|  |  |
| --- | --- |
|  |  |
| Id | ZmY4MDgxODE3ZTAwOGM0MzAxN2UwZjlkYjg1YzM5N2Y%3D |
| Title | 常德市文明行为促进条例 |
| Office | 常德市人民代表大会常务委员会 |
| Publish | 2021-12-09 00:00:00 |
| Expiry | 2022-01-01 00:00:00 |
| Type | 地方性法规 |
| Status | 1 |
| Url | ./detail2.html?ZmY4MDgxODE3ZTAwOGM0MzAxN2UwZjlkYjg1YzM5N2Y%3D |
| Translated\_content | None |

**1.** ﻿  
 ﻿

**2.**

**3.** 常德市文明行为促进条例  
 Regulations on Promoting Civilized Behavior in Changde City

**4.**

**5.** （2021年10月28日常德市第七届人民代表大会常务委员会第四十三次会议通过　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）  
 (Passed by the 43rd Meeting of the Standing Committee of the 7th People's Congress of Changde City on October 28, 2021; approved by the 27th Meeting of the Standing Committee of the 13th People's Congress of Hunan Province on December 3, 2021)

**6.**

**7.** 第一条　为了培育和践行社会主义核心价值观，规范公民日常行为，提升公民文明素养，提高社会文明程度，根据有关法律法规规定，结合本市实际，制定本条例。  
 Article 1 In order to cultivate and practice the core socialist values, regulate citizens' daily behavior, enhance citizens'文明素养, and improve the level of social civilization, this regulation is formulated in accordance with relevant laws and regulations, in conjunction with the actual situation of this city.

**8.** 第二条　文明行为促进工作坚持党委领导、政府推动、公众参与，遵循法治与德治、规范与倡导相结合的原则。  
 Article 2 The promotion of civilized behavior work adheres to the principle of Party leadership, government promotion, and public participation, following the combination of rule of law and moral governance, as well as norms and advocacy.

**9.** 第三条　市、县（市、区）精神文明建设指导委员会负责统筹推进本行政区域内文明行为促进工作。  
 Article 3 The guiding committee for spiritual civilization建设 at the city and county (city, district) level is responsible for coordinating and promoting the work of civilized behavior in its administrative region.

**10.** 市、县（市、区）精神文明建设指导委员会工作机构具体负责指导、协调、监督、检查、评估本行政区域文明行为促进工作。  
 The working body of the guiding committee for spiritual civilization建设 at the city and county (city, district) level is specifically responsible for guiding, coordinating, supervising, inspecting, and evaluating the work of promoting civilized behavior in its administrative region.

**11.** 第四条　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，制定相关政策，配套完善公共基础设施，并将所需经费列入本级财政预算。  
 Article 4 The people's governments at the city and county (city, district) levels should incorporate the promotion of civilized behavior into national economic and social development planning, formulate relevant policies, improve public infrastructure, and include the necessary funding in the financial budget of their level.

**12.** 市、县（市、区）人民政府发展改革、教育、公安、民政、财政、交通运输、卫生健康、市场监督管理、城市管理和综合执法等部门应当按照各自职责做好文明行为促进有关工作。  
 The development and reform, education, public security, civil affairs, finance, transportation, health, market supervision, urban management, and comprehensive law enforcement departments of the people's governments at the city and county (city, district) levels should perform their respective duties to promote civilized behavior.

**13.** 第五条　乡镇人民政府、街道办事处应当按照职责和本条例规定，做好本辖区内文明行为促进工作。  
 Article 5 The township people's government and street offices should carry out the promotion of civilized behavior in their respective jurisdictions according to their responsibilities and the provisions of this regulation.

**14.** 居民委员会、村民委员会应当加强文明行为的宣传和引导，协助相关单位开展文明行为促进工作。  
 Residents' committees and villagers' committees should strengthen the publicity and guidance of civilized behavior and assist relevant units in carrying out promotion work.

