



ACCESS & EQUITY ARRANGEMENTS

OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) is committed to providing equal access and opportunity in providing services to its members and the general public by integrating the principles of access and equity in its policies and procedures.

OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) embraces the concept and beliefs of equity and strives to maximise opportunities, access, choice and flexibility for all people and communities involved with the Institute and its subsidiary entities.

This policy states how OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation.

The purpose of this policy is to define and explain the nature of access and equity and to ensure fair access and equity within the workplace at OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) . All employees must ensure that their colleague employees, consultants, students, delegates and visitors are treated equitably and are not subject to discrimination, victimisation, sexual harassment or vilification. All complaints of discrimination or harassment must be reported immediately to the operation manager of the Institute.

Discrimination against or harassment of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) employees, consultants, delegates and visitors will not be tolerated under any circumstances, nor will victimisation of any person as a result of a complaint of harassment or discrimination being made.

Any employee, consultant, delegate, or visitor found to be discriminating against, harassing or victimising any other person will be subject to serious disciplinary action which may include dismissal or refusal of further services offered by OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) .

Definitions

- ❖ Operations Manager : All employees whether full-time, part-time, casual or contract staff
- ❖ Consultants Facilitators, assessors and consultants engaged in work on behalf of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC)
- ❖ Delegates Persons engaged in any of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) 's training programs or receiving any of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) 's services
- ❖ Visitors: Any person who visits OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) premises

Responsibility

Operations Manager is the responsible officers in relation to Equal Employment Opportunity, Discrimination, Sexual Harassment or Vilification. The role of the Operations Manager is to provide guidance, monitor compliance and counsel employees as appropriate. Operations Manager are responsible for compliance in their own department and can seek advice and assistance from the CEO.

Operations Manager have the overall responsibility of implementing OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC)'s Access and Equity Policy in their respective business units. OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) management, employees, contractors, delegates and visitors to OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) premises have a responsibility to follow this policy.



Equal Opportunity Policy

OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) will comply with federal, state and local government bodies, laws and codes of conduct relating to employment service provisions and enrolment in training courses. OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) will furnish such reports, records and other matters as requested in order to foster the program of equal opportunity for all persons regardless of race, creed, culture, religion, color, sex, age, or disability.

It is the intent and desire of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) that equal employment opportunity will be provided in employment, promotions, wages, benefits, and all other terms and conditions of employment,

including decisions on redundancies, retrenchment and termination as well as the offer to provide services on behalf of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) , enrolment in OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) 's training programs or access to any of OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) 's products and services.

OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) is an equal opportunity employer and will recruit, interview, hire, classify, select for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, termination, enroll in training courses and events, and offer membership in a fair and equitable manner. It is the responsibility of management at OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC), to practice fair employment and enrolment at all times. Any violations of the Access and Equity Policy must be reported immediately to Operations Manager. Operations Manager, facilitators and consultants will be responsible for maintaining and environment, work or otherwise, that is free of racial or sexual overtones.

Equal Opportunity Legislation

Equal Opportunity legislation focuses on two main areas:

- ❖ Anti-discrimination legislation, which prohibits the denial of employment and training and its benefits, based on certain grounds. Sexual harassment is considered a form of discrimination
- ❖ Affirmative Action legislation which attempts to take action to eliminate discrimination by the relevant employer against women in relation to employment matters and take measures to promote equal opportunity for women in relation to employment matters;

(a) Discrimination

Discrimination is any practice that makes distinction between individuals or groups so as to arbitrarily advantage one and disadvantage the other. Discrimination occurs when somebody is treated less favourably on the grounds of the following attributes:

- ❖ sex
- ❖ imputed characteristics (stereotypes)
- ❖ parental status
- ❖ lawful sexual activities
- ❖ marital status
- ❖ race
- ❖ age
- ❖ impairment (physical or intellectual)
- ❖ disability
- ❖ religion
- ❖ political belief or activity
- ❖ trade union activity
- ❖ pregnancy or lactation



Discrimination may involve:

- offensive jokes or comments about a person's racial or ethnic background, sex, sexual preference, age, disability or physical appearance
- display of pictures, cartoons or posters that may be offensive or derogatory
- expressing negative stereotypes for a particular group
- judging someone on their religious beliefs rather than their work performance
- using stereotypes or assumptions to guide decision making about someone's career
- undermining a person's authority or work performance because you dislike one of their personal characteristics

