|  |  |
| --- | --- |
|  |  |
| Id | ZmY4MDgxODE3ZTAwOTA2YjAxN2UwZjk4YTFmNDM4ODg%3D |
| Title | 衡阳市文明行为促进条例 |
| Office | 衡阳市人民代表大会常务委员会 |
| Publish | 2021-12-21 00:00:00 |
| Expiry | 2022-03-01 00:00:00 |
| Type | 地方性法规 |
| Status | 1 |
| Url | ./detail2.html?ZmY4MDgxODE3ZTAwOTA2YjAxN2UwZjk4YTFmNDM4ODg%3D |
| Translated\_content | Hengyang City Civilized Behavior Promotion Regulations  (Passed by the 44th Meeting of the Standing Committee of the 15th People's Congress of Hengyang City on October 20, 2021; approved by the 27th Meeting of the Standing Committee of the 13th People's Congress of Hunan Province on December 3, 2021)  Table of Contents Chapter One General Principles Chapter Two Advocacy, Encouragement, and Prohibition Chapter Three Safeguard and Promotion Chapter Four Legal Responsibility Chapter Five Supplementary Provisions  Chapter One General Principles  Article 1 In order to cultivate and practice the core socialist values, advocate and regulate civilized behavior, and lead and promote social progress, this regulation is formulated based on relevant laws and regulations, combined with the actual situation of the city. Article 2 These regulations apply to the promotion of civilized behavior within the administrative area of the city. Civilized behavior as referred to in these regulations means behaviors that are guided by the core socialist values, comply with the Constitution and laws and regulations, adhere to socialist morals, maintain public order and good customs, and promote social progress. Article 3 The promotion of civilized behavior should adhere to the principle of combining advocacy, encouragement, education, and punishment, establishing a long-term mechanism led by the Party committee, implemented by the government, coordinated by society, and participated in by the public, forming a working pattern of co-construction, co-governance, and sharing. Article 4 The Spiritual Civilization Construction Guidance Committees at the city and county (city, district) levels shall coordinate the promotion of civilized behavior within their administrative areas. The work institutions responsible for the construction of spiritual civilization in the city and county (city, district) are specifically responsible for promoting civilized behavior in their administrative regions and shall perform the following duties: (1) Develop and organize the implementation of plans and programs to promote civilized behavior; (2) Establish and implement a responsibility system for the management of goals for promoting civilized behavior; (3) Guide, coordinate, inspect, and supervise the work of promoting civilized behavior; (4) Organize the publicity and commendation activities for civilized behavior; (5) Establish and timely adjust key governance lists; (6) Other responsibilities as stipulated by laws and regulations. Article 5: The people's governments of cities and counties (cities, districts) shall incorporate the work of promoting civilized behavior into national economic and social development planning, and the required funds shall be included in the same-level financial budget. The working departments of the people's governments of cities and counties (cities, districts), as well as township people's governments and street offices, shall do a good job of promoting civilized behavior within their respective responsibilities. Villagers' (residents') committees shall strengthen the publicity and guidance of civilized behavior, formulate village regulations and residents' agreements regarding civilized behavior, and assist in promoting civilized behavior. Article 6: State organs, enterprises and institutions, social organizations, and other organizations shall actively participate in the work of promoting civilized behavior. Citizens shall consciously practice civilized behavior, actively participate in the work of promoting civilized behavior, and jointly maintain the civilized image of Hengyang.  Chapter 2: Advocacy, Encouragement, and Prohibition  Article 7: Citizens shall love their country, practice the core socialist values, inherit the traditional virtues of the Chinese nation, actively participate in the construction of social morals, professional ethics, family morals, and personal character, establish a new civilized atmosphere, and promote social integrity. Article 8: The following civilized behaviors are advocated: (1) Behaving appropriately in public places, not speaking loudly, dressing neatly, not wearing pajamas, not going shirtless, queuing properly when waiting for service, controlling the volume and sound when using mobile phones and other electronic devices so as not to disturb others; (2) Respecting the elderly and loving the young, fostering neighborly harmony, educating minors to develop habits of civilized behavior, and cultivating and promoting good family traditions; (3) During traditional festivals such as Qingming Festival and Zhongyuan Festival, expressing condolences through offering flowers, planting trees, cleaning tombstones, and online memorials; (4) Low-carbon living, saving resources such as water, electricity, and gas, and reducing the use of non-degradable items and disposable products; (5) Practicing thrift, ordering appropriately, implementing the 'Clean Plate Campaign', and using public chopsticks and spoons; (6) When attending gatherings, watching performances, and events, arrive on time, comply with on-site management, keep the venue tidy, and exit in an