**15.** 第六条　文明行为促进是全社会的共同责任。任何单位和个人应当积极参与，自觉抵制不文明行为。  
 Article 6 The promotion of civilized behavior is a common responsibility of the entire society. Any unit or individual should actively participate and consciously resist uncivilized behavior.

**16.** 工会、共青团、妇联等人民团体应当组织开展文明行为促进活动。  
 Trade unions, the Communist Youth League, women's federations, and other people's organizations should organize activities to promote civilized behavior.

**17.** 学校、幼儿园和家庭应当加强青少年、儿童文明行为习惯养成教育。  
 Schools, kindergartens, and families should strengthen the education on developing civilized behavior habits among young people and children.

**18.** 新闻媒介应当宣传文明行为促进工作。  
 News media should promote the work of civilized behavior promotion.

**19.** 第七条　鼓励使用可循环利用的产品，减少使用一次性消费用品和过度包装产品，节约资源。  
 Article 7 Encourage the use of recyclable products, reduce the use of disposable consumer goods and excessive packaging products, and save resources.

**20.** 鼓励选择步行、骑自行车、乘坐公共交通工具等绿色低碳出行方式。  
 Encourage the choice of green and low-carbon travel methods such as walking, cycling, and using public transportation.

**21.** 第八条　除涉密单位、中小学校、幼儿园外，机关、事业单位、银行、宾馆、酒店、大型商场和超市应当向社会免费开放厕所，机关、事业单位应当在双休日和法定节假日免费向社会开放停车场。  
 Article 8: Except for classified units, primary and secondary schools, and kindergartens, government agencies, public institutions, banks, hotels, large shopping malls, and supermarkets should provide free public restrooms to the society. Government agencies and public institutions should provide free parking to the society on weekends and public holidays.

**22.** 设施管理单位应当在显著位置设置明确的厕所、停车场指示标识。  
 The facility management unit should set up clear restroom and parking lot directional signs in prominent locations.

**23.** 第九条　在公共场所应当遵守下列规定：  
 Article 9: The following regulations should be observed in public places:

**24.** （一）不使用污言秽语，不喧哗、嬉戏打闹，接打电话音量适度，乘坐公共交通工具使用电子设备时不外放声音；  
 (1) No use of foul language, no loud talking or playful fighting, moderate volume for phone calls, and no external sound when using electronic devices on public transport;

**25.** （二）等候服务时依次排队；  
 (2) Queue in order when waiting for services;

**26.** （三）爱护公共设施，不踩踏、躺卧公共座椅；  
 (3) Take care of public facilities, and do not step on or lie on public seating;

**27.** （四）文明如厕，保持公厕卫生；  
 (4) Use facilities politely and maintain the hygiene of public restrooms;

**28.** （五）咳嗽、打喷嚏时遮掩口鼻，患有流行性感冒等传染性呼吸道疾病时佩戴口罩；  
 (5) Cover your mouth and nose when coughing or sneezing, and wear a mask when suffering from contagious respiratory diseases such as influenza;

**29.** （六）组织娱乐、健身、促销、庆典等活动时使用音响器材音量符合标准，不干扰他人正常生产生活；  
 (6) When organizing entertainment, fitness, promotional, celebration, and other activities, use sound equipment at a volume that meets standards and does not disturb others' normal production and life;

**30.** （七）其他应当遵守的公共场所行为规范。  
 (7) Other behavioral norms that should be followed in public places.

**31.** 第十条　鼓励用餐使用公筷公勺或者实行分餐制。  
 Article 10: Encourage the use of public chopsticks and spoons or implement a separate serving system when dining.

**32.** 餐饮服务经营者应当为消费者配备公筷公勺或者提供分餐服务；公筷公勺与个人餐具在外观和摆放位置上应当具有明显区别。  
 Food service operators should provide consumers with public chopsticks and spoons or offer separate serving services; public chopsticks and spoons should be visibly different from personal utensils in appearance and placement.

**33.** 直接与食品接触的餐饮服务人员，在工作时应当规范佩戴口罩、手套。  
 Food service personnel who come into direct contact with food should wear masks and gloves in a standard manner while working.

