

Policy number	P59	Version	5
Approved by Board on	1 February 2024	Scheduled review date	February 2029

## 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.

This policy seeks to create a work and educational environment free from all forms of discrimination and harassment, including sexual harassment, and which enables all to participate in the educational and other opportunities to their full potential [Note that specific policy and procedures in relation to sexual harassment are covered in NIODA's Sexual Misconduct Policy]. Access and equity covers three broad areas: Discrimination, Harassment and Affirmative Action. Each of these areas is supported by legislation at the State or Federal level; this includes but is not limited to the following:

### Federal Legislation:

- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Workplace Gender Equality Act 2012 (Cth); and
- Fair Work Act 2009 (Cth).

### State Legislation:

- Victoria Equal Opportunity Act 1995 (VIC); and
- Australian Capital Territory Discrimination Act 1991 (ACT);
- New South Wales Anti-Discrimination Act 1977 (NSW);
- Northern Territory Anti-Discrimination Act 1996 (NT);
- Queensland Anti-Discrimination Act 1991 (QLD);
- South Australia Equal Opportunity Act 1984 (SA);
- Tasmania Anti-Discrimination Act 1998 (TAS);
- Western Australia Equal Opportunity Act 1984 (WA).

## 2. Scope / Application

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

## 3. Policy Statement

In its employment and provision of services, NIODA aims to represent and meet the needs of our contemporary Australian culturally and linguistically diverse society. Access and Equity is about fair and equal access for staff, students, candidates, board and committee members, regardless of characteristics such as their gender, sexuality, race, nationality, ethnic background, age, marital status, religion, pregnancy, political convictions, or physical disability.

NIODA acknowledges that its legal and moral responsibilities with respect to access and equity cover the areas of:

- the provision of services offered by NIODA
- employment by NIODA
- the provision of information offered by NIODA
- any training and development offered by NIODA
- events hosted by NIODA
- the provision of education services.

#### 4. Responsibilities

It is the responsibility of the Board of Governance to monitor the performance of the organisation by way of periodic management reports, and by promoting access and equity.

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

- the organisation's practices and processes incorporate precautions against discrimination in such areas as recruitment, student and candidate selection, and course delivery
- reasonable accommodations are made to allow diverse groups to access the benefits provided by the organisation
- where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups
- the management systems established to prevent and remove discrimination are effective
- any adverse trends are addressed through the analyses of material breaches and identification of compliance system weaknesses for systematic trends
- there is a culture of effective policy compliance across the organisation.

It is the responsibility of board and committee members and staff to ensure that they are aware of the organisation's policy against discrimination, and where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

#### 5. Procedures

The following procedures are in place to ensure NIODA meets its obligations under this policy:

- wherever feasible, staff have adequate support and training to provide services and information accessible to all people
- academic programs and other activities are designed and constructed to provide equal access for all users and ensure delivery on the basis of fair treatment of all those candidates, students and clients who are eligible to receive them. To this end monitoring is to be undertaken about how identified student/candidate subgroups are participating, progressing and successfully completing NIODA programs, with findings used to make changes to admission policies and learning, teaching and support processes for those subgroups. This data and findings is to be reported to the Academic Board of Governance in annual teaching and learning reports.

- all necessary strategies are used to inform eligible students, candidates and clients of the services available, their entitlements, and how they can obtain them. NIODA also consults with its students, candidates and clients regularly about the adequacy, design and standard of educational services
- as an employer, NIODA 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 different aspects of the diverse lives of people prior to any decision to pursue such proposals
- resources are readily accessible on its policies and educational programs which are, where necessary, communicated appropriately to all students, candidates and participants
- complaints mechanisms are instituted that enable all clients, students and candidates to address issues and raise concerns
- agents, contractors, or partners of NIODA deliver outcomes consistent with this policy, and, in bidding for tenders or contracts, budget, where appropriate, makes provision for for linguistic and cultural diversity
- staff, where necessary, receive ongoing cultural diversity training so that they develop knowledge and skills to work effectively from a cultural framework
- diversity is promoted in the membership of its boards, committees and working groups
- 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 acknowledges the traditional owners of land with an 'acknowledgment of country' at the beginning of every public NIODA event; seminar, symposium, workshop, conference, and graduation.

When in Melbourne as follows:

*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.*

NIODA staff must ensure that each acknowledgement relates appropriately both to the country on which each event is held and for virtual events, to the country on which participants are located.

### 7. Grievances

Student and Staff grievances relating to access and equity should be taken up as per the NIODA Grievance Policy. The Grievance Policy is published on the NIODA website ([www.nioda.org.au/policies](http://www.nioda.org.au/policies)).

### 6. Related Documents

Grievance Policy

Legislative Compliance Policy

Work Health and Safety Policy