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## Fair Treatment and Equal Opportunity Policy

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### 1.0 Overview

The Engineering Institute of Technology (EIT) recognises that honesty, integrity, respect, fairness, and embracing differences are fundamental to achieving the advancement of learning and knowledge.

EIT strives, through continuous improvement, to integrate equal opportunity principles into all aspects of its activities through its decision-making and planning processes.

Through this policy EIT seeks to promote the principles of equal opportunity; equity, fairness and social justice and to acting in accordance with relevant legislation.

### 2.0 Scope and Application

This Policy seeks to encourage an inclusive, respectful and fair environment for all people whilst engaged in EIT-related activities.

This Policy is intended to operate in conjunction with EIT's related policies, procedures, and the relevant legislation.

This policy and procedure applies to both higher education (HE) and vocational education and training (VET) activities at EIT and the associated EIT staff and students (potential, current and past).

This policy and procedure also informs EIT staff that fair treatment and equal opportunity applies to all students. This document will be made available to staff, students and potential students via the EIT website and referenced as an important component of staff induction and student admissions.

### 3.0 Principles

- EIT requires all people engaged in EIT-related activities to ensure their conduct complies with the principles of equal opportunity outlined in this Policy and in accordance with EIT's related policies, procedures, and the relevant legislation.
- EIT aims to provide an inclusive environment for all people by identifying and eliminating where possible systemic barriers to equitable access and participation.
- EIT uses non-discriminatory, inclusive language in its corporate documents.
- EIT is pro-active in developing strategies, frameworks and courses to successfully increase access and encourage success for designated under-represented groups in order to overcome disadvantage.
- EIT seeks to ensure that all people engaged in EIT-related activities are provided equitable access to available opportunities.
- EIT develops monitoring and reporting processes that support the systematic implementation and management of equal opportunity objectives and strategies.
- EIT adopts effective procedures and processes to resolve complaints of unlawful discrimination.

### 4.0 Definitions

**Equal Opportunity:** means fairly treating staff and students.

Fair treatment is:

- treating people as individuals without making judgments based on irrelevant personal characteristics
- creating a work environment free from discrimination, harassment, bullying and victimisation
- allowing all members of EIT's Community to work and participate to their full potential
- making decisions based on merit.

**EIT's Community:** Staff, students, volunteers, visitors, contractors and consultants of EIT are members of EIT's Community for the purposes of the Policy.

**Discrimination:** is treating or proposing to treat, an individual unfavourably because of their particular personal characteristics (e.g. ethnicity, place of origin, language and culture) or because they belong to a certain group (e.g. socio-economic status).

Discrimination can be direct or indirect:

- Direct discrimination can occur when a person or group is treated less favourably than another person or group in a similar situation, because of a particular characteristic.
- Indirect discrimination involves imposing a requirement, condition or practice that operates to disadvantage a person or group with a particular characteristic, and that is not reasonable.

**Unlawful Discrimination** includes unfair treatment of a person in areas of public life on the basis of the following characteristics: age, association with a child, caring responsibilities, gender identity, disability, marital or domestic partnership status, pregnancy, race, religion, religious appearance or dress (in work or study), sex, sexual orientation, or spouse or domestic partner's identity. Sexual harassment, bullying or victimisation (including of a person who is a whistleblower) is also unlawful.

**Harassment:** is unwelcome conduct that might reasonably cause a person to be offended, humiliated or intimidated because they have a particular attribute. Harassment can also occur if someone is working in a 'hostile' - or intimidating - environment. The behaviours can be overt or subtle, verbal, non-verbal or physical.

**Victimisation:** is unfairly treating people for complaining, helping others to complain, either within EIT, to the Equal Opportunity Commission or another external agency. Unlawful victimisation is unfair treatment for complaints about discrimination or sexual harassment.

## 5.0 Related Policies, Procedures and Legislation

The following policies and procedures are related to this policy:

- Admissions Policy
- Student Complaints, Grievances and Appeals Policy
- Student Complaints, Grievances and Appeals Policy Procedure
- Tuition Payment and Refund Policy
- Student Support Policy
- Student Support Procedure
- Student Code of Conduct
- Safety and Security Policy - Students and Staff
- Recruitment, Selection, Appointment and Induction Policy
- Recruitment, Selection, Appointment and Induction Procedure

The following legislation is related to this policy:

- Equal Opportunity Act 1984
- Public-Interest Disclosure Act 2003 (WA)
- Australian Human Rights Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Disability Services Act 1986
- Fair Work Act 2009
- Workplace Gender Equality Act 2012.

**References:** *'Equal Opportunity Policy'* – University of Adelaide

## 6.0 Accountabilities

The Dean and College Manager have responsibility under this Policy for endorsing strategies, frameworks and plans that promote equal opportunity and enhance an inclusive, non-discriminatory environment.

All members of EIT's Community have a responsibility to work individually and collectively to achieve a work and study environment in which equal opportunity is fostered. This will assist



EIT to achieve equal opportunity in employment and education.

Managers and supervisors have the responsibility to communicate the policy to employees and ensure it is followed.

The Governance Board is responsible for review and approval of this policy with input from the Academic Board.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.