orderly manner; (7) When traveling, protect the environment, do not litter, cherish cultural relics and historical sites, and respect local customs; (8) When using public transportation, actively give up seats to the elderly, weak, sick, disabled, pregnant, and passengers carrying infants and toddlers, and provide necessary assistance; (9) Other civil behaviors that should be advocated. Article 9: Encourage the following civil behaviors: (1) Implement acts of bravery that are commensurate with one's own abilities; (2) Actively participate in civilized creation, rural revitalization, helping the needy, assisting students and people with disabilities, disaster relief and other volunteer service public welfare activities of 'Hengyang Masses'; (3) Voluntary blood donation, donating hematopoietic stem cells, human organs (tissues), and corpses; (4) Returning lost items to their owners without seeking payment; (5) Providing on-site assistance to those in need; (6) Caring for socially marginalized groups such as empty nest elderly, elderly with dementia, left-behind children, and families who lost their only child; (7) Other civil behaviors that should be encouraged. Article 10: Prohibit the following uncivil behaviors that affect public order: (1) Throwing items from within buildings to the outside; (2) Occupying roads or the sides of roads for card playing, chess, sports activities, etc.; (3) Setting up stalls illegally, occupying roads for business, selling goods outside stores; (4) Unilaterally setting up road stakes, locks, or other facilities that obstruct vehicle parking and passage; (5) Planting fruits and vegetables, drying, stacking, or hanging items in public areas of the urban area; (6) Occupying roads or other public areas to set up mourning tents, throwing or burning ghost money, ghost paper, and other sacrificial items; (7) Noise from construction, decoration, commercial marketing, square dancing, and other activities exceeds national standards; (8) Keeping pets that disturb others' normal lives, failing to take necessary safety and hygiene measures when taking pets out, and not cleaning up feces in a timely manner; (9) Forcibly soliciting accommodation or transportation at stations, airports, and tourist attractions; (10) Other behaviors prohibited by laws and regulations that affect public order. Article 11 Prohibited uncivilized behaviors that affect public environmental hygiene: (1) Spitting anywhere, chewing gum, and urinating in public places; (2) Littering with fruit peels, paper scraps, cigarette butts, betel nut residue, and other waste, dumping domestic wastewater and garbage improperly; (3) Writing, drawing, or randomly posting advertisements and promotional materials on trees, road signs, utility poles, buildings and other facilities; (4) Smoking in places where smoking is prohibited or in queues; (5) Coughing or sneezing in public places without covering the mouth and nose, and not wearing a mask if suffering from infectious respiratory diseases such as influenza; (6) Not cooperating with temporary emergency administrative measures taken during epidemic prevention and control, and illegally gathering for parties, dinners, and other collective activities; (7) Other behaviors prohibited by laws and regulations that affect public health. Article 12 Prohibited uncivilized behaviors that affect road traffic order: (1) Driving a motor vehicle without following traffic signals, changing lanes at will, speeding, cutting in forcefully, failing to slow down when passing pedestrian crossings or flooded roads, and not stopping to yield to pedestrians; (2) Using a mobile phone while driving in a handheld manner, honking illegally, and using high beams; (3) Illegally parking motor vehicles and non-motor vehicles, occupying or blocking blind paths, sidewalks, fire lanes, and emergency lanes; (4) Throwing items out of vehicles; (5) Not yielding to police cars, fire trucks, ambulances, engineering rescue vehicles, and other vehicles in emergency situations; (6) Driving or riding motorcycles or non-motor vehicles without wearing safety helmets as required; (7) Motorcycles and non-motor vehicles that do not follow traffic signals, adding devices such as sunshades and rain canopies that affect traffic safety; (8) Pedestrians who do not follow the traffic light instructions, crossing the road without using pedestrian crossings or crossing facilities, looking down at their phones or making calls; crossing the road randomly, overstepping road isolation facilities; (9) Begging, selling goods, distributing promotional materials, etc. on motor vehicle lanes; (10) Taxi drivers refusing to carry passengers, negotiating fares, dropping off passengers mid-journey, intentionally taking detours, carrying other passengers without the consent of the passenger, not using the taxi meter properly, charging fees illegally, etc.; (11) Internet vehicle rental operation companies failing to effectively fulfill their management responsibilities for the deployment, collection, or organization of shared transport vehicles; (12) Other behaviors prohibited by laws and regulations that affect road traffic order. Article 13: The following uncivilized behaviors that affect the ecological environment are prohibited: (1) Treading on, climbing, picking, or damaging public green spaces, flowers, trees; (2) Open-air burning of garbage and other substances that produce smoke and dust pollution; (3) Setting off fireworks and