

<b>Approving authority</b>	<b>Executive Management Team</b>
<b>Purpose</b>	<b>To comply with the Minimum standards of registration 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 and cultural diversity.</b>
<b>Responsible Officer</b>	<b>Principal</b>
<b>Associated documents</b>	<b>Anti-Bullying &amp; Harassment Policy and Procedure Anti-Discrimination Policy and Procedure Human Resources Policy Student Code of Conduct and Procedure Student behaviour management policy and procedures Student Complaints &amp; Appeals Policy and Procedure Student Services &amp; Support Policy and Procedure</b>

### 1. RATIONALE

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

### 2. SCOPE

This policy applies to all staff and students:

- ⌚ full time, part time, casual, permanent or temporary;
- ⌚ contract or commission workers;
- ⌚ volunteers, vocational and work experience placements.

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.

It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

### 3. POLICY

The College:

- ⌚ acknowledges 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 and staff 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, other groups protected in Equal Opportunity and anti-discrimination legislation. 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.

**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 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.

### Complaint Procedures

- 4.4 All forms of discrimination are not to be tolerated.
- 4.5 All claims of discrimination in any form or manner will be taken seriously, treated fairly and with confidentiality, thoroughly documented and constructively addressed by the High School Coordinator and the Head of Student Services.
- 4.6 The Principal has overall responsibility for ensuring policies are followed and current contact details are:

<b>Name</b>	Ms. Rong LIU
<b>Position</b>	Principal
<b>Location</b>	Level 10, 310 King Street
<b>Telephone</b>	03 8663 7198
<b>Email</b>	<a href="mailto:rongliu@ozford.edu.au">rongliu@ozford.edu.au</a>

- 4.7 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 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.
- 4.8 Students or staff impacted can also contact the Victorian Equal Opportunity and Human Rights Commission for information about their 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](mailto:information@veohrc.vic.gov.au)  
**Hearing impaired (TTY):** 1300 289 621  
**Interpreters:** 1300 152 494
- 4.9 If the behaviour continues or the person feels unsafe, staff and students are encouraged to formally report the incident (make a complaint) to the High School Coordinator and the Head of Student Services with any documentary evidence that include dates, times and places (if available). This evidentiary documentation will be significant in the resolution of the matter.

- 4.10 Where the complaint is in respect to a student, the Student Behaviour management policy and procedures will be followed.
- 4.11 Where the complaint is in respect to a staff member, the Student Complaints & Appeals Policy and Procedure and the Human resources policy will be followed.
- 4.12 The complainant will be supported through the process by the Student support team as set out in the Student Support & Services Policy & Procedures.
- 4.13 Staff or students can also seek external advice and 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>

- 4.14 Alternatively, students or staff may 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.