



# Equal Opportunity Policy

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## Our Values

LTSA values a safe, inclusive, respectful work environment with a focus on providing our team members with an environment that supports their health, wellbeing, productivity, and effectiveness.

The purpose of this policy is to communicate LTSA's commitment to equality of opportunity in employment and service delivery, with the aims of ensuring that everyone is treated fairly and equally and supporting LTSA's objective of providing an environment that is free from all forms of discrimination.

## Policy Application

This policy does not form part of any contract of employment or any industrial instrument. It will be subject to regular review and may be amended by LTSA from time to time.

This policy applies to the following persons, collectively referred to in this policy as 'team members':

- a) prospective and current full-time, part-time and casual employees;
- b) Governing Board of Directors;
- c) volunteers;
- d) agents and contractors engaged from time to time; and
- e) elected student representatives and members of LTSA bodies.

This policy is not restricted to the workplace or work hours. The obligations in this policy are also applicable to any work-related events or functions. All workplace participants are expected to comply with this policy at work related events or functions.

A "work related event or function" means any event or function that is connected to LTSA. These may include, for example:

- a) on-campus and off-campus LTSA events;
- b) conferences and professional development opportunities;
- c) work events/functions;
- d) end of year functions/events;
- e) social LTSA sport; and



- f) virtually via social media platforms.

## **Policy**

This policy demonstrates LTSA's commitment to promoting equal opportunity in employment and service delivery with universal principles of equity, fairness and social justice and in accordance with anti-discrimination laws.

All team members are encouraged to bring their capabilities, approaches, experiences and ideas, which reflect our diverse and inclusive community and world.

LTSA is actively committed to protecting the rights of both clients and team members to achieve their full potential in an environment which values and affirms diversity and is free from discrimination, harassment (including sexual harassment), victimisation and vilification.

LTSA will take all reasonable steps to ensure that team members and clients will be treated fairly and with dignity, courtesy and respect whilst working or receiving services at LTSA.

We encourage everyone to seek advice and support when they feel they have been treated unfairly, or when they have experienced or witnessed concerning behaviour.

## **Definitions**

### **“Discrimination”**

Treating or proposing to treat an individual unfavourably because they have a protected attribute. Discrimination can be direct or indirect:

- a) direct discrimination can occur when a person or group is treated less favourably than another person or group in a similar situation, because of a protected attribute; and
- b) indirect discrimination involves imposing a requirement, condition or practice that operates to disadvantage a person with a protected attribute, and it is not reasonable.

Discrimination can happen at different points in the employment relationship including selections and decisions surrounding:

- a) recruitment and staff selection;
- b) employment term and conditions, including financial and non-financial benefits;
- c) job design (where, when and how tasks will be performed);
- d) training and development;
- e) allocation of resources and support;
- f) promotion or advancement; and
- g) redundancy or dismissal.

### **“Harassment”**

Unwelcome conduct that might reasonably cause a person to be offended, humiliated or intimidated because they have a protected attribute. Harassment can also happen if someone is working in an environment permeated by conduct or activities that make it hostile or intimidating. The behaviour can be overt or subtle, verbal, non-verbal or physical.

### **“Protected Attribute”**

It is against the law to discriminate because of a protected attribute, which includes:

- a) age;
- b) carer and parental status;
- c) disability;
- d) employment activity;
- e) gender identity (which includes gender expression);
- f) industrial activity;
- g) intersex status;
- h) lawful sexual activity and sexual orientation;
- i) marital status or relationship status;
- j) physical features;
- k) political belief or activity;
- l) pregnancy and breastfeeding;
- m) race;
- n) religious belief or activity;
- o) sex;
- p) expunged homosexual conviction; or
- q) personal association with someone who has, or is assumed to have, one of these personal characteristics

### **“Victimisation”**

Subjecting a person to negative treatment because they have:

- a) asserted their rights under equal opportunity law;
- b) made a complaint under equal opportunity law; and
- c) helped someone else make such a complaint; and refused to do something because it would be discrimination, sexual harassment or victimisation.

### **“Vilification”**

Any form of conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of a person or group of people because of a protected attribute. Such conduct can be a single event or series of events over a period. It may include the use of internet, social media and e-mail to publish or transmit statements.

### **Responsibilities**

It is the responsibility of the LTSA GOO and the Chair of the Governing Board of Directors to ensure that:

- a) all team members and all elected student representatives are aware of their obligations, responsibilities and rights in relation to Equal Opportunity;
- b) any matters which do not comply with the principles of equal opportunity are identified and addressed as promptly and sensitively as possible; and
- c) ongoing support and guidance are provided to all employees in relation to equal opportunity principles and practice.

It is the responsibility of the GOO and Chair of the Governing Board of Directors to ensure that:

- a) they understand and are committed to the principles and legislation relating to equal opportunity and that they are applied in the workplace;
- b) all decisions relating to any aspect of employment will be based on merit and the individual's inherent ability to carry out the position;
- c) they provide an environment which encourages equal opportunity and set an example by their own behaviour; and
- d) all team members are aware of the ***Equal Opportunity Policy***

It is the responsibility of team members to ensure that:

- a) they treat all colleagues, elected student representatives, students and clients with respect and professionalism without regard to non-relevant criteria or distinctions; and
- b) they make themselves aware of and adhere to this Policy and other relevant policies and procedures.

## Complaints

All allegations of discrimination will be dealt with seriously, confidentially and speedily. LTSA will not ignore or treat lightly grievances or complaints about unlawful discrimination or victimisation from employees. Such complaints should be raised promptly in accordance with LTSA's Complaint Handling Procedure.

Team members will not be penalised for raising a grievance or complaint, even if it is not upheld, unless the complaint was both untrue and/or made in bad faith.

## Breach of Policy

LTSA treats any breach of its policies or procedures seriously. LTSA encourages reporting of concerns about non-compliance and will manage compliance in accordance with the *Higher Education general Staff Award 2020*, National Employment Standards (NES), Disciplinary Policy and employment contract terms.

## Governance

<b>Related Policies &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• LTSA Code of Conduct</li> <li>• LTSA Social Media Policy</li> <li>• LTSA Anti-Bullying Policy</li> <li>• LTSA Freedom from Harassment Policy</li> <li>• LTSA Disciplinary Policy</li> <li>• LTSA Complaints Handling Procedure</li> <li>• All other LTSA Policies</li> </ul>
<b>Legislation Mandating Compliance</b>	<ul style="list-style-type: none"> <li>• Equal Opportunity Act 2010 (VIC)</li> <li>• Age Discrimination Act 2004 (Cth)</li> <li>• Disability Discrimination Act 1992 (Cth)</li> <li>• Sex Discrimination Act 1984 (Cth)</li> <li>• Racial Discrimination Act 1975 (Cth)</li> <li>• Australian Human Rights Commission Act 1986 (Cth)</li> </ul>
<b>Policy Owner</b>	Governance and Operations Officer (GOO)
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