firecrackers and barbecuing food in prohibited areas or during prohibited times; (4) Restaurants discharging oil fumes directly without purification; (5) Randomly discarding medicine bottles, plastic foams, plastic bags, film, and other waste; (6) Other behaviors prohibited by laws and regulations that affect the ecological environment. Article 14: The following uncivilized behaviors that affect network security and order are prohibited: (1) Fabricating, publishing, and disseminating false, violent, terrorist, superstitious, or vulgar obscene information; (2) Illegally disclosing or disseminating information, videos, photos, etc. involving others' privacy; (3) Disturbing others' normal lives by making sales calls, sending advertisement messages, etc.; (4) Insulting, defaming, or threatening others through posts, replies, retweets, comments, etc.; (5) Other behaviors prohibited by laws and regulations that affect network security and order. Article 15: The following uncivilized behaviors that affect the campus and surrounding environment are prohibited: (1) Smoking and drinking on campus; (2) Insulting, swearing, and corporal punishment of students; (3) Bullying and violent behavior on campus; (4) Selling terrifying, superstitious, vulgar, and pornographic toys, stationery, decorations, and publications to minors; (5) Establishing commercial entertainment venues, bars, internet cafes, video game halls, and other places unsuitable for minor activities, as well as sales outlets for cigarettes, alcohol, and lottery tickets within a 200-meter radius of schools and kindergartens; (6) Other behaviors prohibited by laws and regulations that affect the campus and its surrounding environment.  Chapter 3 Guarantee and Promotion  Article 16 Promoting the creation of the "Hengyang Masses" brand, establishing a volunteer service point incentive system. When carrying out volunteer service activities related to "Hengyang Masses", relevant departments and units should provide necessary conveniences and guarantees. Article 17 Government affairs, water supply, electricity supply, gas supply, public transportation and other service units should play a role in civilization demonstration at the windows, optimizing the service process and procedures, promoting online appointment and processing, and providing convenient, efficient, courteous services. Article 18 The municipal and county (city, district) people's governments and relevant departments should scientifically plan, reasonably layout, and build the following facilities: (1) Traffic facilities such as roads, bridges, public transport stations, traffic signs and markings, and electronic monitoring; (2) Municipal public facilities such as pedestrian crossing facilities, urban lighting, and parking spaces; (3) Barrier-free municipal public facilities such as blind paths, ramps, and elevators; (4) Public sports and cultural facilities in parks, squares, and communities; (5) Environmental sanitation facilities such as public toilets and waste classification disposal boxes; (6) Public sports and cultural facilities such as libraries, cultural centers, museums, memorial halls, science and technology museums, youth palaces, patriotic education bases, ethnic unity education bases, science popularization education bases, national defense education bases, youth extracurricular activity bases, and new era civilization practice centers (stations, bases), comprehensive cultural stations in towns (streets), and comprehensive cultural service centers in communities (administrative villages), and farmers' bookstores; (7) Publicity facilities such as bulletin boards and promotional boards; (8) Other relevant facilities. The facility management unit shall strengthen daily inspections and maintenance to ensure that the facilities are in good condition and functioning properly. Article 19 Relevant departments and units responsible for promoting civilized behavior may hire facilitators and supervisors to assist in the promotion, guidance, and discouragement of uncivilized behavior. Photos and video materials of uncivilized behavior taken by the facilitators and supervisors on-site may be submitted to the relevant administrative law enforcement departments for legal processing. Article 20 Municipal and county (city, district) people's governments shall establish a system for publicizing and educating on integrity, and regularly carry out themed practical activities such as credit commitments, honest business operations, and assured consumption. Article 21 The municipal and county (city, district) spiritual civilization construction work institutions shall establish a mechanism for promoting civilized behavior that involves participation from various departments such as public security, education, civil affairs, transportation, urban management, ecological environment, health, agriculture and rural affairs, emergency management, market supervision, culture and tourism, natural resources and planning, housing and urban-rural development, and internet information management, to conduct joint inspections, joint law enforcement, and centralized governance. Article 22 The municipal and county (city, district) spiritual civilization construction work institutions shall use the new era civilization practice centers (places, stations, bases) to carry out civilization publicity work, using media such as newspapers, magazines, radio, television, online media, and advertising facilities to