

Equal Opportunity and Diversity Policy (GC)

Queensland Institute of Business Technology Pty Ltd

ABN 38 076 195 027

Document

| | |
|---------------------------|---|
| Document Name | Equal Opportunity and Diversity Policy (GC) |
| Brief Description | This Policy promotes fairness, equity and respect and encourages achievement by maximising access to and participation in education and training. This Policy also acknowledges the diversity of the staff, students and prospective students of the college. |
| Responsibility | Director Student and Academic Services |
| Initial Issue Date | 08/09/2004 |
| Authorising Body | Management Committee |

Version Control

| Date | Version No. | Summary of Changes | Reviewer Name and Department/Office |
|------------|-------------|--|---|
| 26/03/2019 | 5 | Policy changes prior to December 2019 are found on H drive. | Academic Director |
| 09/11/2022 | 6 | Reviewed for accuracy and currency and moved to newer template to incorporate RASCI table and legislation. | Student Learning Advisor, Quality and Compliance Manager |

Related Documents

| Name | Location |
|---|----------------------------|
| Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy | Policy HUB |
| Student Code of Conduct | Policy HUB |
| Student Complaints and Appeals Policy | Policy HUB |
| First Peoples Education Policy | Policy Hub |

Contents

| | | |
|-----|---------------------------------|---|
| 1 | Purpose and Scope | 3 |
| 1.1 | Introduction | 3 |
| 1.2 | Purpose | 3 |
| 1.3 | Scope | 3 |
| 2 | Policy Statement..... | 3 |
| 2.1 | Principles and Objectives | 3 |
| 2.2 | Diversity..... | 4 |
| 2.3 | Equal Opportunity | 4 |
| 2.4 | Staff | 5 |
| 2.5 | Students | 5 |
| 2.6 | Awareness..... | 6 |
| 3 | Responsibilities | 6 |
| 4 | Compliance | 6 |
| 4.1 | General | 6 |
| 4.2 | Relevant Legislation | 7 |
| 4.3 | Review | 7 |
| 4.4 | Records Management..... | 7 |

1 Purpose and Scope

1.1 Introduction

This Equal Opportunity and Diversity Policy sets out the approach of Griffith College relating to the management of equal opportunity and diversity.

1.2 Purpose

The purpose of this Policy is to confirm that the Company promotes fairness, equity and respect. It is designed to ensure the diversity of the staff, students and prospective students of the college.

1.3 Scope

This Policy has been prepared in accordance with the Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy; Student Code of Conduct; Student Complaints and Appeals Policy; Anti-Discrimination Act 1991 (Qld); Workplace Gender Equality Act 2012 (Cth); Age Discrimination Act 2004 (Cth); Racial Discrimination Act 1975 (Cth); Sex Discrimination Act 1984 (Cth). It therefore sets out how the Company complies with relevant legal standards and regulations regarding equal opportunity and discrimination pursuant to Queensland and Commonwealth equal opportunity legislation requirements.

2 Policy Statement

This policy aims to provide a study and work environment for staff and students that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment, victimisation and bullying.

2.1 Principles and Objectives

The College is committed to the goals of equal opportunity in education and employment. It aims to provide a study and work environment for staff and students that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment, victimisation and bullying. Please refer to the Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy for further information.

The College is also committed to diversity in the learning and teaching environment and recognises its value to all within the College. In fulfilling its commitment to equity and diversity the College, with the cooperation of all members of the teaching and learning environment, will:

- Foster a culture that values and responds to the rich diversity of its staff and students;
- Overcome past disadvantage for members of staff and student equity groups e.g first nation peoples;
- Engender trust between managers and supervisors, staff and students;
- Provide socially, culturally and gender inclusive education;
- Remove barriers to participation and progression in employment and education;
- Increase flexibility through exposure to new ideas and different ways of working;
- Enhance skills through interdependent learning relationships;
- Enhance the quality and accessibility of education and employment with increasing links to cultural diversity for people of Aboriginal and Torres Strait Islander descent.

To achieve these outcomes, the College depends on the continued co-operation of all members of the teaching and learning environment.

2.2 Diversity

The College consists of a socially, culturally and linguistically diverse community, which enriches teaching and learning capabilities and helps to create a culture that is tolerant, flexible and relevant to the global academic environment. The College values these differences as an essential characteristic in the success of its academic activities and is committed to providing an inclusive learning and teaching environment.

Diversity accounts for the many factors that influence the ability of people to participate and succeed in education and training and employment, including:

- prior educational experiences;
- cultural identity;
- language;
- learning styles;
- goals and expectations;
- motivation;
- work and social experiences;
- gender;
- gender identity;
- marital or relationship status;
- pregnancy;
- lawful sexual activity;
- values and beliefs;
- disability or impairment;
- sexual orientation;
- intersex status;
- religion;
- income;
- family responsibilities;
- trade union affiliation;
- political activity;
- geographic location; and
- age

The College aims to meet its commitment to diversity, through practices which encourage, support and provide opportunities for people from diverse backgrounds to access participate and achieve outcomes in the teaching and learning environment.