**34.** 第十一条　禁止在室内公共场所、工作场所的非吸烟区和中小学校、幼儿园、托儿所等未成年人活动的场所以及医院诊疗区、电梯、公共交通工具内吸烟。场所管理者应当及时制止场所内的吸烟行为。  
 Article 11: Smoking is prohibited in non-smoking areas of indoor public places, workplaces, primary and secondary schools, kindergartens, nurseries, and other locations where minors are present, as well as in hospital treatment areas, elevators, and public transport. The venue manager should promptly halt smoking behavior within the venue.

**35.** 在非禁止吸烟场所吸烟应当合理避开他人。  
 When smoking in non-prohibited areas, it should be done in a way that reasonably avoids others.

**36.** 第十二条　非机动车行经人行横道时，应当减速；遇行人通过人行横道，应当停车让行。非机动车行经没有交通标志、标线的道路时，遇行人横过道路，应当避让。  
 Article 12: Non-motorized vehicles should slow down when passing through crosswalks; when encountering pedestrians crossing the crosswalk, they should stop and give way. Non-motorized vehicles should yield to pedestrians when passing through roads without traffic signs or markings.

**37.** 非机动车停放应当规范有序，不占用盲道、骑行车道和绿化带，不影响行人正常通行。  
 Non-motorized vehicle parking should be standardized and orderly, not occupying blind paths, cycling lanes, and green belts, and should not affect pedestrians' normal passage.

**38.** 行人通过路口、横过道路或者遇车辆让行时应当在确保安全的情况下快速通过，不得有嬉戏打闹、浏览手持电子设备等影响道路交通安全的行为。  
 Pedestrians should quickly cross intersections, roads, or when yielding to vehicles, ensuring safety, and must not engage in playful fighting, browsing handheld electronic devices, or other behaviors that affect road traffic safety.

**39.** 第十三条　使用共享单车、共享汽车等公共租赁交通工具，应当在规定地点有序停放。  
 Article 13: When using public rental transportation tools such as shared bicycles and shared cars, they should be parked orderly at designated locations.

**40.** 共享单车、共享汽车等公共租赁交通工具经营者应当及时检测、维护车辆，清理违规停放、存在安全隐患的车辆。  
 Operators of shared bicycles, shared cars, and other public rental transportation tools should promptly inspect and maintain vehicles, and clear improperly parked vehicles or those posing safety hazards.

**41.** 第十四条　市、县（市、区）精神文明建设指导委员会应当建立文明行为记录制度，对见义勇为、志愿服务、慈善公益等文明行为信息进行记录。记录的标准和程序由市精神文明建设指导委员会工作机构会同有关部门制定。  
 Article 14 The municipal and county (city, district) spiritual civilization construction guidance committee shall establish a record system for civilized behavior to record information on civil courage, volunteer services, charitable public welfare, and other civilized behaviors. The standards and procedures for recording shall be formulated by the working body of the municipal spiritual civilization construction guidance committee in conjunction with relevant departments.

**42.** 机关、事业单位、人民团体、国有企业应当在招聘录用、职位晋升、待遇激励等方面将文明行为记录作为重要参考；鼓励其他用人单位在招聘录用、职位晋升、待遇激励等方面将文明行为记录作为重要参考。  
 Government agencies, public institutions, people's organizations, and state-owned enterprises shall use civilized behavior records as an important reference in recruitment, promotion, and incentive aspects; other employers are encouraged to use civilized behavior records as an important reference in recruitment, promotion, and incentive aspects.

**43.** 第十五条　市、县（市、区）精神文明建设指导委员会应当建立文明行为表彰奖励和帮扶制度，对在文明行为促进工作中作出突出贡献的单位和个人给予表彰奖励，对生活困难的先进人物给予帮扶。  
 Article 15 The municipal and county (city, district) spiritual civilization construction guidance committee shall establish a commendation, reward, and assistance system for civilized behavior, to commend and reward units and individuals who make outstanding contributions to the promotion of civilized behavior, and to assist advanced individuals who are in financial difficulty.