promote civilized behavior, strengthen public opinion supervision, recommend advanced models, and publish public service advertisements in accordance with prescribed quantities or ratios. Article 23 People's governments at all levels, street offices, and village (community) committees shall utilize public libraries, new era civilization practice centers (places, stations, bases), and farmers' reading rooms to organize reading activities for all citizens to improve public civic literacy and enhance the civilized image of Hengyang. Enhance the brand awareness of Chuan Mountain culture and Cai Lun paper-making, revitalize characteristic cultural industries, and promote the sustainable development of spiritual civilization in Hengyang. Article 24 The municipal and county (city, district) spiritual civilization construction work institutions shall carry out mass spiritual civilization creation activities such as civilized cities, civilized units, civilized villages and towns, civilized communities, civilized families, and civilized campuses, and award recognition and rewards to units and individuals that perform outstandingly during the creation activities. Article 25 Relevant departments and units shall perform their duties well in confirming, rewarding, protecting, providing preferential treatment, and assisting the rights and interests of acts of bravery and their families. Voluntary blood donation, voluntary donations of human cells, human tissues, human organs, and body donation by donors and their spouses and direct relatives shall enjoy preferential treatment according to national relevant regulations in terms of clinical blood use, hematopoietic stem cell transplantation, human organ and tissue transplantation, etc. Article 26 Any unit and citizen have the right to propose reasonable suggestions for promoting civilized behavior; to discourage and report uncivilized behavior; and to supervise and file complaints against units and personnel that fail to perform the civilized behavior promotion work. The municipal and county (city, district) people's governments and their relevant departments shall establish a complaint, report, and investigation system for uncivilized behavior, publish complaint and report phone numbers and mailboxes, promptly handle reports and complaints, and keep the identity of reporters and complainants confidential.  Chapter Four Legal Responsibility  Article 27 For any uncivilized behavior that violates the provisions of this regulation, if other laws and regulations have provided for its legal responsibilities, those provisions shall prevail. Article 28 For violating the provisions of Article 10, Item 9 of this regulation, forcibly seeking customers for accommodation or transportation at stations, airports, and tourist attractions shall be ordered to correct by relevant competent departments such as public security and transportation according to their responsibilities; those who refuse to correct shall be subject to a fine of 50 yuan to 200 yuan; for serious circumstances, a fine of 200 yuan to 500 yuan shall be imposed. Article 29 For violating the provisions of Article 12, Item 10 of this regulation, taxi drivers refusing to pick up passengers, bargaining, unloading passengers en route, deliberately taking a detour, picking up other passengers without the consent of the original passenger, not using the meter for fare calculations, charging fees illegally, etc., shall be ordered to correct by the transportation authorities and fined 200 yuan to 500 yuan. Article 30: If internet vehicle rental operation enterprises fail to effectively fulfill their management responsibilities, such as deployment, collection, or organization of shared transportation tools, in violation of Article 12, Item 11 of these regulations, they shall be ordered to correct by urban management departments and fined between two thousand and five thousand yuan. Article 31: If state organs and state employees fail to fulfill or improperly fulfill their duties in promoting civilized behavior, their superior competent departments, supervisory authorities, or the units they belong to shall order them to correct, and depending on the severity of the situation, impose disciplinary actions on responsible leaders and directly responsible personnel. Article 32: Those who retaliate against complainants or whistleblowers through threats, insults, beatings, etc., shall be punished by public security organs in accordance with the law; if a crime is constituted, criminal responsibility shall be pursued in accordance with the law. Article 33: If individuals should be subject to administrative fines for violating the prescribed civilized behavior norms in these regulations, they may voluntarily apply to the administrative competent department to participate in social services related to civilized behavior promotion work. The administrative competent department may arrange for them to participate in corresponding social services according to regulations; individuals who participate and complete the corresponding social services may be given a warning or a mitigation or reduction of the fine.  Chapter 5: Supplementary Provisions  Article 34: Various industrial parks and development zone management institutions shall carry out civilized behavior promotion work in accordance with these regulations. Article 35: These regulations shall take effect from March 1, 2022. |
| Metadata\_updated | 2024-09-26T11:19:01.735920 |

