Diversity, Equity and Inclusion Policy

1. Purpose

The *Diversity, Equity and Inclusion Policy* ("policy") confirms the Institution's approach and commitment to diversity, equity and inclusion to create equivalent opportunities for academic and professional success, promote a culture that values diversity, equity and inclusion, and support a safe learning and working environment free from discrimination, harassment, bullying, victimisation and vilification.

2. Scope

This policy applies to all prospective and currently enrolled students, and all prospective and current members of staff. It also applies to contractors, visitors and other third parties when they are on campus, engaged in Institution-related activities or using Institution-managed platforms (including online learning environments).

3. Definitions

See *Glossary of Terms*.

4. Policy statements

Inclusive learning and working environment

4.1 The Institution takes reasonable steps to provide an accessible and inclusive learning and working environment that promotes fairness, equity, respect for social and cultural diversity, and that is free from discrimination, harassment, bullying, victimisation and vilification.

4.2 The Institution values the diverse skills, experiences and perspectives of people as a result of their gender, sex, gender identity, ethnicity, language, cultural background, age, disability, neurodivergence, impairment, religious beliefs, sexual orientation, socio-economic status and/or family responsibilities.

4.3 Equivalent development and support opportunities for academic and professional success is provided to all staff and students.

Anti-racism, safety and respectful debate

4.4 The Institution adopts a proactive anti-racism approach and takes reasonable steps to prevent, respond to and address racism, antisemitism, Islamophobia and other forms of discrimination, harassment, bullying, victimisation and vilification that affect students' and staff members' safety, wellbeing, participation and success.

4.5 The Institution supports the respectful discussion of ideas and recognises the importance of academic freedom and freedom of expression in accordance with the Protection of Freedom of Speech and Academic Freedom Policy. These do not extend to unlawful conduct or conduct that constitutes discrimination, harassment, bullying, victimisation or vilification, or that poses a risk to the safety and wellbeing of students, staff or visitors.

Admissions, recruitment and equity of access

4.6 Student admissions and recruitment processes are monitored to ensure practices are transparent, free from bias and consistent with the principles of this policy. See also the *Admissions Policy* and *Employee Handbook*.

4.7 The Institution acknowledges that historic and ongoing disadvantage has created barriers to access and progression and is, therefore, committed to increasing access to higher education to students who are at risk of disadvantage or under-representation. Equity scholarships are available (upon application) to students who experience economic, social or geographical disadvantage. An Indigenous scholarship is available (upon application) for Aboriginal and Torres Strait Islander people of Australia.

Cultural sensitivity

4.8 Informed by its Learning and Teaching Principles, the Institution encourages learning that is 'global, with courses exploring international perspectives' including sensitivity to the similarities and differences that exist between people from different backgrounds, cultures and countries. Particular regard is paid to Aboriginal and Torres Strait Islander people in Australia. The Institution

acknowledges and respects the traditional custodians of the land upon which its campuses are located and recognises the contribution that Indigenous people can make to the academic and cultural life of the Institution. Cultural competence training on Aboriginal and Torres Strait Islander people is available for staff members requiring increased cultural knowledge and confidence in the workplace.

Respectful behaviour and community expectations

4.9 Students and staff can expect others to engage in a positive, respectful and constructive manner at all times.

4.10 Unlawful discrimination, bullying or victimisation is not tolerated and is considered a breach of the *Student Code of Conduct* (students) or the staff code of conduct outlined in the *Employee Handbook* (staff).

Support

4.11 Students can seek assistance when they are at risk of disadvantage or under-representation through the Student Success Centre in accordance with the *Student Wellness Policy* and Support for Students Policy.

4.12 The Institution takes reasonable steps to provide an accessible learning and working environment, including the provision of reasonable adjustments for students and staff with disability and/or impairment in accordance with the *Disability Policy*.

4.13 The Institution recognises that disadvantage may be experienced in different ways and may be compounded for some individuals, and it takes this into account when designing and reviewing support strategies.

Disclosure and complaints

4.14 Students may choose to disclose a diversity, equity and inclusion issue at any time. Disclosure means telling another person about an incident that happened either in the past or it may be ongoing. The primary aim of disclosure is to offer information and support to the person sharing their experience.

4.15 Students and staff may choose to disclose face to face with a trusted staff member (with or without a support person present) or online via the confidential

forms as follows:

1. Students: **student disclosure form** or **student anonymous disclosure form**
2. Staff: **staff disclosure form** which has the option to submit anonymously.

4.16 When disclosures are submitted anonymously, the actions available to the Institution may be limited (for example, the ability to investigate, make findings, provide procedural fairness or take disciplinary action).

4.17 A disclosure is different from a formal complaint. Students seeking a formal investigation should lodge a complaint in accordance with the Complaints and Appeals Policy. Staff should follow the grievance procedures in the Employee Handbook.

4.18 Alleged breaches of this policy are handled in accordance with the General Misconduct Policy (students) and the Employee Handbook (staff).

5. Roles and responsibilities

5.1 The President and Managing Director is the Responsible Officer of this policy.

5.2 The Executive Management Group is responsible for ensuring the continued cooperation of all students and staff to promote and embed the principles outlined in this policy into their daily behaviour, decision-making and language. It ensures policies, practices and operations are free from bias and consistent with the intent of this policy.

5.3 The Academic Board oversees monitoring of student participation, progress and completion for identified cohorts and reviews actions taken to address inequities in student outcomes.

5.4 Students and staff are responsible for treating fellow community members with respect regardless of background, engaging in a positive, respectful and constructive manner at all times, taking reasonable steps as a bystander to support a safe environment, and reporting any incidents of discrimination, harassment or bullying, victimisation or vilification. Retaliation against a person who makes a disclosure or complaint, or who assists an investigation or process, is prohibited.

5.5 The Vice President (People and Training) is responsible for ensuring fair and equitable recruitment processes and coordinating training to staff as required, including training and capability-building to prevent and respond to discrimination, harassment, bullying and other harmful behaviours (including conduct occurring online).

6. Related documents

Admissions Policy

Complaints and Appeals Policy

Complaints and Appeals Procedures

Disability Policy

Employee Handbook

General Misconduct Policy

General Misconduct Procedures

Health and Safety Policy

Sexual Harm Policy

Support for Students Policy

Student Code of Conduct

Student Disability Support Procedures

Student Wellness Policy

Student Wellness Procedures

7. Version history

Summary of changes	Approval date	Approved by
Created	8 December 2017	Board of Directors

	19 August 2019	Board of Directors
	13 September 2022	Board of Directors
Comprehensive review. Changes included updated definitions, additional clauses for: · proactive anti-racism approach and reasonable steps taken to address racism, antisemitism, Islamophobia, etc; · links to the Protection of Freedom of Speech and Academic Freedom Policy; · new support clauses · broadened roles and responsibilities		Board of Directors