

ACCESS AND EQUITY POLICY

1. Purpose

This Access and Equity Policy is based on providing and maintaining training services that reflect fair and reasonable opportunity for all students and staff regardless of race, colour, religion, gender or physical disability allowing everyone to freely participate in training in a harassment free environment.

2. Scope

College of Event Management will ensure that staff and students act in accordance with this policy and are made aware of their pursuant rights and responsibilities.

3. College of Event Management Responsibilities

It is College of Event Management's legal responsibility to ensure that harassment does not occur in the workplace. Complaints will be investigated in a confidential manner and action will be taken to ensure that the harassment stops. Appropriate warning or disciplinary action will be taken where harassment is found to have occurred.

College of Event Management will not victimise or treat any person unfairly for making a harassment complaint.

3.1 Managing Director Responsibilities

The Managing Director will not condone nor engage in harassing behaviour.

The Managing Director is responsible for ensuring that all staff are aware of the harassment policy and that complaints are dealt with in accordance with the terms of the Grievance and Policy and Procedures.

The Managing Director will maintain the confidentiality of all complaints. If the Managing Director feels that he/she is not the appropriate person to deal with the complaint, he/she will delegate the matter to the for action.

3.2 Employee Responsibilities

Employees are to ensure that they do not engage or encourage any form of harassment and must immediately report any form of harassment towards themselves or other people in the workplace to their Manager.

3.3 Student responsibilities

Students are to ensure that they do not engage in or encourage any form of harassment and must immediately report any form of harassment towards themselves or other people in the workplace to College staff.

4. Student Enrolment

College of Event Management is committed to the enrolment of students where there is capacity to deliver the course and where the student has:

- a) Applied in the prescribed manner
- b) Supplied accurate personal and previous qualification information
- c) Agreed to abide by College of Event Management policies, procedures and code of conduct whilst undertaking the training

5. Guidelines

College of Event Management will not accept any form of discrimination and we will apply the following rules in support of access and equity:

- a) All staff are to be given fair and reasonable opportunity to participate in relevant decision making processes and the allocation of resources and services as required to fulfil their duties and responsibilities
- b) All students are to be given fair and reasonable opportunity to attend and complete training
- c) Deficiencies are to be investigated to determine whether a breach or policy discrepancy exists and, if so, the impact of that breach or deficiency and how the policy should be amended to eliminate the breach or deficiency
- d) All perceived deficiencies in the Access and Equity Policy are to be documented, assessed and reviewed at the annual review

6. Equal Opportunity

Equal Opportunity Legislation protects those in the training system. This legislation makes discrimination and harassment in the provision of education; employment and the provision of goods and services unlawful.

College of Event Management supports the concept of equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects difference and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

Fair Treatment

College of Event Management will treat fairly all students and potential students and provide them with equal opportunity in accordance with the relevant state and federal legislation.

Student Selection

College of Event Management has open, fair and transparent procedures based on merit for making decisions about:

- a) the selection of applicants for enrolment and
- b) the treatment of applicants and students.

Regardless of their background or circumstances all applicants seeking to enrol in a course of study with College of Event management will be considered using the published entry requirements and a standardised, fair, reasonable and timely process free of discrimination.

7. Discrimination

Discrimination occurs when a person is treated less favourably than others due to the person's circumstances, characteristics or beliefs.

College of Event Management is an equal opportunity company and does not discriminate against or favour target groups in either recruiting or training.

Target Groups are defined as:

- a) Aboriginal and Torres Strait Islanders
- b) People with a disability
- c) People from non-English speaking backgrounds
- d) People in transition and other special groups (i.e. people re-entering the workforce, long term unemployed, sole parents, people with literacy problems, and those who have been institutionalised)
- e) Women
- f) People from regionally isolated communities

7.1 Direct Discrimination

Direct discrimination takes place when a person, organisation or group of persons is treated less fairly than others on the basis of stereotyped beliefs or views.

