



ACCESS AND EQUITY POLICY

Purpose The Access and Equity Policy has been developed to implement a frame of reference for the AILC in providing and maintaining training services that reflect fair and reasonable opportunity for all students, Alumni, sponsors and communities.

The Access and Equity Policy has been implemented to constitute a learning environment that is free from discrimination, harassment, bullying and vilification. The AILC takes great care to ensure that all students and staff are treated fairly and equitably.

Furthermore, the current policy has been developed to ensure the AILC provides a level of service that is consistent with the *Standards for Registered Training Organisations (RTOs) 2015*.

Definitions **Discrimination** occurs when a person is treated less favourably than others due to the person's circumstances, characteristics or beliefs.

a) **Direct discrimination** takes place when a person, organisation or group of persons is treated less fairly than others on the basis of stereotyped beliefs or views.

b) **Indirect discrimination** includes rules, practices or policies which appear to be non-discriminatory and equally applicable, but operate in such a way that certain groups of people are excluded without just cause.

Harassment is any behaviour which is unwelcome, offends, humiliates or intimidates a person and causes the work environment to become unpleasant. If a person is being harassed then their ability to do their work is affected as they often become stressed and suffer health problems. Harassment may result from behaviour which is not intended to offend or harm, such as jokes or unwanted attention however, this does not mean that it is lawful.

Policy The AILC is committed to providing quality training and assessment products and services in compliance with the *Standards for Registered Training Organisations (RTOs) 2015*. The AILC promotes, encourages and values equity and diversity with regard to students. The AILC will ensure services offered are provided in a fair and equitable manner to all students, free from bias.

The AILC will not accept any form of discrimination or harassment and will foster a learning environment free from intolerance and inequality.

Scope This policy applies to all AILC staff, contractors and students.

Procedure

Access and Equity Principles

The AILC offers training of nationally accredited courses in Indigenous leadership to Indigenous Australians and accepts responsibility to deliver these in a fair and equitable manner, in line with the principles mentioned below:

- a) The AILC will respect a student's right to privacy, confidentiality and be sensitive to student needs.
- b) The AILC will ensure that all staff, employees, and students have access to the information and support needed to minimise the occurrence of discrimination, sexual harassment, bullying and violence, victimization, and vilification or to handle the matter appropriately if it occurs.
- c) All students are given fair and reasonable opportunity to attend and complete training.
- d) The AILC seeks to create a learning environment where all students are respected and can develop their full potential.

Harassment

Harassment will not be tolerated at the AILC. If harassment occurs, the person responsible will be subject to disciplinary procedures. Disciplinary action will be taken against any staff or student involved. Disciplinary action may include termination of employment or the removal of the student from the training course. Serious cases of harassment may constitute a criminal offence and will be passed on to relevant authorities. The AILC expects all staff, contractors and students to treat each other with dignity and respect.

Bullying and Violence

The AILC will not tolerate bullying or violent behaviour and expects all staff, contractors and students to treat each other with dignity and respect. The AILC recognises bullying and violence demeans and infringes the rights of individuals and groups, damaging the work and learning environment.

Victimisation

In order for complaints to be brought forward, complainants must feel secure in the knowledge that the AILC procedures will be followed without fear of reprisal. The AILC will not victimise or treat any person unfairly for making a harassment complaint. The AILC will not tolerate behaviour of victimisation of another person and expects all staff, contractors and clients to treat each other with dignity and respect. Complaints of victimisation will be treated in the same manner as a complaint of discrimination, harassment or vilification.

Staff, Contractors and Student Responsibilities

AILC staff, contractors and students have the responsibility to:

- Act to prevent harassment, discrimination and victimisation against others;
- Respect differences among other staff, clients and contractors, such as cultural and social diversity;
- Treat people fairly, without discrimination, harassment or victimization;
- Respect the rights of others;

- Respect people’s rights to privacy and confidentiality;
- Refuse to join in with these behaviours;
- Support the person in saying no to these behaviours;
- Act as a witness, if the person being harassed decides to lodge a complaint;
- Observe site rules or behaviour guidelines set by AILC Trainers/Assessors;
- Behave in a manner that does not interfere with the learning of others;
- Conduct themselves in a responsible manner while in training; and
- Ensure the rights of all students to have their say, balanced with the responsibility to listen to others and allow others to have their say.

Complaints

The AILC encourages informal resolutions of discrimination, sexual harassment, bullying and violence, victimisation, and vilification grievances in the first instance, as close to the source as possible, with the option of conciliation or investigation of the complaint if necessary.

Complaints will be investigated in a confidential manner and action will be taken to ensure that the discrimination/harassment ceases immediately. Appropriate warning followed by disciplinary action on the continuation of such behaviour will be taken where harassment is found to have occurred.

Those responsible for advising, conciliating or investigating a complaint must act fairly, impartially and without bias, avoiding any conflict of interest. The respondent will be given a fair opportunity to know the case against him/her and be given the opportunity to make a considered response.

All staff, clients and contractors involved with the AILC complaint procedures will be treated with respect and courtesy. Enquiries and complaints will be dealt with in a sensitive, equitable, fair, and confidential manner. All attempts will be made to deal with matters expeditiously while ensuring all parties are provided with sufficient time to prepare and or respond.

For more information on the procedural undertakings for submitting a complaint, please see the AILC’s Complaints and Appeals Policy. Complaints and appeals forms can be found at the back of the Student Handbook.

Related Documents

AILC Complaints and Appeals Policy

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984](#)

[Australian Human Rights Commission Act 1986](#)

[Disability Discrimination Act 1992](#)

[Equal Opportunity for Women in the Workplace Amendment Act 2012](#)

Review

The Access and Equity Policy will be revised and updated annually. The next review date is 1st December 2017.

Authorisation

The Access and Equity Policy has been approved by the Chief Executive Officer of the Australian Indigenous Leadership Centre.

Version	Created/reviewed	Changes	By whom
1	2014	Created	Rachelle Towart
2	21/10/2016	Updated and Formatted	Ashleigh Rhind & Katrina Prgomet
3	01/03/2017	Logo amended	Katrina Prgomet