



GENDER EQUITY POLICY

(To be read in conjunction with ANTI-BULLYING & HARASSMENT POLICY & ANTI-DISCRIMINATION POLICY)

Approving authority	Governing Board
Approval date	3 June 2014
Purpose	It is the policy of OIHE to ensure that all students and staff are provided with equal opportunities to reach their potential, irrespective of gender or stereotypical expectations.
Responsibility for implementation	Vice President
Next scheduled review	June 2016
Document Location	R:\OIHE\HR\Policies\Gender Equity Policy.doc
Associated documents	Anti-Bullying & Harassment Policy Anti-Discrimination Policy

Acknowledgements:

This policy is has been developed with reference to the following policy:

South Australian Commission for Catholic Schools 2012, *Gender Equity Policy*, available at: <http://www.cesa.catholic.edu.au/media/files/5719.pdf>, accessed 26 May 2014

1. Definitions

Gender equity is a set of actions, attitudes, and assumptions that provide opportunities and create expectations about individuals. Gender is never separate from race, ethnicity, language, disability, income, or other diversities that define us as human beings. It offers a framework for education in which all students:

- can be engaged, reflective learners, regardless of the subject
- can be educated in a safe and supportive environment enabling each student to achieve their potential
- are prepared for future education, jobs, careers, and civic participation
- set and meet high expectations for themselves and others
- develop as respectful, inclusive, and productive individuals, friends, family members, workers, and citizens
- receive equitable treatment and achieve equitable outcomes in school.



Gender Construction: Construction of gender theory contends that females and Males are actively involved in constructing their own gendered identities within a social context where aspects of gender are recognised and promoted.



2. **Rationale:**

All students and staff deserve, and have a right, to be provided with equal opportunities to succeed in all aspects of education or employment. Gender is not a determinant of a student's capacity to learn, or an employee's capacity to work, but often influences opportunities. It is unlawful to discriminate against a person on the basis of gender.

3. **Policy**

It is the policy of Ozford Institute of higher Education (hereafter referred to as the "Institute") to ensure that all students and staff are provided with equal opportunities to reach their potential, irrespective of gender or stereotypical expectations.

4. **Application of this policy**

This policy applies to all staff:

- full time, part time, casual, permanent or temporary;
- contract or commission workers;
- volunteers, vocational and work experience placements.

It applies to staff in all their work-related interactions with each other, and with customers, contacts or clients.

It applies to staff while in the workplace or off site, at work-related functions (including social functions and celebrations), while on trips and attending conferences.

5. **Responsibility of staff**

All staff contribute to the creation of an inclusive workplace and a healthy workplace culture.

Managers have a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters.

All staff have the responsibility to comply with this policy; report incidents to their managers and not to participate in discriminatory or harassing behaviour.

6. **Support and counselling**

The Institute provides confidential assistance to staff in the form of wellbeing support and professional counselling and encourages staff to seek help.

7. **Get more information before deciding what to do**

- (1) Contact the following person at the Institute who have been nominated to give information:

Name: Rong Liu

Position: Vice President

Location: Level 4

Contact Details: (Telephone, email): 03 8663 7198 rongliu@ozford.edu.au



Ozford Institute of Higher Education

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- (2) Contact the Victorian Equal Opportunity and Human Rights Commission for information about your rights and responsibilities.

Level 3, 204 Lygon Street
Carlton Vic 3053
Phone: 1300 891 848
Fax: 1300 891 858
Email: information@veohrc.vic.gov.au
Hearing impaired (TTY): 1300 289 621
Interpreters: 1300 152 494

8. Self help

If you feel confident and want to deal with the situation yourself, you can use self-help techniques. *However, it is not necessary that you try to resolve the complaint this way.*

This option involves approaching the person responsible for the discriminatory or sexually harassing behaviour yourself. You should tell the person what you are unhappy about, why you are unhappy about it, and what you would like to happen. Taking a person with you for support may be helpful.

9. Make an internal complaint

The Institute has an obligation to treat all complaints of discrimination, on the basis of gender identity or seeking unnecessary information seriously. All complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

1. The starting point to resolving a complaint is to talk with someone. This can be your manager (or another manager if more appropriate). Tell them what your concerns are; explain what has happened and how it has affected you.
2. The manager may take immediate action (e.g. removing offensive graffiti or posters).
3. The manager may provide a range of options. One approach is to centre on the resolution of the issue, without deciding fault. The manager may speak to the person you are making a complaint about, to see if the situation can be resolved simply.
4. Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. Your manager (or another manager if appropriate) may handle your complaint, or refer it to specialist human resource staff or engage an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations which will be implemented by the Institute.
5. The following staff member is available to discuss these options:

Name: Rong Liu

Position: Vice President

Location: Level 4

Contact Details: (Telephone, email): 03 8663 7198 rongliu@ozford.edu.au



10. Make an external complaint

If you think you have been discriminated against on the basis of your gender identity contact the Victorian Equal Opportunity and Human Rights Commission and talk about your concerns. Their dispute resolution service is free and confidential. They can send you information about the complaint process and if they can't help you they will try to refer you to someone who can.

To make a complaint to the Victorian Equal Opportunity and Human Rights Commission see <http://www.humanrightscommission.vic.gov.au/index.php/discrimination>

Or call the Australian Human Rights Commission in Sydney on 1300 656 419 to make a complaint under federal anti-discrimination legislation.

11. Policy review

All policies will be reviewed every two to three years, and distributed to staff. Should the need arise, the policies will be translated into appropriate languages.

The Institute is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed.....
Position: (*Vice president*)