## All Five Concepts

|  |  |
| --- | --- |
| Key | Value |
| one\_integrating\_law\_morality |  |
| two\_party\_committee\_leadership | 建立党委领导、政府实施、社会协同、公众参与的长效机制 |
| two\_b\_spiritual\_civ\_committee\_leadership | 市、县（市、区）精神文明建设指导委员会统筹本行政区域内文明行为促进工作 |
| three\_exemplify\_moral\_behavior |  |
| four\_whole\_society\_promote\_civilised\_behavior |  |
| four\_b\_social\_institutions\_promote\_civilised\_behavior | 国家机关、企事业单位、社会团体、其他组织应当积极参与文明行为促进工作。 |
| five\_promote\_coconstruction\_cogovernance | 形成共建共治共享的工作格局 |

## Content

﻿

衡阳市文明行为促进条例

（2021年10月20日衡阳市第十五届人民代表大会常务委员会第四十四次会议通过　2021年12月3日湖南省第十三届人民代表大会常务委员会第二十七次会议批准）

目　　录

第一章　总则

第二章　倡导、鼓励与禁止

第三章　保障与促进

第四章　法律责任

第五章　附则

第一章　总则

第一条　为了培育和践行社会主义核心价值观，倡导和规范文明行为，引领和促进社会进步，根据法律法规的有关规定，结合本市实际，制定本条例。

第二条　本条例适用于本市行政区域内的文明行为促进工作。

本条例所称文明行为，是指以社会主义核心价值观为引领，遵守宪法和法律法规，恪守社会主义道德，维护公序良俗，推动社会进步的行为。

第三条　文明行为促进工作应当坚持倡导、鼓励、教育、惩戒相结合的原则，建立党委领导、政府实施、社会协同、公众参与的长效机制，形成共建共治共享的工作格局。

第四条　市、县（市、区）精神文明建设指导委员会统筹本行政区域内文明行为促进工作。

市、县（市、区）精神文明建设工作机构具体负责本行政区域内文明行为促进工作，履行下列职责：

（一）制定并组织实施文明行为促进工作规划、计划；

（二）建立并落实文明行为促进工作目标管理责任制；

（三）指导、协调、检查、监督文明行为促进工作；

（四）组织开展文明行为宣传、表彰活动；

（五）订立并适时调整重点治理清单；

（六）法律法规规定的其他职责。

第五条　市、县（市、区）人民政府应当将文明行为促进工作纳入国民经济和社会发展规划，所需经费列入同级财政预算。

市、县（市、区）人民政府工作部门以及乡镇人民政府、街道办事处应当在各自职责范围内，做好文明行为促进工作。

村（居）民委员会应当加强文明行为宣传引导，制定文明行为村规民约、居民公约，协助做好文明行为促进工作。

第六条　国家机关、企事业单位、社会团体、其他组织应当积极参与文明行为促进工作。

公民应当自觉践行文明行为，积极参与文明行为促进工作，共同维护衡阳文明形象。

第二章　倡导、鼓励与禁止