**44.** 第十六条　窗口单位服务规范、行业协会章程、商会章程、业主管理规约、村规民约、居民公约应当包含文明行为相关内容。  
 Article 16 The service norms of window units, the articles of associations of industry associations, chambers of commerce, property management regulations, village regulations, and resident agreements shall include relevant content on civilized behavior.

**45.** 第十七条　市、县（市、区）人民政府及其有关部门应当科学规划、合理布局下列公共服务设施：  
 Article 17 The municipal and county (city, district) people's government and its relevant departments shall scientifically plan and reasonably layout the following public service facilities:

**46.** （一）敬老院、福利院、幼儿园等社会公益设施；  
 (1) Social welfare facilities such as nursing homes, welfare homes, and kindergartens;

**47.** （二）盲道、坡道、电梯、扶手等无障碍设施；  
 (2) Accessibility facilities such as blind pathways, ramps, elevators, and handrails;

**48.** （三）电动车和新能源汽车充电专用场所、设施；  
 (3) Special locations and facilities for charging electric vehicles and new energy vehicles;

**49.** （四）道路、桥梁、过街天桥、地下通道、绿化照明、停车场、非机动车停放区域、公共厕所、垃圾分类投放箱等市政公用设施；  
 (4) Public utility facilities such as roads, bridges, overpasses, underground passages, green lighting, parking lots, areas for non-motor vehicles, public toilets, and garbage classification disposal boxes;

**50.** （五）机场、车站、码头、政务大厅、医院、大型商场、旅游景区等公共场所配备母婴室和无障碍厕位等便利设施；  
 (5) Convenient facilities such as mother-baby rooms and accessible toilet stalls at public places such as airports, train stations, docks, government service halls, hospitals, large shopping malls, and tourist attractions;

**51.** （六）机场、火车站、汽车客运站、客运码头等客流集散地设定巡游出租汽车调度服务站点，划定排队候客区域；  
 (6) Setting dispatch service stations for cruising taxis at passenger transportation hubs such as airports, train stations, bus stations, and passenger docks, and designating waiting areas for passengers;

**52.** （七）居住小区、街道、楼宇、门牌等地名标识标志设施;  
 (7) Name identification sign facilities for residential communities, streets, buildings, and house numbers;

**53.** （八）公共厕所、应急避难、禁烟等标志设施，公益广告栏、宣传栏、文明行为提示牌等宣传设施；  
 (8) Sign facilities related to public toilets, emergency shelters, smoke-free regulations, and promotional facilities such as public service advertisement columns, bulletin boards, and signs for civilized behavior;

**54.** （九）其他与文明行为促进有关的保障设施。  
 (9) Other supportive facilities related to the promotion of civilized behavior.

**55.** 设施管理单位应当加强维护和管理，保障设施完好，正常使用。  
 Facilities management units shall strengthen maintenance and management to ensure that facilities are intact and functioning normally.

**56.** 第十八条　负有文明行为促进管理职责的单位及其工作人员有下列行为之一的，对直接负责的主管人员和直接责任人员依法给予处分：  
 Article 18 Units and their personnel responsible for the management of promoting civilized behavior shall be punished according to law for any of the following behaviors by the directly responsible supervisors and personnel:

**57.** （一）对有关设施、场所疏于规划、建设、管理和维护，致使供给严重不足、设施严重残缺或者丧失功能的；  
 (1) Neglecting the planning, construction, management, and maintenance of relevant facilities and venues, resulting in a serious shortage of supply, serious damage of facilities, or loss of function;

**58.** （二）未依法实施监督管理的；  
 (2) Failing to implement supervision and management according to law;

**59.** （三）推进本辖区、本行业、本单位文明行为促进工作明显不力的；  
 (3) Significantly inadequate promotion of civilized behavior in their jurisdiction, industry, or unit;

