



Equal Opportunity Policy

Purpose

To confirm King's International Colleges commitment to equal opportunity for all members of the College community.

Principles

The principles of justice, fairness and equity, the pursuit of excellence and the application of the merit principle underpin the College's Equal Opportunity Policy.

Equal Opportunity is concerned with fair treatment. People are provided with equal opportunity if they are not discriminated against or harassed because of irrelevant characteristics such as age, sex, race, sexuality, disability, marital status or pregnancy. Equal opportunity laws oblige people not to do certain acts, and provide a remedy for individuals when the unlawful acts are done. Equal opportunity laws also allow special initiatives to overcome the results of long term discrimination suffered by certain groups.

Scope

This policy applies to any person associated with the College, including:

- (a) staff and prospective staff;
- (b) students and prospective students; and
- (c) visitors.

Definitions

Discrimination: Refers to unfair or less favourable treatment based on the following actual or assumed personal characteristics as defined under Commonwealth and State laws: sex, gender identity, marital status, pregnancy, breastfeeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, disability, age, industrial activity, physical features, religious beliefs or activities, political beliefs or activities, criminal record, medical record or personal association with a person who has, or is assumed to have, one of these personal characteristics. This concept includes Direct and Indirect Discrimination.

Direct Discrimination: Occurs if a person is treated less favourably than another person would be treated in the same or similar circumstances, on the basis of an attribute as listed above.

Indirect Discrimination: Occurs if there is an unreasonable requirement, condition or practice that someone with an attribute cannot comply with and that a higher proportion of people without that attribute can comply with.

Harassment:	Refers to a wide range of deliberate and unintentional behaviours in the teaching, learning, research or workplace environment which may humiliate, intimidate or offend and which are unwelcome and uninvited. It includes behaviour which may be written, verbal, non-verbal or physical (including transmission of inappropriate electronic communications and display of inappropriate material from the internet) and is of a sexual nature or is based on attributes listed under 'Discrimination' above. Harassment has the effect of offending, humiliating or intimidating the person at whom it is directed. It makes the College environment unpleasant and sometimes even hostile. If a person is being harassed, their ability to study and to work effectively is affected.
Racial and Religious Vilification:	Occurs where a person engages in conduct that incites hatred, serious contempt, revulsion or severe ridicule against another person or group of people, because of their race or religious belief or activity.
Disability:	Refers to a total or partial loss of the person's bodily or mental functions; a total or partial loss of a part of the body; the presence in the body of organisms causing disease or illness; the presence in the body of organisms capable of causing disease or illness; the malfunction, malformation or disfigurement of a part of the person's body; a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour. It includes a disability that presently exists; previously existed but no longer exists; may exist in the future; is imputed to a person.
Reasonable Adjustment:	Is the term used to describe actions or changes which may be required to enable staff and student participation on the same basis as other staff and students. Lack of provision of reasonable adjustment might constitute discrimination. Adjustments might be necessary where the interaction between the learning and working environment and certain student/staff personal characteristics or circumstances has a negative impact on staff/student participation or achievement. Such characteristics and circumstances include having a disability, carer responsibilities, cultural or religious obligations, being Indigenous, having English as a second language. There is no set definition of what is a 'reasonable' adjustment. Each situation needs to be considered in its own circumstances and on its own merits
On the same basis:	In relation to 'reasonable adjustments', is where a person with a certain personal characteristic or circumstance has opportunities and choices that are comparable with those offered to other people. Being treated "on the same basis" may

mean being treated differently, particularly where it is necessary to provide reasonable adjustments.

Principles of inclusion:

Is where learning, working and physical environments are designed to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design, taking into consideration the variety of abilities, disabilities, racial/ethnic backgrounds, and other characteristics of the student and staff body.

Staff member:

Is any person who is an employee of the College. This includes full-time, part-time, or casual staff.

Student:

Is any person enrolled as a student of the College. This includes all modes of study.

Policy

King's International College is committed to providing equal opportunity and freedom from discrimination, harassment and vilification for all members of the College community, and to creating an environment which reflects and values the social and cultural diversity within the College community and the communities it serves.

The College will not tolerate discrimination, harassment or racial or religious vilification, as defined in this Policy, in any College-endorsed activities. Nor will it tolerate victimisation of any person who raises, or is involved in resolution of, a complaint of a breach of this Policy.

The College will provide reasonable adjustments to the learning and working environment as required, and will strive to apply the principles of inclusion in all of its activities, to ensure that all people have equal opportunity to access and participate in College activities.

The College will take positive steps to assist in redressing systemic disadvantage affecting participation and progression in College activities by some members of the College community and the communities it serves. As part of this, the College will put in place measures to have the composition of governance bodies, and staff and student populations better reflect, value and promote the diversity within the communities served by the College. Particular focus will be given to the Indigenous people of Australia as expressed in the College's Statement on Reconciliation.