7.2 Indirect Discrimination

Indirect discrimination includes rules, practices or policies which appear to be non-discriminatory and equally applicable but operate in such a way that certain groups of people are excluded without just cause.

8. Workplace Harassment

Harassment is any behaviour which is unwelcome, offends, humiliates or intimidates a person and causes the work environment to become unpleasant. If a person is being harassed then their ability to do their work is affected as they often become stressed and suffer health problems.

Harassment may result from behaviour which is not intended to offend or harm, such as jokes or unwanted attention however, this does not mean that it is lawful.

Harassment will not be tolerated at College of Event Management. If harassment occurs, the person responsible will be subject to disciplinary procedures. Disciplinary action will be taken against any employee or student involved in such behaviour. This may include termination of employment or removal of a student(s) from a training course.

Serious cases of harassment may constitute a criminal offence.

9. How to Manage Harassment

If you feel that you are being harassed tell the person to stop, that their behaviour is unacceptable and that they must not do it again. It is important to say these things to the person harassing you as they may interpret silence as a form of acceptance or consent to their behaviour. If you are too frightened or embarrassed to say anything to the person, advise a member of College management staff who will deal with the matter promptly.

Should the behaviour continue the issue will be escalated to the Manager of Training and Assessment where it is recommended an Incident Report Form be completed to document the harassment including details of dates, times, witnesses, what happened and what was said or felt. The Grievance Policy and Procedure will be followed to investigate the complaint.

9.1 Types of Harassment

There are many types of harassment. These can range from direct harassment such as abuse, threats, name calling and sexual advances; to less direct forms such as the creation of a hostile work environment, but where no direct attacks are made on an individual.

9.2 Sexual Harassment

The most common form of harassment is sexual harassment. Examples of sexual harassment include, but are not limited to:

- a) Unwanted touching
- b) Sexual innuendo propositions
- c) Nude pin-ups and posters
- d) Obscene telephone calls
- e) Wolf whistles

9.3 Verbal Harassment

Examples of verbal harassment include, but are not limited to:

- a) Sexual comments, advances or propositions
- b) Lewd jokes or innuendos
- c) Racist comments or jokes
- d) Spreading rumours
- e) Comments or jokes about a person's disability, pregnancy, sexuality, age or religion

- f) Repeated questions about one's personal life
- g) Belittling someone's work or contribution in a meeting
- h) Threats, insults or abuse
- i) Offensive obscene language
- j) Obscene telephone calls, unsolicited letters, faxes and emails

9.4 Non-Verbal Harassment

Examples of non-verbal harassment include, but are not limited to:

- a) Leering
- b) Putting offensive material on notice boards, computer screen savers and emails
- c) Wolf whistling
- d) Nude or pornographic posters
- e) Displaying sexist or racist cartoons or literature
- f) Demoting, failing to promote, or transferring someone because they refuse requests for sexual favours
- g) Following someone home from work
- h) Standing very close to someone or unnecessarily leaning over them
- i) Mimicking someone with a disability
- j) Practical jokes that are unwelcome
- k) Ignoring someone, or being cold and distant to them
- l) Crude hand or body gestures

9.5 Physical Harassment

Examples of physical harassment include, but are not limited to:

- a) Unwelcome physical contact such as kissing, hugging, pinching, patting, touching, or brushing up against a person
- b) Indecent or sexual assault or attempted assault
- c) Hitting, pushing, shoving, spitting, or throwing objects at a person
- d) Unfastening a person's attire

10. Disability

College of Event Management is committed to providing support services and equal access opportunities for students with a disability, in accordance with the provisions of the Disability Discrimination Act (1992).

College of Event Management will respect a student's right to privacy, confidentiality and be sensitive to their needs.

Students with a disability are required to have the ability to fulfil the core requirements of the units of competence to attain the relevant award. However, it is required that the student identify their disability before course commencement as it is recognised that flexibility in arrangements may need to be implemented. Such arrangements may be negotiated with the Manager of Training and Assessment prior to course commencement.