第七条　公民应当热爱祖国，践行社会主义核心价值观，传承中华民族传统美德，积极参与社会公德、职业道德、家庭美德和个人品德建设，树立文明新风，弘扬社会正气。

第八条　倡导下列文明行为：

（一）在公共场所言行得体，不大声喧哗，衣着整洁，不穿着睡衣，不赤膊光膀，等候服务时依次排队，使用手机和其他电子设备时控制音量和声响，不影响他人；

（二）尊老爱幼，邻里和睦，教育未成年人养成文明行为习惯，培育和弘扬良好家风；

（三）在清明节、中元节等传统节日祭祀时，以献花、植树、清扫墓碑、网上祭奠等方式寄托哀思；

（四）低碳生活，节约使用水、电、气等资源，减少难以降解物品和一次性生活用品使用；

（五）厉行节约，适量点餐，践行“光盘行动”，使用公筷公勺；

（六）在参加集会、观看演出和赛事时，按时到场，服从现场管理，保持现场整洁，有序退场；

（七）在旅游时，保护环境，不乱扔垃圾，爱护文物古迹，尊重当地习俗；

（八）在乘坐公共交通工具时，主动为老、弱、病、残、孕及怀抱婴幼儿乘客让座，并提供必要的帮助；

（九）其他应当倡导的文明行为。

第九条　鼓励下列文明行为：

（一）实施与自身能力相适应的见义勇为行为；

（二）积极参与文明创建、乡村振兴、扶危济困、助学助残、救灾赈灾等“衡阳群众”志愿服务公益活动；

（三）无偿献血，捐献造血干细胞、人体器官（组织）、遗体；

（四）拾金不昧，主动归还他人失物；

（五）为需要救助的人员提供现场救助；

（六）关爱空巢老人、失智老人、留守儿童、失独家庭等社会群体；

（七）其他应当鼓励的文明行为。

第十条　禁止下列影响公共秩序的不文明行为：

（一）从建（构）筑物内向外抛掷物品；

（二）占用道路或者道路两旁进行打牌、下棋、打球等娱乐、体育活动；

（三）违规摆摊设点、占道经营、店外售货；

（四）擅自设置地桩、地锁等其他阻碍机动车停放和通行的设施；

（五）在城区公共场所种植瓜果蔬菜，晾晒、堆放或者吊挂物品；

（六）占用道路或者其他公共区域搭建灵棚，抛撒、焚烧冥纸、冥币等祭祀物品；

（七）建筑施工、装饰装修、商业营销、广场歌舞等活动噪声超过国家标准；

（八）饲养宠物干扰他人正常生活，携带宠物出行未采取必要的安全和卫生措施，不及时清除粪便；

（九）在车站、机场和旅游景区强行揽客住宿、乘车；

（十）法律法规禁止的其他影响公共秩序的行为。

第十一条　禁止下列影响公共环境卫生的不文明行为：

（一）随地吐痰、吐口香糖，随地便溺；

（二）乱扔果皮、纸屑、烟蒂、槟榔渣等废弃物，乱倒生活污水、垃圾；

（三）在树木、路牌、电线杆、建（构）筑物以及其他设施上涂写、刻画或者随意张贴广告和宣传品等；

（四）在禁止吸烟场所或者排队等候队伍中吸烟；

（五）在公共场所咳嗽、打喷嚏时不遮掩口鼻，患有流行性感冒等传染性呼吸道疾病时不佩戴口罩；

（六）不配合疫情防控期间采取的临时性应急行政管理措施，违规进行聚会、聚餐等聚集性活动；

（七）法律法规禁止的其他影响公共卫生的行为。

第十二条　禁止下列影响道路交通秩序的不文明行为：

（一）驾驶机动车不按交通信号行驶、随意变道、超速行驶、强行加塞，行经人行横道或者积水路段时不减速行驶，遇到行人正在通过时不停车礼让；

（二）驾驶机动车时，以手持方式使用移动电话，违规鸣笛和使用远光灯；