The College will ensure that it has in place procedures to deal with any alleged breaches of this Policy fairly and expeditiously.

King's International College is committed to promoting equal opportunity in employment and education and seeks to create a work and study environment that reflects and responds to the social and cultural diversity of the communities the College serves.

In accordance with its commitment to equal opportunity in employment and in order to comply with State and Federal legislation, the College will continue to implement programmes aimed at achieving:

- diverse and skilled workforce;
- workplace culture based on fair practices and behaviour; and

- improved employment access and participation for women, people of Aboriginal and Torres Strait Island descent, people of ethnic minority background and people with a disability.

In affirmation of its commitment to equal opportunity the College will:

- promote equal opportunity in all aspects of the College's activities and as an integral part of all College policies and practices
- adopt policies, procedures, and practices for staff consistent with equal opportunity principles in the areas of admission, teaching, assessment, and access to the provision of services and other facilities of the College
- adopt policies, procedures, and practices for staff consistent with equal opportunity principles in the areas of recruitment, selection, promotion, training and development, and other conditions of employment
- act to provide a learning and working environment that is free of sexual harassment
- take action to prevent the occurrence of unlawful discrimination, harassment, sexual harassment and bullying by conducting educative programs and other activities for staff and students and through the implementation of discrimination and harassment grievance procedures for staff and discrimination and harassment grievance procedures for students
- take positive steps to promote representative participation of diverse groups of students and staff to achieve equal opportunity in education and employment
- continue to develop specific policies that focus on equal opportunity issues (as the need arises) and monitor and evaluate such policies.
- foster an organisational culture that values and is responsive to the diversity of the College's staff and students;
- implement fair and inclusive management and administrative practices that enable a broader and more diverse level of participation in employment and education;
- enhance the quality of student learning through the provision of culturally, socially and gender inclusive curricula and teaching methods; and
- develop programmes, in keeping with the principle of advancement by merit, that actively address the effects of past discrimination or disadvantage in the community and increase the participation of groups currently under-represented in the College.

Responsibility

- King's International College expects all staff and students to act in accordance with this policy, to respect the rights and differences of others and to ensure that their own conduct contributes to a work and study environment free of discrimination and harassment.
- Managers are responsible for promoting equal opportunity, implementing equal opportunity programmes, and taking action to prevent discrimination or harassment.
- Staff members, students and other members of the College are responsible for their own behaviour and may face disciplinary and/or legal action if they engage in, condone or collude with discriminatory, harassing or vilifying behaviour.
- Supervisors, Managers, and Educators of the College are responsible for the prevention of discriminatory, harassing and vilifying behaviour in the areas or activities for which they are responsible. This responsibility includes publicising the terms of this Policy to

their staff and students and taking appropriate action in the event of a concerns being raised about breaches of this Policy.

- Managers with responsibility for planning within their areas of operation are responsible for identifying areas of under-achievement in the participation and progression of groups of students and staff (such as Indigenous people, women, people with disabilities, people from low socio-economic backgrounds, people from culturally diverse backgrounds) and putting in place measures to positively address participation and progression of these identified groups.
- Managers with responsibility for engaging other individuals or groups (such as contractors, partner providers) who will have interactions with College staff, students or other members of the College community, are responsible for putting in place measure to have those individuals or groups comply with the expectations of this Policy where appropriate to their activities.
- Supervisors, Managers, Educators, and any staff responsible for the design of activities, facilities and services, are responsible for ensuring the provision of reasonable adjustments to the learning and working environment as required, and for applying the principles of inclusion wherever possible.
- The Training Operations Manager as nominee of the General Manager has overall responsibility for the implementation and review of this Policy.

Legislation

- Anti-Discrimination Act 1991
- Disability Services Act 1992
- Education Services for Overseas Students Act 2000
- Freedom of Information Act 1992
- Privacy Act 1988
- Privacy Regulation 2001
- Vocational Education Training and Employment Act 2000
- Vocational Education Training and Employment Regulation 2000
- Workplace Health & Safety Act 1995
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Racial Hatred Act 1995
- Equal Opportunity for Women in the Workplace Act 1999
- Equal Opportunity for Women in the Workplace Act 1999
- Age Discrimination Act 2004

Associated Documents

Workplace Bullying Policy
Enrolment Procedure – Domestic
Enrolment Procedure – International
Student Complaints Procedure
Student Appeals Procedure

Support Services Procedure
Employee Complaints procedure
Recruitment Selection & Employment procedure
Access & Equity Procedure
Academic Student Complaints Procedure
Student Information handbook