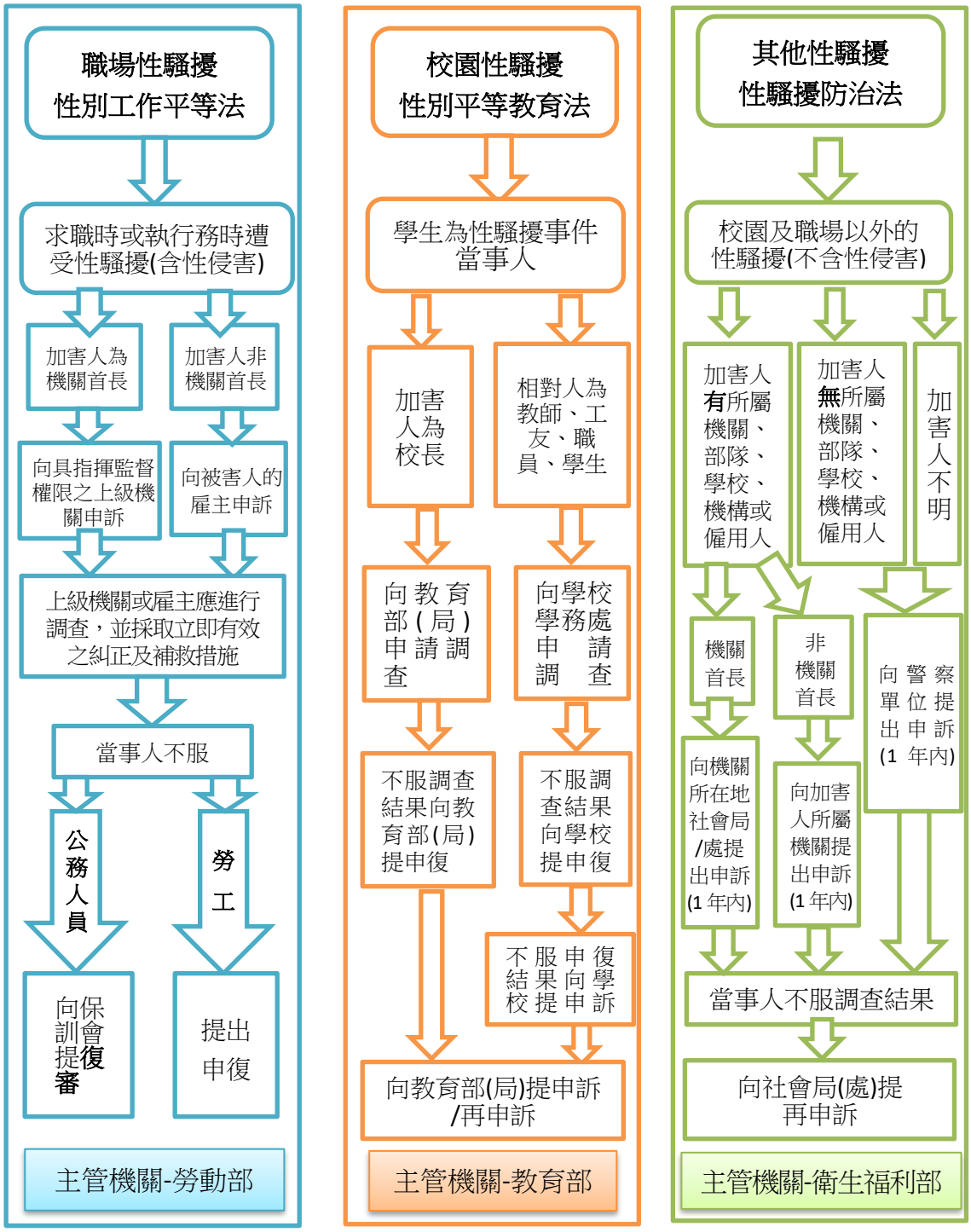金門監獄(含合署)職場性騷擾申訴案件處理之標準作業程序