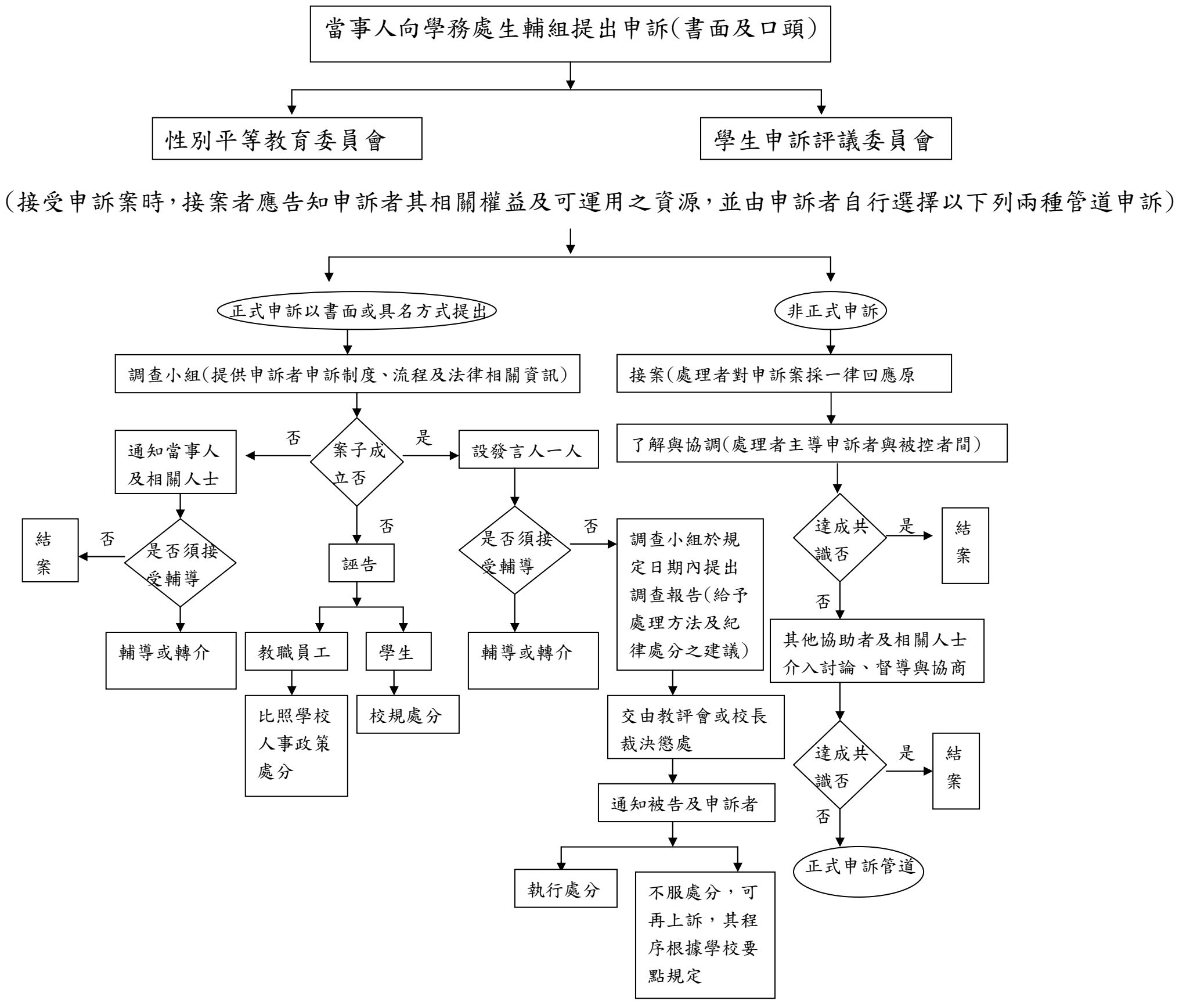性騷擾與性侵害申訴標準作業流程圖（SOP）