



Title of Policy:	Fair Treatment and Equal Opportunities Policy
Purpose of Policy:	The College is committed to providing a learning, teaching and working environment that promotes fairness, equity and respect and encourages achievement by maximising access to and participation in education and training. The College is obligated to ensure that all current and prospective students, interns, staff members and contractors are treated in a fair and equitable manner and to meet all requirements in relation to anti-discrimination laws and related legislation.
Scope of Policy:	This policy applies to all current and prospective students, interns, staff members, contractors (including educators and supervisors) and other workplace participants such as suppliers, casuals etc.
Definition of Terminology:	<p>“Equal Opportunity” is about making sure that the college is free from all forms of unlawful discrimination and harassment and providing opportunities to assist people who are affected by past or continuing disadvantage or discrimination.</p> <p>“Discrimination” is when someone behaves unfairly or if an unfair decision is made about a person which is based on the following attributes or factors: sex (including sexual harassment); pregnancy; race, colour, nationality, ethnic or ethno-religious background; marital status; physical, intellectual or psychiatric disability or illness; age and compulsory retirement; (assumed) homosexuality; transgender (transsexuality); carers’ responsibilities, family responsibilities and parenthood; physical appearance; irrelevant medical or criminal records; religious or political beliefs or activities; involvement in the defence service, employment activity and association with a person with any of these attributes. There are two types of discrimination, direct and indirect.</p> <p>“Direct discrimination” is where someone is treated unfairly or differently because of their attributes or the factors mentioned above.</p> <p>“Indirect discrimination” is when everyone is treated the same, but in a way that ends up being unfair to anyone with any of the above mentioned attributes or factors.</p> <p>“Harassment” is any behaviour which is unwanted and offends, humiliates or intimidates and targets a person because of an attribute or factor as mentioned above.</p> <p>“Bullying” is physical or psychological violence or abuse or conduct by an individual or group and directed against an individual who is not able to defend him/herself in the actual situation.</p>
Policy Content:	<p>The College ensures that all current and prospective students, interns, staff members and contractors are treated fairly and respectfully in terms of enrolment, employment, promotion, transfer, remuneration, training, working environment, termination and redundancy during the course of their employment or education with the College. The College aims to provide an environment free from discrimination and all forms of harassment and bullying. By promoting a non-discriminatory policy, and thereby recognising and encouraging students, staff members, contractors on the basis of their individual abilities, aptitudes, qualifications and skills, the College will engender a positive and motivated teaching and learning environment in which staff members 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.</p> <p>The key principles of this policy are:</p> <ul style="list-style-type: none"> • To provide equal opportunities in all aspects of enrolment, employment including conditions of employment, recruitment, remuneration, development, promotion and termination. (<i>refer further to the College’s Equal Employment Opportunity (EEO), Anti-Discrimination and prevention of harassment and bullying Policy</i>) • To assess and treat all students, staff members and contractors according to their skills, qualifications, abilities and aptitudes and without regard to any of the above mentioned attributes or factors. • To conform to current legislation. <p>The College, its managers, students, staff members and contractors are liable for their own unlawful acts. Their specific responsibilities are to:</p> <ul style="list-style-type: none"> • Act in a positive manner and contribute to a productive working and learning environment that is free from discrimination, harassment and bullying; • Maintain a College that is free from any form of discrimination, harassment and bullying. <p>The College ensures that all reasonable steps are taken in effectively managing workplace discrimination, harassment and bullying and that the College is conversant and up-to-date with EEO and anti-discrimination laws.</p> <p><u>Grievance procedure:</u> Any student, staff member or contractor who believes that they have been subject to actions or words that may constitute discrimination, harassment or bullying has a responsibility to act</p>

	<p>as soon as practicable, using the College's grievance procedure.</p> <p>Grievance by students of breaches of this policy by the College, or by any member the College community except other students, are made in the first instance in accordance with the student grievance procedures (<i>refer further to the Colleges Academic and Non Academic Grievance procedures</i>)</p> <p>Grievance by other members of the College community of breaches of this policy by the College, or by any member of the College community except students, are made in the first instance in accordance with the staff grievance procedures</p> <p>Possible actions: Any student, staff member or contractor of the College determined to be inappropriately or unacceptably discriminating against or harassing or bullying a student, staff member or contractor will be subject to appropriate disciplinary action, up to and including termination of enrolment, employment or contract. The College will not retaliate against any student or staff member/contractor for filing a complaint or for participating in any investigation. The College will also not tolerate or permit retaliation by any manager, student, staff member or contractor. Such victimisation is also prohibited under anti-discrimination laws and this behaviour can also result in disciplinary action for the staff member(s) or contractor(s) involved.</p>		
<p>Person Responsible for Policy (and its review):</p>	<p>Human Resources Manager/Registrar</p>		
<p>Person/s Responsible for Implementation:</p>	<p>Human Resources Manager/Registrar</p>		
<p>Procedure for Implementation:</p>	<ul style="list-style-type: none"> • Inform students, staff members and contractors of policy. 		
<p>Relevant Forms:</p>	<p>N/A</p>		
<p>Record Keeping Requirements:</p>	<p>Personnel and other relevant files</p>		
<p>Location of Records:</p>	<p>Human Resources Manager's office</p>		
<p>Policy Developed By:</p>	<p>Human Resources Manager</p>		
<p>Policy Endorsed By:</p>	<p>Executive Management</p>		
<p>Policy Complies with: (external authority)</p>	<table border="0"> <tr> <td data-bbox="410 1224 870 1409"> <ul style="list-style-type: none"> • Age Discrimination Act (2004) • Anti-Discrimination Act (1977 and 1991) • Disability Discrimination Act (1992) • Equal Opportunity Act (1995) • Human Rights & Equal Opportunity Act (1986) </td> <td data-bbox="870 1224 1378 1409"> <ul style="list-style-type: none"> • Occupational Health and Safety Acts (2000, NSW and 2004 Vic) • Racial Discrimination Acts (1975) • Sex Discrimination Act (1984) • Workplace Health and Safety Act (1995) Qld </td> </tr> </table>	<ul style="list-style-type: none"> • Age Discrimination Act (2004) • Anti-Discrimination Act (1977 and 1991) • Disability Discrimination Act (1992) • Equal Opportunity Act (1995) • Human Rights & Equal Opportunity Act (1986) 	<ul style="list-style-type: none"> • Occupational Health and Safety Acts (2000, NSW and 2004 Vic) • Racial Discrimination Acts (1975) • Sex Discrimination Act (1984) • Workplace Health and Safety Act (1995) Qld
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<p>Related policies/procedures:</p>	<ul style="list-style-type: none"> • Equal Employment Opportunity (EEO), Anti-Discrimination and prevention of harassment and bullying • Staff Grievance Procedure (Staff Handbook 2008) • Grievance and Appeal Policy and Procedures – Non Academic Matters (Student Handbook 2008) • FEE-HELP Review and appeals procedures 2008 • Student Misconduct Policy 		
<p>Policy Version Control Number:</p>	<p>21/Aug 08</p>		