

# ACCESS AND EQUITY POLICY

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Approved by Board on	16 November 2017	Scheduled review date	November 2019

## 1 Purpose

The purpose of this document is to provide clear statements of the National Institute of Organisation Dynamics Australia's (NIODA) values, beliefs and procedures relating to access and equity for all persons involved with NIODA.

## 2 Scope / Application

This policy applies to all Board and committee members, staff, students and clients at NIODA, in respect of all actions and activities relating to or impacting on them.

## 3 Policy Statement

The NIODA Access and Equity Policy set out in this document is drawn up on the model of the Australian Government's Charter of Public Service in a Culturally Diverse Society. The Charter is the key document guiding the Australian Government's Access and Equity strategy. The policy ensures NIODA meets the needs of our culturally and linguistically diverse society.

NIODA acknowledges that its legal and moral responsibilities cover the areas of:

- access in the provision of services offered by NIODA
- access in employment by NIODA
- access in the provision of information offered by NIODA
- access to any training and development offered by NIODA
- access to events hosted by NIODA

and that as an education provider:

- NIODA will make educational services available to everyone who is entitled to them, free of any form of discrimination on the basis of a person's country of birth, language, culture, race or religion.
- NIODA will develop and deliver educational services on the basis of fair treatment of all those students and clients who are eligible to receive them.
- NIODA will use all necessary strategies to inform eligible students and clients of the services available, their entitlements, and how they can obtain them. NIODA will also consult with its students and clients regularly about the adequacy, design and standard of educational services.
- NIODA will be sensitive to the needs and requirements of students and clients from diverse cultural and linguistic backgrounds, and be responsive, as far as practicable, to the particular circumstances of individuals.
- NIODA will be focused on meeting the needs of students and clients from all backgrounds.
- NIODA will optimise the use of available public resources through a user-responsive approach to service delivery that meets the needs of students and clients.
- NIODA will have a reporting mechanism in place, which ensures it is accountable for implementing access and equity objectives for its students and clients.

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## 4 Responsibilities

It is the responsibility of the CEO to implement this policy and to report to the Board annually on any issues arising in relation to access and equity, strategies applied and any suggested changes to procedures.

## 5 Procedures

All NIODA staff will, wherever feasible, have adequate support and training to provide services and information accessible to all people.

NIODA will ensure its academic programs and other activities are designed and constructed to provide equal access for all users.

NIODA, in its role as an employer, will ensure all people have equal access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.

NIODA will, wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on the lives of people from a range of cultural and linguistic backgrounds prior to any decision to pursue such proposals.

Any new (or substantially revised) policies or programs that impact in different ways on the lives of people from different cultural and linguistic backgrounds will, wherever feasible, be developed by NIODA in consultation with people from those backgrounds.

NIODA will, wherever feasible, for any new (or substantially revised) policies or initiatives have a communication strategy developed and sufficiently resourced to inform people from relevant cultural and linguistic backgrounds of these changes.

NIODA will provide resources so that publicly available and accessible information on its policies and educational programs is, where necessary, communicated appropriately to people from a range of cultural and linguistic backgrounds, and especially to those identified as having a high level of non-access.

NIODA will institute complaints mechanisms that enable people (regardless of cultural and linguistic backgrounds) to address issues and raise concerns about its performance.

NIODA will require that any agents, contractors, or partners of NIODA deliver outcomes consistent with this policy, and will, in bidding for tenders or contracts, budget, where appropriate, for special provision for linguistic and cultural diversity.

NIODA will consider cultural diversity issues in the design and delivery of any academic and consulting programs it provides.

NIODA staff will, where necessary, receive ongoing cultural diversity training so that they develop knowledge and skills to work effectively from a cultural framework.

NIODA will promote diversity in the membership of its boards, committees and working groups.

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## **6 Publication**

This policy is publicly available on the NIODA website <https://www.nioda.org.au/policies>.

## **7 Related Documents**

Affirmative Action Policy

Staff recruitment policy

Affirmative Action Practices

Staff recruitment Practices