（三）违规停放机动车和非机动车，占用、堵塞盲道、人行道、消防通道、应急车道；

（四）从车辆中向车外抛撒物品；

（五）不避让执行紧急任务的警车、消防车、救护车、工程救险车和其他有紧急情况的车辆；

（六）驾驶、乘坐摩托车或者非机动车不按规定佩戴安全头盔；

（七）摩托车、非机动车不按交通信号行驶，加装遮阳伞、雨棚等影响交通安全的装置；

（八）行人不按信号灯指示通行，横过道路时不走人行横道或者过街设施，低头看手机或者接打电话；乱穿道路，跨越道路隔离设施；

（九）在机动车道内乞讨、兜售物品、散发宣传品等；

（十）出租车司机拒载、议价、途中甩客、故意绕道行驶，未经乘客同意搭载其他乘客，不按规定使用计程计价设备、违规收费等；

（十一）互联网车辆租赁运营企业未有效履行投放、归集或者整理共享交通工具等管理职责；

（十二）法律法规禁止的其他影响道路交通秩序的行为。

第十三条　禁止下列影响生态环境的不文明行为：

（一）踩踏、攀摘、毁损公共绿地花草、树木；

（二）露天焚烧垃圾等产生烟尘污染的物质；

（三）在禁止区域、禁止时段燃放烟花爆竹和露天烧烤食品；

（四）餐饮店未经净化直排油烟；

（五）随意丢弃药瓶、塑料泡沫、塑料袋、地膜等废弃物；

（六）法律、法规禁止的其他影响生态环境的行为。

第十四条　禁止下列影响网络安全和秩序的不文明行为：

（一）编造、发布和传播虚假、暴力、恐怖、迷信或者低俗淫秽信息；

（二）擅自泄露、传播涉及他人隐私的信息、视频、照片等；

（三）以拨打推销电话、发送广告信息等方式干扰他人正常生活；

（四）以发帖、跟帖、转发、评论等方式侮辱、诽谤或者胁迫他人；

（五）法律法规禁止的其他影响网络安全和秩序的行为。

第十五条　禁止下列影响校园及校园周边环境的不文明行为：

（一）在校园内吸烟、饮酒；

（二）侮辱、谩骂、体罚学生；

（三）校园欺凌、校园暴力行为；

（四）向未成年人出售恐怖、迷信、低俗、色情类玩具、文具、饰品和出版物；

（五）在学校、幼儿园周边二百米范围内设置营业性歌舞娱乐场所、酒吧、互联网上网服务营业场所、电子游戏厅等不适宜未成年人活动的场所和烟、酒、彩票销售网点；

（六）法律法规禁止的其他影响校园及校园周边环境的行为。

第三章　保障与促进

第十六条　推动“衡阳群众”品牌创建工作，建立志愿服务积分激励制度。

开展“衡阳群众”志愿服务活动时，有关部门和单位应当提供必要的便利和保障。

第十七条　政务、供水、供电、供气、公交等服务单位应当发挥窗口文明示范作用，优化办事流程和手续，推广网上预约和办理，提供便捷高效、文明礼貌的服务。

第十八条　市、县（市、区）人民政府及有关部门应当科学规划，合理布局，建设完善下列设施：

（一）道路、桥梁、公共交通站、交通标志标线、电子监控等交通设施；

（二）过街设施、城市照明、停车泊位等市政公共设施；

（三）盲道、坡道、电梯等无障碍市政公共设施；

（四）公园、广场、小区等场所内的公共文体设施；

（五）公共厕所、垃圾分类投放箱等环境卫生设施；

（六）图书馆、文化馆、博物馆、纪念馆、科技馆、少年宫、爱国主义教育基地、民族团结教育基地、科普教育基地、国防教育基地、青少年课外活动基地、新时代文明实践中心（所、站、基地）、乡镇（街道）综合文化站、社区（行政村）综合文化服务中心、农家书屋等公共文体设施；