2.3 Equal Opportunity

The College is committed to providing a teaching and learning environment in which employees and students feel that they are valued, treated fairly and are provided with equal access to resources and services available to participate and achieve outcomes in the learning and teaching environment. The College also aims to provide a harassment-free environment that fosters good working relationships between all members of the learning and teaching environment.

The College also recognises the following specific equity groups who may have experienced disadvantage in education and employment in the past:

- Women;
- First Nation (Aboriginal) and Torres Strait Islander peoples
- People with a disability; and
- People from culturally and linguistically diverse backgrounds;

The College aims to meet its commitment to equal opportunity, through practices which are free from bias and discrimination, and which provide individuals with the opportunity to access, participate in, and achieve outcomes from education and training.

2.4 Staff

The College is committed to ensuring that all employees, or potential employees, enjoy equal employment opportunity (EEO). To provide equal employment opportunity the College undertakes to:

- promote and support equal employment opportunity in all its activities
- eliminate discrimination on the grounds outlined in the Sexual Assault, Harassment, Discrimination, Victimisation and Bullying policy
- create an environment characterised by respect where staff are able to work free from discrimination or harassment;
- use non-discriminatory, inclusive language in all official documents and encourage its use throughout the College;
- ensure the application of the merit principle in recruitment, selection and reclassification;
- ensure that employees, or potential employees, are treated fairly and equally when employment decisions are made;
- provide equitable career development opportunities for all staff;
- ensure equitable access to decision-making and resources;
- ensure effective consultation with staff members in the development and implementation of equal employment opportunity;
- ensure the accountability of managers for the implementation of the College's equal employment opportunity policies and practices.

The College will provide equal opportunity advice and support to staff who feel they have been disadvantaged in their employment by practices and procedures within the College.

2.5 Students

The College is committed to ensuring that all students, or potential students, enjoy equal opportunity in education. It also commits to providing a teaching and learning environment where all students are encouraged to work towards their maximum potential. To provide equal opportunity in education the Institute undertakes to:

- provide flexible academic services that are accessible to its students;
- account for requirements of individual students in strategic and operational planning processes;
- provide opportunities for students to be involved in the planning and decision-making processes on matters that affect them;
- provide a broad, relevant and balanced range of high-quality academic programs and support services that account for the diversity and the needs of all students and potential students, including those under-represented in education and training;
- provide training and support in the delivery of its academic programs to enable staff to monitor course content, teaching methods, assessment procedures, course and audiovisual material to ensure that they are not discriminatory or offensive and that they encourage and facilitate full participation in the learning and teaching environment by disadvantaged people;
- members of equity groups to successfully participate;
- provide opportunities for students to achieve outcomes that meet their personal goals; and
- provide academic programs and support services in an environment free from unfair disadvantage.

The College will provide equal opportunity advice and support to students who feel that they have been disadvantaged in their education by practices and procedures within the College.

2.6 Awareness

As part of its commitment to equal opportunity and diversity, the College aims to increase the awareness of all members of the teaching and learning environment of equal opportunity and diversity practices and responsibilities, by providing information in the following areas:

- Preventing discrimination and harassment
- Reporting and dealing with complaints of discrimination and harassment
- Cross cultural issues for staff and students

3 Responsibilities

| Responsibility | CDP | SC | QCM | AD | DSAS | PC | DMA | All | SLC | MC |
|---|-----|----|-----|----|------|----|-----|-----|-----|----|
| Maintain currency of policy | A | S | C | | R | | | I | I | A |
| Provide a harassment-free teaching and learning environment | A | S | | R | S | R | | S | I | |
| Ensure teaching materials use inclusive language and are non-discriminatory | A | S | | R | S | R | | S | I | |
| Provide opportunities for students to be involved in the planning and decision-making processes on matters that affect them | | R | | | A | | | | C/R | S |
| Ensure information is available on the College website for prospective students | A | C | | | S | | R | I | | S |
| Create a safe and respectful team environment – build psychological safety | | | | | A | | | R | | I |
| CDP = College Director and Principal, SC = Student Counsellor, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director Marketing & Admissions, ALL = All Staff, SLC = Student Liaison Committee, MC = Management Committee R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed | | | | | | | | | | |

4 Compliance

4.1 General

The Director, Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Document Name: Equal Opportunity and Diversity Policy (GC)

Publish Date: 25-Nov-22

Information Classification: \About Griffith College\Equity and Ethical Conduct\ - Public

Page 6 of 7

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams and through the Student Liaison Committee.

4.2 Relevant Legislation

Griffith College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- 1 [Anti-Discrimination Act 1991\(Qld\)](#);
- 2 [Workplace Gender Equality Act 2012 \(Cth\)](#);
- 3 [Age Discrimination Act 2004 \(Cth\)](#);
- 4 [Racial Discrimination Act 1975 \(Cth\)](#);
- 5 [Sex Discrimination Act 1984 \(Cth\)](#).; and
- 6 [Higher Education Standards Framework 2021 \(Threshold Standards\): 2.2 Diversity and Equity](#).

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

| Record type | Owner | Location | Retention | Disposal |
|-------------|---|------------|---|--------------------|
| Policy | Director, Student and Academic Services | Policy Hub | Permanently with control in place for revisions | Policy Hub archive |