

Diversity and Equal Opportunity Policy

1.0 PURPOSE

This policy outlines the practices and principles that enable the Youth2Industry College to demonstrate its commitment to and undertake a policy of diversity and equal opportunity in employment and service provision, consistent with the Youth2Industry College's strategic vision, workplace diversity plan, and relevant legislation.

2.0 SCOPE

This policy applies to Youth2Industry College staff, students and other stakeholders connected with all Youth2Industry College activities including:

- Education (teaching and learning, enrolment, student management, student services, curriculum development and delivery, etc.)
- The provision of goods and services (vocational education services, employment services, advocacy services, welfare services, information forums, access to facilities, etc.)
- Employment (recruitment, allocation of duties, employment conditions, access to benefits such as training, promotion and leave, etc.)

This document will be available at reception, SharePoint and included in both the Student and Staff handbooks.

3.0 IMPLEMENTATION

The Youth2Industry College is committed to promoting diversity and equal opportunity in employment and education.

The Youth2Industry College is committed to being fair, equitable and sensitive to the diverse needs of our students, staff and other stakeholders, in all its policies and practices, and to supporting access by marginalised groups with due regard and respect.

Youth2Industry College will actively promote diversity and equal opportunity by:

- Creating an environment where students, staff and other workers are able to work effectively, without fear of discrimination or harassment
- Providing effective mechanisms to resolve equal opportunity-related complaints
- Using non-discriminatory, inclusive language and practices
- Developing and operating programs to increase access and promote success in education and employment for marginalised groups in order to overcome disadvantage
- Ensuring that all Youth2Industry College students, staff and other workers have access to benefits and services in an equitable manner
- Consulting stakeholders to ensure positive outcomes
- Developing, implementing, monitoring and reporting on strategies and plans

The Youth2Industry College collects and analyses, stakeholder and client feedback and satisfaction data on the services we provide. Information collected is used in the review of policies and procedures. The Youth2Industry College develops and implements improvement systems at every opportunity.

4.0 EQUAL OPPORTUNITY

Equal opportunity means that Youth2Industry College staff and other stakeholders experience fairness, impartiality and equal access to opportunities, services and programs developed and delivered by the Youth2Industry College. Special measures can be implemented to advance substantive equality.

4.1 In employment

Equal opportunity in employment includes the principle of selection and promotion of staff on merit, which precludes irrelevant personal attributes. Fair and transparent processes are applied in assessing the capacity of a person to perform the inherent requirements of a position, having regard to the person's knowledge, skills, qualifications and experience and their potential for future development.

4.2 In service provision

Equal opportunity in service provision includes the principle of providing access to participants on merit and eligibility. This precludes irrelevant personal attributes. Fair and transparent processes are applied in assessing the eligibility and capacity of a participant against specified requirements to access and participate in Youth2Industry College programs and services.

5.0 DISCRIMINATION

Discrimination is unacceptable at the Youth2Industry College.

Discrimination means treating someone unfairly because of a personal characteristic protected by law, and causing them to be disadvantaged as a result. Unlawful discrimination can occur when someone, or a group of people, is treated less favourably than another person or group because of a specified attribute such as:

- Race, including colour, national or ethnic origin or immigrant status, gender, pregnancy and breastfeeding
- Marital, carer or other relationship status or responsibilities
- Age
- Intellectual, mental or physical disability
- Sexual orientation, gender identity and intersex status, union affiliation, religious or political opinion
- Criminal or medical record, or
- Any other similar characteristics

Discrimination may be direct or indirect – both are against the law.

5.1 Direct discrimination could include:

- Refusing to enrol a student because he/she has Hepatitis C
- Refusing to allow a Muslim student to wear the hijab
- Failing to hire a suitably qualified job applicant because of their sexual orientation

Direct discrimination in employment could also include:

- Recruitment practices, such as how positions are advertised and how interviews are conducted
- Being offered unfair terms and conditions of employment
- Being denied training opportunities, promotion, transfers, performance pay or other employment-related benefits
- Being unfairly dismissed retrenched or demoted

5.2 Indirect discrimination happens when a rule, policy or requirement unnecessarily or unreasonably disadvantages a person or group of people because of a protected personal characteristic they share, for example:

- Imposing a requirement that all students take notes from the whiteboard without assistance may unreasonably disadvantage a student with vision impairment

6.0 VILIFICATION

Racial and religious vilification is unacceptable at the Youth2Industry College.

