

## ACCESS AND EQUITY POLICY

<b>Revision Number</b>		<b>Accountability</b>	Academic Dean
<b>Policy Number</b>		<b>Operational Responsibility</b>	All Staff
<b>Date of Approval</b>	Dec 2017	<b>Last Reviewed</b>	
<b>Approval Authority</b>	T&LSPC Academic Board	<b>Next Review</b>	Q2 2021

## OBJECTIVES

LCI Melbourne fosters a secure and inclusive environment for all students, staff and faculty. The Access and Equity Policy is in place to prevent individuals from encountering impediments during their experiences with LCI Melbourne. With regards to employment and higher education, LCI Melbourne is committed to providing equal opportunities regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction for a criminal or summary offense. By treating all individuals fairly, LCI Melbourne aspires to be a safe space free of discrimination within its overall system, structural organisation and amongst all members of its community.

The terms outlined in this policy allow LCI Melbourne to ensure that its organisation and methods abide by the principles of access and equity.

## SCOPE

This policy applies to all employees and students of LCI Melbourne.

## PROVISIONS

LCI Melbourne values diversity and is dedicated to meeting the needs of all its different community members. As a result, LCI Melbourne continually develops and updates procedures and policies to ensure that they are egalitarian and unbiased, openly adheres to applicable governmental laws as well as firmly respects the Code of Conduct and values held by LCI Melbourne.

This policy summarises LCI Melbourne duties and responsibilities in relation to upholding access and equity laws.

LCI Melbourne recognises that anti-discriminatory legislation is controlled at the national level and by individual States. Although they deal with the same issues for the most part, the laws dictated by the federal government may differ from those in place in different states. Thus, there may be slight variations in the protection afforded by the different state's law and the federal law. Under certain conditions, only the federal law or only state law may be applicable.

Additionally, LCI Melbourne is aware that the Australian Human Rights Commission is responsible for supervising the effective implementation of federal laws as well as guaranteeing that the federal laws

protect human rights and support social justice.

## STUDENT ADMISSIONS & ENROLMENT

With respect to the recruitment and selection of new students, LCI MELBOURNE ensures that equal opportunities are available to all candidates. LCI MELBOURNE will not tolerate discrimination at any stage of the admissions process.

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by law. The Equal Opportunity Act 2010 sets out 18 personal characteristics that make discrimination in employment against the law, these include the list below.

- Age;
- Breastfeeding;
- Employment status;
- Gender identity;
- Impairment;
- Industrial activity;
- Lawful sexual activity;
- Marital status;
- Parental or caregiver status;
- Physical features;
- Political belief or activity;
- Pregnancy;
- Race;
- Religious belief or activity;
- Sexual orientation;
- Personal association with a person who is identified by reference to any of the above attributes.

Federal anti-discrimination laws also apply to Victorian employers. Employees are protected from discrimination at all stages of employment, including:

- recruitment, including 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.

LCI Melbourne's prohibition of unjust treatment is also enforced when determining the terms of an ongoing enrolment, changes of enrolment, results and completions.

### Admissions and Enrolment

LCI Melbourne encourages all interested parties to apply for admission and is dedicated to equal and unbiased consideration of all applicants. For enrolled students, LCI Melbourne is also committed to enabling total access to all of the benefits offered by the school. Under absolutely no circumstances will students be expelled or subjected to any other disciplinary measures based on justifications which are discriminatory in nature.

### **Workplace and Classroom**

In the workplace and in the classroom, LCI Melbourne encourages all employees, faculty and students to treat others with whom they work fairly and respectfully. It is considered a criminal act for any person or group to denigrate another individual on the basis of the attributes listed in the Employment section above and/or described by the Australian Human Rights Commission. This includes acting with hatred, vilification, disrespect or derision towards a person on these grounds, failing to recognise their human rights or preventing them from enjoying and exercising these rights.

### **Harassment**

LCI Melbourne differentiates between work-related complaints and cases of harassment, which are addressed in the *Employment* and *Student Bullying and Harassment* policies. LCI Melbourne defines harassment as any offensive or inappropriate conduct or comment that the person making the comment or engaging in the conduct knows or reasonably ought to know is unwelcome by another person, or which adversely affects a person's dignity or physical or psychological safety, or which results in a harmful work environment.

### **Accessibility**

LCI Melbourne is committed to the fair treatment of individuals with disabilities. This involves enabling complete physical access to LCI Melbourne facilities, unimpeded movement around the campus and equitable opportunities to learning.

Overall, LCI Melbourne will not stand for prejudice based on any of the attributes listed in the Employment section above. All members of the LCI Melbourne community deserve to feel safe and respected at all times.

## **FURTHER INFORMATION**

Relevant information can be found in:

- Student Non-Academic Complaints Policy
- Employee Complaints Policy
- Employee Code of Ethics

### Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category		Academic		
Responsible Officer		Academic Dean		
Review Date		Q3 2018		
Approved by:- TLSPC on behalf of the Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Dean	Recognition of Prior Learning/Credit Transfer.pdf	Jan 2005	Jan 2017
1.1	Academic Dean	Unpacking of one document into an LCI existing policy	Dec 2017	Jan 2018
2.0	Academic Dean	Minor editorial changes in language	Sept 2018	Sept 2018