

DIVERSITY AND EQUITY POLICY AND PROCEDURE

Approving authority	Executive Management Team
Purpose	To articulate and support the ongoing commitment of Oxford College to promoting and providing all current and prospective students and staff with conditions of access to and participation in education based on equal opportunity, cultural diversity and academic freedom.
Responsible Officer	Principal
Associated documents	Anti-Bullying & Harassment Policy and Procedure Anti-Discrimination Policy and Procedure Human Resources Policy Student Code of Conduct and Procedure Student Complaints & Appeals Policy and Procedure Student Services & Support Policy and Procedure

1. RATIONALE

Oxford College (hereafter referred to as the “College”) is an equal opportunity workplace and learning environment for all staff and students.

2. SCOPE

This policy applies to all staff, voluntary position holders, students, volunteers, and visitors across the College, and at all times whilst engaged in College business or otherwise representing the College. The scope encompasses affiliates, contractors and consultants, appointed or engaged by the College, to perform functions and/or recognised for their contribution to the College.

3. POLICY

It is Policy that the College:

- Acknowledge traditional Aboriginal and Torres Strait Islander custodianship of the land at the start of significant meetings and events;
- celebrates diversity and does not discriminate against people (staff or students) on the basis of age, race, colour, religion, ancestry, national origin, age, gender, sexual orientation, marital status, veteran status or physical or intellectual disability, either in the recruitment of students or the implementation of its policies, procedures and activities;
- has a student code of conduct which requires all students to conduct their duties and act in a manner that promotes a safe, positive, productive and harmonious learning environment, act ethically and responsibly, and be accountable for their actions and decisions;
- is committed to providing equal opportunity and promoting inclusive practices and processes for all students and staff within the limits of its resources; and
- integrates the principles of access and equity into the College’s policies and procedures for all students and staff;
- acknowledges that to redress the past disadvantages of particular groups, special measures are needed to improve educational opportunities and success for people from these specific groups. While international students studying in Australia may not be under-represented or have experienced disadvantage, the principles of support for diverse learners and inclusive education should be applied to them as to all students.

Special measures are acts which the College can take to enable substantive equality for individuals who belong to specific groups which have experienced past disadvantage, because of laws and rules, stereotypes and attitudes. Special measures aim to redress past disadvantage and improve employment outcomes and access to education for people from these groups. Anti-discrimination legislation enables the College to implement special measures for specific groups.

Specific groups refers to those historically disadvantaged or underrepresented student population in Higher Education, other groups protected in Equal Opportunity and anti-discrimination legislation, and those covered by the Higher Education participation and Partnership Program. They include Aboriginal and Torres Strait Islander people, people from low Socio-economic status (SES) backgrounds, people with disability, people from remote, rural or isolated areas, people who are the first in their family to attend a university or other higher education institution, people from non-English speaking backgrounds, and women, especially in areas of study where they have been under-represented, such as engineering.

Gender equity is a set of actions, attitudes, and assumptions that provide opportunities and create expectations about individuals. Gender is never separate from race, ethnicity, language, disability, income, or other diversities that define us as human beings. It offers a framework for education in which all students:

- can be engaged, reflective learners, regardless of the subject;
- can be educated in a safe and supportive environment enabling each student to achieve their potential;
- are prepared for future education, jobs, careers, and civic participation;
- set and meet high expectations for themselves and others;
- develop as respectful, inclusive, and productive individuals, friends, family members, workers, and citizens;
- receive equitable treatment and achieve equitable outcomes in school.

All students and staff deserve, and have a right, to be provided with equal opportunities to succeed in all aspects of education or employment. Gender is not a determinant of a student's capacity to learn, or an employee's capacity to work, but often influences opportunities. It is unlawful to discriminate against a person on the basis of gender.

4. PROCEDURE

4.1 It is the procedure of the College to ensure that all students and staff are provided with equal opportunities to reach their potential, irrespective of gender or stereotypical expectations.

4.2 The College will take all reasonable steps to prevent or minimise irrespective of gender or stereotypical expectations. All staff are expected, when carrying out their duties, to show respect towards all persons.

4.3 Managers have responsibility to:

- take reasonably practicable steps to ensure that their workplace or learning environment both on-campus and online, is free from Discrimination, Bullying and Harassment;
- providing training or advice to staff or students to eliminate Discrimination, Bullying and Harassment and develop cross-cultural awareness and sensitivity among professional and academic staff and students;
- encourage due recognition to the history and experiences of the Aboriginal and Torres Strait Islander Peoples of Australia and other ethnic groups;
- inform staff or students who experience Discrimination, Bullying and Harassment of their rights and provide them with the appropriate policy and procedures to resolve their concerns;
- ensure that staff or students who make a Complaint are not victimised for doing so and respect their privacy and confidentiality at all times;
- maintain a confidential database of complaints.

4.4 If a staff member or student who believes that she/he is being discriminated, and is unable to resolve the matter herself/himself, or is of the belief that it is unsafe to do so, he or she may approach the Principal in the first instance, and then follow the College Complaints and Appeals process:

(1) Contact the following person at the College who have been nominated to give information:

Name	Ms. Rong LIU
Position	Principal

Location Level 10, 310 King Street
Telephone 03 8663 7198
Email rongliu@ozford.edu.au

(2) Contact the Victorian Equal Opportunity and Human Rights Commission for information about your rights and responsibilities.

Level 3, 204 Lygon Street
Carlton Vic 3053

Phone: 1300 891 848

Fax: 1300 891 858

Email: information@veohrc.vic.gov.au

Hearing impaired (TTY): 1300 289 621

Interpreters: 1300 152 494

4.5 If you feel confident and want to deal with the situation yourself, you can use self-help techniques.

However, it is not necessary that you try to resolve the complaint this way. This option involves approaching the person responsible for the discriminatory or sexually harassing behaviour yourself. You should tell the person what you are unhappy about, why you are unhappy about it, and what you would like to happen. Taking a person with you for support may be helpful.

4.6 Make an internal complaint

The College has an obligation to treat all complaints of discrimination, on the basis of gender identity or seeking unnecessary information seriously. All complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

- The starting point to resolving a complaint is to talk with someone. This can be your manager (or another manager if more appropriate). Tell them what your concerns are; explain what has happened and how it has affected you.
- The manager may take immediate action (e.g. removing offensive graffiti or posters).
- The manager may provide a range of options. One approach is to centre on the resolution of the issue, without deciding fault. The manager may speak to the person you are making a complaint about, to see if the situation can be resolved simply.
- Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. Your manager (or another manager if appropriate) may handle your complaint, or refer it to specialist human resource staff or engage an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations which will be implemented by the College.
- The following staff member is available to discuss these options:

Name Ms. Rong LIU
Position Vice President
Location Level 10, 310 King Street
Telephone 03 8663 7198
Email rongliu@ozford.edu.au

4.7 Make an external complaint

If you think you have been discriminated against on the basis of your gender identity contact the Victorian Equal Opportunity and Human Rights Commission and talk about your concerns. Their dispute resolution service is free and confidential. They can send you information about the complaint process and if they can't help you they will try to refer you to someone who can.

To make a complaint to the Victorian Equal Opportunity and Human Rights Commission see <http://www.humanrightscommission.vic.gov.au/index.php/discrimination>

Or call the Australian Human Rights Commission in Sydney on 1300 656 419 to make a complaint under federal anti-discrimination legislation.

5. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officers.