(b) Sexual Harassment, Victimization and Bullying

Sexual harassment is defined as any unwanted or unwelcome sexual behaviour which makes a person feel offended, humiliated or intimidated. Sexual harassment as defined under the Commonwealth Sex Discrimination Act 1984 occurs when:

- ❖ a person makes an unwelcome or uninvited sexual advance, or an unwelcome or uninvited request for sexual favours, to the person harassed, or
- ❖ engages in other unwelcome or uninvited conduct of a sexual nature in relation to the person harassed; and
- ❖ the person harassed is offended, humiliated or intimidated.

Examples of sexual harassment include:

- ❖ unwelcome or uninvited physical touching
- ❖ sexual or suggestive comments, jokes or innuendoes
- ❖ unwelcome or uninvited request for sex
- ❖ intrusive questions about a person's private life
- ❖ the display of sexually explicit material (e.g. posters, pictures)
- ❖ unwanted invitations
- ❖ staring or leering
- ❖ sex based insults or taunts
- ❖ offensive communications, including telephone calls, letters, faxes and email

Sexual harassment may be a single incident or repetitive behavior. For example, an unwanted invitation or compliment may not constitute harassment if it is not repeated. However, some actions or remarks are so offensive that they constitute sexual harassment in themselves such as unwelcome or uninvited physical contact.

(c) Students with Disabilities

OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) is committed to promoting equal opportunity for all students and to providing a caring and supportive educational environment that acknowledges diversity. In doing so, particularly at the point of student assessment, OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) has strategies in place to accommodate students with various forms of physical and sensory disabilities. Students with such disabilities should discuss personal concerns with training manager. Training manager will ensure the provision of

- ❖ equitable access
- ❖ information in appropriate alternative formats
- ❖ flexible delivery modes



- ❖ reasonable adjustments including within the processes of student application, selection criteria, enrolment, attendance, participation and assessment
- ❖ quality teaching
- ❖ Providing inclusive curricula which may be customized, serves the educative needs of all learners and covers the whole of the curriculum process including design, monitoring and evaluation.

Response to potential breaches of policy

OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) employees, consultants, delegates and visitors may not ignore sexual harassment or discrimination. Silence or failure to respond promptly is not acceptable.

Confidentiality is essential for appropriate and impartial resolution of a complaint and to minimise adverse effects on the victim. Accordingly, employees, facilitators and consultants should respect the

confidentiality of the parties involved and not publicly make or repeat allegations, or defame the alleged offender.

If an employee, consultant, delegate or visitor believes that he or she is being subjected to sexual harassment, the individual must personally and immediately notify a member of the operation management.

An investigation will be undertaken and appropriate sanctions and corrective measures will be instituted if the allegations warrant such action. Persons who commit acts of intimidation and harassment will be required to immediately discontinue such conduct and will be disciplined according to the severity of the case. Appropriate discipline may include actions up to and including termination of employment or refusal of further services offered by OZTECH TRADE TRAINING COLLEGE PTY LTD (OTTC) .

- ❖ Reference Documents
- ❖ Age Discrimination Act 2004 (Cth);
- ❖ Australian Human Rights Commission Act 1986) (Cth);
- ❖ Disability Discrimination Act 1992 (Cth);
- ❖ Racial Discrimination Act 1975 (Cth);
- ❖ Sex Discrimination Act 1984 (Cth);
- ❖ Work Place Gender Equality Act 2012 (Cth); and
- ❖ Fair Work Act 2009 (Cth).
- ❖ Australian Capital Territory Discrimination Act 1991 (ACT);
- ❖ New South Wales Anti-Discrimination Act 1977 (NSW);
- ❖ Northern Territory Anti-Discrimination Act 1996 (NT);
- ❖ Queensland Anti-Discrimination Act 1991 (QLD);
- ❖ South Australia Equal Opportunity Act 1984 (SA);
- ❖ Tasmania Anti-Discrimination Act 1998 (TAS);
- ❖ Victoria Equal Opportunity Act 1995 (VIC);