



POLICY AND PROCEDURE

Equity and Diversity		
Version 1.3	Issued on 01/07/2024	Review by 01/07/2025
Contact Person	Reece Thomas - reece.t@aiit.vic.edu.au	
Approval and Endorsement	Principal Executive Officer - khalid.h@aiit.vic.edu.au	
Refer to the following Legislative Frameworks		
Standards for Registered Training Organisations 2015	Clause 8.5 and Clause 8.6	
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 6	
Other	Age Discrimination Act 2004 Disability Discrimination Act 1992 Equal Employment Opportunity Act 2010 (Vic) Fair Work Act 2009 Occupational Health and Safety Act 2004 (Vic) Privacy Act 1988 Racial and Religious Tolerance Act 2001 (Vic) Racial Discrimination Act 1975 Sex Discrimination Act 1984	
Related Documents (Internal)		
Australian International Institute of Technology Orientation Presentation and Materials Australian International Institute of Technology Employee Handbook Australian International Institute of Technology Student Handbook Form: Complaints and Appeal Lodgement Form: Employee (Induction) Policy and Procedure: Complaints and Appeals Policy and Procedure: Critical Incident Policy and Procedure: Occupational Health and Safety Policy and Procedure: Privacy Policy and Procedure: Sexual Harassment		
Related Documents (External)		
Australian Human Rights Commission - Fact Sheet Sex Discrimination Australian Human Rights Commission - Fact Sheet Sexual orientation, gender identity and intersex status discrimination National Privacy Principles (NPP) Fair Work Australia - Casual Employment Information Statement (CEIS) Fair Work Australia - Fixed Term Contract Information Statement (FTCIS) rightsED Tackling Sexual Harassment (Human Rights Education Resources for Teachers)		

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Postal address: Ground Floor, 313 - 315 Flinders Lane, Melbourne, Victoria, 3000.



1. Purpose

Australian International Institute of Technology is committed to ensuring and providing a safe learning environment for students and employees and aims to provide an equity and diversity framework to guide the practices and functions that result in equitable access to equal employment opportunities (EEO) as well as fair student learning outcomes.

2. Scope

This policy and procedure applies to all Australian International Institute of Technology employees, students and third parties whilst carrying out any task or function in connection with Australian International Institute of Technology; all individuals are responsible for complying with this policy and procedure, behaving appropriately and promoting a culture of fairness, transparency, equity and diversity.

3. Definitions

Discrimination - it is unlawful to discriminate based on a number of protected attributes including age, disability, race, sex, intersex status, gender identity and sexual orientation in certain areas of public life, including education and employment.

Diversity - Differences between individuals or groups of people in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital status, religious belief, and sexual orientation; including other ways in which people are different, such as learning, life experience, work experience and socio-economic background.

Equal Opportunity - the right to be treated without discrimination, especially on the grounds of one's gender, race, or age

Equity - the fair treatment of people based on respect and merit, the recognition of disadvantage and the absence of discrimination.

Reasonable Adjustment - is a legislative term that, for Vocational Education and Training (VET), refers to a measure or action taken by an education provider to enable learners with disability to participate in education and training on the same basis as learners without disability.

Sexual Harassment - an unwelcome sexual advance, or an unwelcome request for sexual favours or other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.

Victimisation - any form of detriment directed at a person for alleging, making, or participating in, supporting, or resolving a complaint of discrimination, sexual harassment, or victimisation; or a person associated with a person who alleges, makes or participates in, supports or resolves a complaint of discrimination, sexual harassment or victimisation.

4. Process

Australian International Institute of Technology applies **zero tolerance** towards bullying, discrimination, harassment, or victimisation.

Allegations and Complaints of such matters are responded through a range of avenues such as formal investigation, conciliation, or informal resolution underpinned by principles of natural justice.

Australian International Institute of Technology asserts that employees and students have the right to work, study and interact in a learning and/or work environment that is fair and free from bullying, discrimination, harassment, and victimisation.

The diverse needs of Australian International Institute of Technology employees and students are best addressed by inclusive practices and, where required, the provision of reasonable adjustment.

Australian International Institute of Technology ensures to the best of capability that all organisational documents use inclusive and use non-discriminatory language.

Australian International Institute of Technology ensures its employees and students, where possible in a prompt and timely manner, are informed of any changes to legislative and regulatory requirements that affect the services and delivery of this policy and procedure.

5. Complaints and Appeals

If a student has a complaint or an appeal regarding any suspected or has been a victim of sexual harassment in any form, the Australian International Institute of Technology “*Complaints and Appeals policy and procedure*” will be followed in support of the “*Sexual Harassment and Privacy policy and procedure*”. For more information refer to <https://aiit.vic.edu.au/pol-pro>.

The information about the “*Complaints and Appeals policy and procedure*” is further provided in the “*Student Written Agreement*”, the *Student Handbook*, the “*Student Orientation*” presentation and materials and the “*Employee Handbook*” and during the “*Employee Induction*” program.

6. Responsibility

All students, employees, and individual clients engaged are responsible for following the policy and procedure, behaving appropriately, and promoting a culture of respect and tolerance.

Individuals are further responsible for treating all allegations and complaints seriously and are required to take immediate action to ensure the matter is managed in accordance with this policy and procedure or any supporting policy and procedures.

The Chief Executive Officer (CEO) is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

7. References

Source	Document Title	Version - Date
External	Age Discrimination Act 2004 (Commonwealth) https://www.legislation.gov.au/Details/C2017C00341	2004
	Australian Human Rights Commission https://www.humanrights.gov.au/	(Accessed 01/07/2024)
	Australian Human Rights Commission - Sex Discrimination https://www.humanrights.gov.au/our-work/employers/sex-discrimination	PDF
	Australian Human Rights Commission - Fact Sheet Sexual orientation, gender identity and intersex status discrimination https://www.humanrights.gov.au/our-work/employers/sexual-orientation-gender-identity-and-intersex-status-discrimination	PDF
	Disability Discrimination Act 1992 https://www.legislation.gov.au/Series/C2004A04426	1992
	Diversity Council Australia (DCA) https://www.dca.org.au/	(Accessed 01/07/2024)



Equal Employment Opportunity Act 2010 (Vic) https://www.humanrightscommission.vic.gov.au/home/the-law/equal-opportunity-act	2021
Fair Work Australia https://www.fairwork.gov.au/	(Accessed 01/07/2024)
Fair Work Act 2009 https://www.legislation.gov.au/Details/C2018C00512	2009
Fair Work Australia - Casual Employment Information Statement (CEIS) https://www.fairwork.gov.au/employment-conditions/information-statements/casual-employment-information-statement	PDF
Fair Work Australia - Fixed Term Contract Information Statement (FTCIS) https://www.fairwork.gov.au/employment-conditions/information-statements/fixed-term-contract-information-statement	PDF
Human Rights Sexual Harassment Legal Definition https://www.humanrights.gov.au/our-work/sexual-harassment-workplace-legal-definition-sexual-harassment	(Accessed 01/07/2024)
National Employment Standards (NES) https://www.fairwork.gov.au/employee-entitlements/national-employment-standards	(Accessed 01/07/2024)
Privacy Act 1988 https://www.legislation.gov.au/Details/C2014C00076	1988
Racial Discrimination Act 1975 https://www.legislation.gov.au/Details/C2016C00089	1975
Racial and Religious Tolerance Act 2001 (Vic) https://www.humanrightscommission.vic.gov.au/home/the-law/racial-and-religious-tolerance-act	2001
Sex Discrimination Act 1984 https://www.legislation.gov.au/Details/C2014C00002	1984

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