（七）广告栏、宣传栏等公益宣传设施；

（八）其他有关设施。

设施管理单位应当加强日常检查、维护，保证设施完好和正常使用。

第十九条　承担文明行为促进工作职责的有关部门和单位，可以聘请劝导员、监督员，协助开展文明行为的宣传、引导和不文明行为的劝阻等工作。

劝导员、监督员现场拍摄的不文明行为照片、影像资料，可以提交有关行政执法部门依法处理。

第二十条　市、县(市、区)人民政府应当建立诚信宣传教育制度，定期开展信用承诺、诚信经营、放心消费等主题实践活动。

第二十一条　市、县（市、区）精神文明建设工作机构应当建立由公安、教育、民政、交通运输、城市管理、生态环境、卫生健康、农业农村、应急管理、市场监督管理、文化旅游、自然资源和规划、住房和城乡建设、互联网信息管理等部门参加的文明行为促进工作联动机制，开展联合检查、联合执法、集中治理等工作。

第二十二条　市、县（市、区）精神文明建设工作机构应当利用新时代文明实践中心（所、站、基地）开展文明宣传工作，通过报刊杂志、广播电视、网络媒体、广告设施等媒介，褒扬文明行为，加强舆论监督，推介先进典型，按照规定数量或者比例发布公益广告。

第二十三条　各级人民政府、街道办事处、村（居）民委员会应当利用公共图书馆、新时代文明实践中心(所、站、基地)、农家书屋，组织全民阅读活动，提高公民文明素养，提升衡阳文明形象。

提升船山文化、蔡伦造纸等品牌知名度，振兴特色文化产业，推动衡阳精神文明建设可持续发展。

第二十四条　市、县（市、区）精神文明建设工作机构应当开展文明城市、文明单位、文明村镇、文明社区、文明家庭、文明校园等群众性精神文明创建活动，对在文明创建活动中表现突出的单位和个人给予表彰和奖励。

第二十五条　有关部门和单位应当按照各自职责做好见义勇为人员及其家庭的确认、奖励、保护、优抚、救助等权益保障工作。

无偿献血，无偿捐献人体细胞、人体组织、人体器官、遗体的捐献者及其配偶、直系亲属，在临床用血、造血干细胞移植、人体器官及组织移植等方面，按照国家有关规定享受优惠待遇。

第二十六条　任何单位和公民有权对文明行为促进工作提出合理建议；对不文明行为进行劝阻、举报；对不履行文明行为促进工作的单位和工作人员进行监督、投诉。

市、县（市、区）人民政府及其有关部门应当建立不文明行为投诉、举报和查处制度，公布投诉举报电话、信箱，及时处理举报、投诉，并为举报人、投诉人保密。

第四章　法律责任

第二十七条　违反本条例规定的不文明行为，其他法律、法规对其法律责任已有规定的，从其规定。

第二十八条　违反本条例第十条第九项规定，在车站、机场和旅游景区强行揽客住宿、乘车的，由公安、交通运输等有关主管部门根据职责分工责令改正；拒不改正的，处五十元以上二百元以下罚款；情节严重的，处二百元以上五百元以下罚款。

第二十九条　违反本条例第十二条第十项规定，出租车司机拒载、议价、途中甩客、故意绕道行驶，未经乘客同意搭载其他乘客，不按规定使用计程计价设备、违规收费等情形的，由交通运输主管部门责令改正，并处二百元以上五百元以下罚款。

第三十条　违反本条例第十二条第十一项规定，互联网车辆租赁运营企业未有效履行投放、归集或者整理共享交通工具等管理职责的，由城市管理部门责令改正，并处二千元以上五千元以下罚款。

第三十一条　国家机关及国家工作人员在文明行为促进工作中不履行或者不正确履行职责的，由其上级主管部门、监察机关或者所在单位责令改正，并视情节轻重，对负有责任的领导人员和直接责任人员给予处分。

第三十二条　采取威胁、侮辱、殴打等方式打击报复投诉人、举报人的，由公安部门依法处罚；构成犯罪的，依法追究刑事责任。

第三十三条　因违反本条例规定的文明行为规范应当受到行政罚款处罚的，违法行为人可以向行政主管部门自愿申请参加与文明行为促进工作有关的社会服务，行政主管部门可以按照规定安排其参加相应的社会服务；违法行为人参加并完成相应社会服务的，可以给与警告或者从轻、减轻罚款处罚。

第五章　附则

第三十四条　各类工业园区、开发区管理机构开展文明行为促进工作，参照本条例执行。

第三十五条　本条例自2022年3月1日起施行。