

Policy number	P83	Version	4
Approved by Board on	12 August 2021	Scheduled review date	August 2024

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 the 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 makes 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, sexual preference, religion, gender, disability or neurodiversity.
- NIODA is particularly sensitive to the need to enable people with Aboriginal and Torres Strait Islander backgrounds to have access and culturally specific support to postgraduate leadership and management education.
- NIODA develops and delivers educational services on the basis of fair treatment of all those students and clients who are eligible to receive them.
- NIODA uses all necessary strategies to inform eligible students and clients of the services available, their entitlements, and how they can obtain them. NIODA also consults with its students and clients regularly about the adequacy, design and standard of educational services.

- NIODA is sensitive to the needs and requirements of students and clients from diverse cultural and linguistic backgrounds, and is responsive, as far as practicable, to the particular circumstances of individuals.
- NIODA is sensitive to the needs and requirements of students and clients with disabilities and neurodiversities, and is responsive, as far as practicable, to the particular circumstances of individuals.
- NIODA optimises the use of available public resources through a user-responsive approach to service delivery that meets the needs of students and clients.
- NIODA has reporting mechanisms in place, which ensures it is accountable for implementing access and equity objectives for its students and clients.

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

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

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

Wherever feasible, NIODA assesses 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.

NIODA wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on the lives of people with a disabilities or neurodiversities 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, wherever feasible, is developed by NIODA in consultation with people from those backgrounds.

Any new (or substantially revised) policies or programs that impact in different ways on the lives of students with disabilities or neurodiversities, wherever feasible, is developed by NIODA in consultation with people from those backgrounds.

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

NIODA provides resources so that publicly available and accessible information on its policies and educational programs is, where necessary, communicated appropriately to all students, and especially to those identified as having a high level of non-access.

NIODA institutes complaints mechanisms that enable all students to address issues and raise concerns about its performance.

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

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

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

NIODA acknowledges the traditional owners of land with an 'acknowledgment of country' at the beginning of every NIODA event; seminars, symposium, workshops, conferences, graduation.

For Melbourne

I would like to acknowledge the Wurundjeri people of the Kulin nation who are the traditional custodians of the land on which we stand and recognise their continuing connection to land, waters and culture.

I would also like to pay respect to the Wurundjeri Elders, past, and present, and extend this respect to Aboriginal and Torres Strait people from other communities who are here today.

6. Related Documents

Affirmative Action Policy

Staff Recruitment Policy