**60.** （四）其他不履行或者不正确履行职责的行为。  
 (4) Other behaviors of failing to perform or improperly performing responsibilities.

**61.** 第十九条　违反本条例第十条第二款规定，餐饮服务经营者未配备公筷公勺的，或者违反第三款规定，直接与食品接触的餐饮服务人员未按规定佩戴口罩、手套的，由市场监督管理部门责令改正；拒不改正的，对个体餐饮服务经营者处二百元以上一千元以下罚款，对餐饮服务类法人或者其他组织的经营者处一千元以上一万元以下罚款。  
 Article 19: If the catering service provider violates the provisions of Article 10, paragraph 2 of these regulations by not providing public chopsticks and spoons, or violates the provisions of paragraph 3 by not wearing masks and gloves as required when directly in contact with food, the market supervision management department shall order corrections; if corrections are refused, individual catering service providers shall be fined not less than 200 yuan and not more than 1,000 yuan, while catering service legal entities or other organizations shall be fined not less than 1,000 yuan and not more than 10,000 yuan.

**62.** 第二十条　违反本条例第十一条第一款规定，在禁止吸烟的公共场所吸烟的，由卫生健康部门责令改正，给予警告，可以并处五百元以下罚款。场所管理者未及时制止的，由卫生健康部门给予警告，并处一万元以下罚款。  
 Article 20: Those who violate the provisions of Article 11, paragraph 1 of these regulations by smoking in public places where smoking is prohibited shall be ordered to correct by the health department, given a warning, and may be fined not more than 500 yuan. If the venue manager fails to stop it in time, the health department shall give a warning and impose a fine of not more than 10,000 yuan.

**63.** 第二十一条　违反本条例第十三条规定，使用共享单车、共享汽车等公共租赁交通工具，未按规定停放的，由城市管理和综合执法部门责令改正，可以处二十元罚款。共享单车、共享汽车等公共租赁交通工具经营者未按规定检测、维护和清理车辆的，由城市管理和综合执法部门责令改正；拒不改正的，处二千元以上一万元以下罚款。  
 Article 21: Those who violate the provisions of Article 13 of these regulations by failing to park shared bicycles, shared cars, and other public rental transportation tools as required shall be ordered to correct by the urban management and comprehensive law enforcement department and may be fined 20 yuan. If the operators of shared bicycles, shared cars, and other public rental transportation tools fail to inspect, maintain, and clean the vehicles as required, they shall be ordered to correct by the urban management and comprehensive law enforcement department; if corrections are refused, they shall be fined not less than 2,000 yuan and not more than 10,000 yuan.

**64.** 第二十二条　违反本条例规定的行为，法律、法规、规章已规定法律责任的，从其规定。  
 Article 22: For acts that violate the provisions of these regulations, if laws, regulations, or rules have already stipulated legal responsibilities, those provisions shall apply.

**65.** 第二十三条　违反本条例规定应当给予罚款行政处罚的，主管部门可以按照违法行为人意愿，安排参加相关社会服务；完成社会服务的，可以从轻或者减轻行政处罚。  
 Article 23: For acts that should be administratively penalized with fines pursuant to these regulations, the competent department may, according to the violator's willingness, arrange participation in relevant social services; completion of the social services may result in a lighter or reduced administrative penalty.

**66.** 第二十四条　常德经济技术开发区、常德高新技术产业开发区、柳叶湖旅游度假区、西湖管理区、西洞庭管理区管理委员会和桃花源风景名胜区管理局，依照本条例相关规定做好本行政区域内文明行为促进工作。  
 Article 24: The management committees of the Changde Economic and Technological Development Zone, the Changde High-tech Industrial Development Zone, the Liuye Lake Tourist Resort, the West Lake Management Area, the Xidongting Management Area, and the Taohuayuan Scenic Area Administration shall carry out the work of promoting civilized behavior within their administrative areas in accordance with the relevant provisions of these regulations.

**67.** 第二十五条　本条例自2022年1月1日起施行。  
 Article 25: These regulations shall come into effect on January 1, 2022.

**68.**

**69.**