Equal Opportunity Policy

Bendigo Kangan Institute Policy Merge Transition Statement

In November 2014, the Bendigo Kangan Institute (BKI) Board approved this policy as a BKI policy going forward. The content of this policy originated from either Bendigo TAFE, Kangan Institute or VETASSESS, and therefore could contain roles, departments and structures that have changed with the BKI merger. This policy will be reviewed and updated by its owner in 2015. Until it is updated any requirement to clarify a role, department or structure can be directed to the Policy Owner, who is identified in section 9.

1.0 Purpose

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

2.0 Scope

This policy applies to the provision of training and education services, and to the management, staff, contractors and service providers. Bendigo Kangan Institute policies and procedures are subject to the specific requirements of the Department of Justice and/or Department of Human Services at Corrections campuses.

3.0 References

Age Discrimination Act 2004 (Cth)
Charter of Human Rights and Responsibilities Act 2006 (Vic)
Disability Discrimination Act 1992 (Cth)
Equal Opportunity Act 2010 (Vic)
Equal Opportunity for Women in the Workplace Act 1999 (Cth)
Information Privacy Act 2000 (Vic)
Racial and Religious Tolerance Act 2001 (Vic)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Disability Standards for Education 2005 (Cth)
Code of Conduct for Victorian Public Sector Employees

4.0 Principles

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.
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5.0 Policy Statement

Bendigo Kangan Institute recognises and promotes that everyone has the same rights to access employment and education. Bendigo Kangan Institute will, as far as possible, promote tolerance and eliminate discrimination, harassment and victimisation in all their forms. Bendigo Kangan Institute will take special measures to promote substantive equality for members of a group with a particular attribute, in accordance with government policy and contractual requirements. This policy, and associated procedures, operates specifically in accordance with all Commonwealth and Victorian regulatory requirements and standards pertaining to the protection of human rights, equal opportunity and the elimination of discrimination.

The following apply to all business activities, and are delivered through various procedures, related to this policy.

- The obligations and responsibilities directed by this policy are subject to policies and contractual requirements imposed by Department of Education and Early Childhood Development (DEECD) and Higher Education and Skills Group (HESG), and which will be varied from time to time.
- All complaints alleging discrimination, harassment or bullying will be treated confidentially, seriously, objectively, sensitively and promptly.
  - Direct discrimination occurs if a person treats, or proposes to treat, someone unfavourably because of a personal characteristic protected by law.
  - Indirect discrimination will occur where a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging people with a protected attribute, and that is not reasonable.
  - Harassment is where a person is subjected to behaviour that the person considers to be offensive, intimidating, humiliating or threatening.
  - Bullying is repeated unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety.
- Bendigo Kangan Institute maintains a procedure for the appropriate resolution of allegations of bullying or harassment. Staff have access to trained Harassment Contact Officers through a dedicated mailbox and in person.
- No staff member or student will be victimised or discriminated against as a result of instigating or being the subject of a complaint alleging discrimination, harassment or bullying.
- Where a complaint alleging discrimination, harassment or bullying is proven, Bendigo Kangan Institute will take appropriate disciplinary action in accordance with regulatory requirements and defined procedures. Such action may include dismissal, suspension or expulsion.
- Students with disabilities will be offered reasonable adjustment in regards to study and assessment, in consultation with the Disability Liaison Coordinator/Officer. This may include cooperative arrangements with government agencies, community organisations and other training organisations.
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- Bendigo Kangan Institute may, after appropriate consultation, decline to enrol or employ a person on the grounds of that person’s disability where either:
  - There is a substantive risk that admission/employment could lead to physical or emotional injury to the person or to other people.
  - Modifications to Bendigo Kangan Institute facilities and/or equipment required for the person’s disability would cause unjustifiable hardship to Bendigo Kangan Institute, in accordance with the provisions of the Disability Discrimination Act 1992.

6.0 Roles and Responsibilities

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

7.0 Definitions

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

8.0 Supporting Procedures

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

9.0 Version Control and Change History

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<th>Approval Date</th>
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<td>Board</td>
<td>27/10/2014</td>
<td>04/12/2014</td>
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<td>31/12/2015</td>
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10.0 KI Policy and Procedure Portal / BT BMS Requirements

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<th>Category</th>
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TO OBTAIN THE CURRENT VERSION OF THIS DOCUMENT PLEASE REFER TO THE CONTROLLED DOCUMENT ON THE KANGAN INSTITUTE POLICY AND PROCEDURE PORTAL OR BENDIGO TAFE BMS.

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