



ACCESS & EQUITY POLICY

PURPOSE

Vibe College is committed to providing all students with equal opportunity to pursue their training and development. This policy and procedure is to be used by Vibe College to integrate access and equity principles into all training and assessment activities it conducts or is conducted on its behalf.

SCOPE

This policy covers all Vibe College policies and procedures and all training function activities.

DEFINITIONS

Access and Equity principles include:

- Equity for all people through the fair and appropriate allocation of resources
- Equality of opportunity for all people without discrimination
- Access for all people to appropriate quality training and assessment services
- Increased opportunity for people to participate in training

Disadvantaged groups include the following groups who traditionally have been under-represented in Vocational Education and Training (VET):

- People with a disability
- Aboriginals and Torres Strait Islanders
- Women
- People from non-English speaking backgrounds
- People in rural and remote areas
- Long term unemployed

Discrimination means treating a person less favourably than another because of a personal attribute that they may have. Under State and Federal equal opportunity laws, discrimination based on attributes is unlawful. The attributes that can initiate a discrimination claim include:

- | | |
|------------------|-------------------|
| ▪ Gender | ▪ Disability |
| ▪ Age | ▪ Colour |
| ▪ Race | ▪ Nationality |
| ▪ Religion | ▪ Ethnicity |
| ▪ Marital status | ▪ National origin |

Discrimination can be direct, indirect or systemic:

Direct discrimination

Direct discrimination is any action which specifically excludes a person or group of people from a benefit or opportunity, or significantly reduces their chances of obtaining it, because their status or personal characteristics, irrelevant to the situation (eg, sex, ethnic origin) are applied as a barrier. Direct discrimination has as a focus assumed differences between people.

Indirect discrimination

Indirect discrimination is the outcome of rules, practices and decisions which treat people equally and therefore appear to be neutral; but which, in fact, perpetuate an initially unequal situation and therefore significantly reduce a person's chances of

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obtaining or retaining a benefit or opportunity. Rules, practices and decisions are applied to all groups alike but it is the very assumption of a likeness that constitutes the discrimination.

Systemic discrimination

A system of discrimination perpetuated by rules, practices and decisions which are realised in actions that are discriminatory and disadvantage a group of people because of their status or characteristics and serve to advantage others of different status or characteristics. Direct and indirect discrimination contribute to systemic discrimination.

Equity focuses on outcomes. Equity is not concerned with treating people in the same way; it is concerned with ensuring that all groups of people participate and benefit to the same level.

LEGISLATION INCLUDES

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Disability Services Act 2006

Harassment

Harassment is any behaviour, which is unwelcome, offends, humiliates or intimidates the person being harassed. The most common form of harassment is sexual harassment. Examples of sexual harassment include, but are not limited to:

- Unwanted touching
- Sexual innuendo/ Sexual propositions
- Nude pin-ups and posters
- Obscene telephone calls
- Wolf whistles

Harassment:

- Will usually be repeated behaviour, but can also consist of a single act.
- Has the effect of offending, humiliating or intimidating the person at whom it is directed. It makes the work environment unpleasant and sometimes even hostile. If a person is being harassed, then their ability to do their work is affected. They often become stressed and suffer health problems as a result.
- Can often be the result of behaviour, which is not intended to offend or harm, such as jokes or unwanted attention. The fact that harassment is not intended does not mean that it is not unlawful. The differences between people should be acknowledged and respected, never ridiculed.
- Can involve an abuse of power, for example: a manager may harass a person whom they are supervising. Abuse of power can also happen when certain groups are in a minority in the workplace and are, therefore, in a vulnerable position, for example: women or people from non-English speaking backgrounds.

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Vibe College is the trading name of Academy of Advanced Hair Design Pty Ltd
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Types of Harassment

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

Verbal Harassment	<ul style="list-style-type: none"> • Sexual comments, advances or propositions • Lewd jokes or innuendos • Racist comments or jokes • Spreading rumours • Comments or jokes about a person's disability, pregnancy, sexuality, age religion etc. • Repeated questions about one's personal life • Belittling someone's work or contribution in a meeting • Threats, insults or abuse • Repeated unwelcome invitations • Offensive obscene language • Obscene telephone calls, unsolicited letters, faxes, emails
Non-verbal harassment	<ul style="list-style-type: none"> • Leering, e.g. staring at a woman's breasts • Putting offensive material on notice boards, computer screen savers, emails etc. • Wolf whistling • Nude or pornographic posters • Displaying sexist or racist cartoons or literature • Demoting, failing to promote, or transferring someone because they refuse requests for sexual favours • Following someone home from work • Standing very close to someone or unnecessarily leaning over them • Mimicking someone with a disability • Practical jokes that are unwelcome • Ignoring someone, or being cold and distant with them • Crude hand or body gestures
Physical harassment	<ul style="list-style-type: none"> • Unwelcome physical contact such as kissing, hugging, pinching, patting, touching, and brushing up against a person • Indecent or sexual assault or attempted assault • Hitting, pushing, shoving, spitting, and throwing objects at a person • Unzipping a person's attire

What to do - If you feel you are being Harassed

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 as they may interpret silence as some form of acceptance or consent. If, however, you are too frightened or embarrassed to say anything, this does not mean that your complaint will be treated any less seriously.



If the behaviour does not stop, or even if it does but you still wish to report it, tell manager or CEO. It is a good idea to make a written note of any harassment, including details of dates, times, witnesses, what happened and what you said or felt. Be frank and honest with whoever is appointed to investigate your complaint, as this will enable the appropriate action to be taken.

What Vibe College will do?

It is Vibe College's legal responsibility to ensure that harassment does not happen within our organization. If it does occur, Vibe College will take complaints of harassment very seriously. The complaint will be investigated in a sympathetic, fair and confidential manner. 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.

You will not be victimised or treated unfairly for making a harassment complaint.

POLICY

- The aim of the policy is to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.
- All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.
- A person with a disability may be excluded under this policy if the disability could cause occupational health and safety risks to the person and/or other students.
- All trainers / assessors are responsible to observe and be advocates for the policy.
- This policy will be widely disseminated in the organisation.
- Vibe College's policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals. Vibe College's CEO will be the person responsible for the implementation and maintenance of the policy.

Procedures

- The access and equity policy will be provided to all staff and students of Vibe College, who would be part of college everyday operations. Copy of this policy will be accessible through college website or at reception desk. In addition, this is included within student and staff handbook. Finally, this will be explained to student and staff during orientation/induction on their first week at Vibe College.
- Staff and students will also be provided with Complaint and Appeal policy to give information on process for lodging any complaints related to areas discussed within Access and Equity policy.
- Staff and Students are encouraged to report any situation they deem to be violation of this policy at their earliest to Academic Manager or CEO. You can do this by filing Complaint and Appeal form available within website or from reception.
- All complaints will be process as mentioned within Complaint and Appeal policy and procedure.
- Obtain indirect review or feedback from students and staff during each quarterly survey to see if any issues or areas needs our attentions and discuss the issues during monthly staff & compliance meeting.

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