Vilification is behaviour (through words or actions) that incites hatred, serious contempt or ridicule of another person or group of people because of their race or religious belief, such as:

- Public threats of harm
- Encouraging others to hate someone because of their religion
- Racist statements made in a public meeting
- Racist graffiti

7.0 VICTIMISATION

Victimisation means treating someone unfairly or otherwise disadvantaging them because they have made a complaint or might do so in the future. Victimisation is regarded as a serious breach of conduct and will automatically result in a formal investigation. If proven, this may result in disciplinary action being taken against the perpetrator, which may include dismissal. It is against the law to victimise a person for making a complaint about bullying, discrimination, harassment or sexual harassment, or racial and religious vilification.

8.0 WORKPLACE DIVERSITY PLAN

The diversity of Youth2Industry College's employees is our greatest strength. Youth2Industry College recognises the benefits of supporting and maintaining an inclusive work environment where employees can contribute their full potential by having their diverse strengths recognised and supported.

To this end, the Youth2Industry College Workplace Diversity Plan aims to:

- Develop and implement fair and equitable recruitment and employment practices and conditions for all workers and potential workers, regardless of their personal characteristics
- Use our people's differences to improve business performance and outcomes
- Enhance opportunities for employees to contribute to Youth2Industry College projects
- Prevent and eliminate harassment and unlawful discrimination in the workplace
- Ensure workplace structures, conditions, systems and processes foster diversity and allow employees to manage work and personal life
- Promote the value of diversity to our clients and stakeholders and the broader community Provide an effective grievance procedure to address incidents of workplace harassment and discrimination

Behaviours and actions of Youth2Industry College employees should be aligned with the Youth2Industry College values:

- Workplace structures and conditions should enable Youth2Industry College employees to contribute their potential at work while taking into account personal commitments and interests outside of work
- Decisions affecting employees should take into account their individual needs, and communication should recognise our diverse workforce and community stakeholders and use inclusive language
- Decisions affecting employees should be based on facts and be free of discrimination

Benefits of the Youth2Industry College Workplace Diversity Plan are:

- Improved recruitment and higher retention rates through being an employer of choice
- Reduced training costs due to lower staff turnover
- Better relationships with clients, stakeholders and the broader community
- Greater sense of unity as an organisation
- Reduced workplace stress and conflict and improved work attendance

9.0 ROLES AND RESPONSIBILITIES

Each employee needs to:

- Be aware of the Youth2Industry College Workplace Diversity Plan and contribute to its achievement
- Behave in a way that is consistent with the Youth2Industry College Workplace Diversity Plan
- Ensure their behaviour is aligned with the Youth2Industry College values
- Respect different ways of thinking and working to maintain a workplace that is free from discrimination and harassment
- Support employees who access reasonable adjustment and flexible work arrangements

Each Manager and/or Team Leader needs to:

- Practise and promote behaviour consistent with Youth2Industry College values
- Incorporate workplace diversity principles into their team and management practices Recognise and use the diverse skills and knowledge of employees
- Support employees who require reasonable adjustment and flexible work arrangements
- Resolve workplace issues quickly, sensitively and effectively where possible
- Maintain a workplace that is free from discrimination and harassment
- Ensure meetings, travel and other work arrangements do not place inappropriate pressure on employees with personal or family commitments
- Consider innovative job design solutions to meet business and employee needs
- Recognise employees that have demonstrated commitment to the Youth2Industry College Workplace Diversity Plan

10.0 ASSOCIATED DOCUMENTS

- QMS: 422 Y2IC Anti-bullying and Harassment Policy
- QMS:424 Y2IC Complaints, Grievances and Disputes Policy and Procedure
- QMS: 429 Y2IC Student Behaviour Management Policy

11.0 ASSOCIATED LEGISLATION

- Equal Opportunity Act (Vic) 2010 Sex Discrimination Act (Cth) 1984
- Occupational Health and Safety Act (Vic) 2004 Fair Work Act (Cth) 2009

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May, 2023