

Equal Opportunity and Anti-Discrimination Policy and Procedure

1. Rationale

Ozford English Language Centre (“**Ozford**”) is a community. Communities are built on respect for oneself and others. As a College, Ozford is committed to providing an environment to maximise the educational opportunities and the best outcome for all students.

2. Scope

This policy and procedure applies to all staff members, students and visitors.

3. Definitions

Discrimination is a hostile behaviour of a person to another person in some form or manner. It maybe a trait of the person itself and/or possibly due to the person’s past history and such behaviour can either be in a direct manner and/or an indirect discrimination.

A direct discrimination is when a person treats or intends to treat another person unfavourably for reason(s) the discriminator may have against the other person. In the case of a person with an impairment or disability and the other person fails and made no attempt to accommodate and/or offer any adjustment for the impaired or disabled person, this conduct also constitutes a direct discrimination to the other.

Indirect discrimination is when a person imposes, or proposes to impose, a requirement, condition or practice:

- that has, or is likely to have, the effect of disadvantaging the other person with an attribute; and
- that is unreasonable.

4. Policy

- 4.1 Ozford is committed to ensure that the staff members, students and visitors are treated equally with respect. It is the aim of Ozford to provide all staff members and students with an environment that promotes and provides equal opportunity. This environment is free from unlawful discrimination, discriminatory and sexual harassments, bullying and victimisation. All reasonable and proportionate steps will be taken by Ozford to eliminate discrimination, sexual harassment, bullying or victimisation as far as possible.
- 4.2 Ozford is committed to the principle of fairness in education, employment and the welfare for the current and prospective staff members and students. All staff members and students are bound by this policy and the related Code of Conduct.
- 4.3 This Policy and Code of Conduct will ensure that all members of the College are aware of Ozford’s expectations and such will be conveyed to the students/parents/guardians/carers via:

- Ozford's website;
- Orientation and mentors' group meetings;
- student handbook; and
- College's newsletters.

5. Procedure

Education & Communication

- 5.1 Staff members, students and other stakeholders of Ozford will be informed of the College's approach to anti-discrimination and will be provided with information relating to their rights and responsibilities.
- 5.2 All staff members will be made aware of the legislative requirements relating to equal opportunity and anti-discrimination issues.

Curriculum and Educational delivery

- 5.3 Curriculum and educational delivery is beneficial, leading to an equitable outcome and enhance participants' ability to excel in all aspects of the education. Further, it challenges the stereotypical views, including historical values, attitudes and roles. Emphasis of curriculum also includes personal and social developments and complementing academic achievements.
- 5.4 A diverse range of learning styles will be introduced to complement the multiple intelligences of students.
- 5.5 Any group affected by a decision-making outcome is consulted, its input fairly treated and a decision-making process will be meritorious and free from discrimination.

Complaint Process

- 5.6 Any form of discrimination will not be tolerated.
- 5.7 Staff members and students are encouraged to report the incident(s) in the first instance, to the Head of ELICOS or the Principal with the provision of any documentary evidence setting out the dates, times and places (if available).
- 5.8 The Complaints and Appeals Policy and Procedure will be followed for investigating and resolving any such matters. All claims of discrimination will be taken seriously with utmost confidentiality, documented promptly and accurately and constructively addressed. The rights and sensitivities of all individuals will be safeguarded.

6. Feedback

Feedback or comments on this policy and procedure is welcomed by the Executive Management Team.

