

Procedure Name	ACCESS AND EQUITY PROCEDURE - STAFF
Procedure Number	G022_PR (Governance)
Purpose	This procedure outlines the commitment by Whitehouse Institute of Design, Australia (Whitehouse) to ensure that the structures and practices of the Institute uphold the principles of access and equity, in accordance with relevant Commonwealth, State and Territory legislation; and Whitehouse values stated in the Access and Equity Policy – Staff.
Scope	<p>This procedure applies to all staff of Whitehouse across all Campuses.</p> <p>Any breach of the policy must be reported in accordance with the Student Grievances Complaints Resolution Non-Academic, and the Staff Grievances Complaints Resolution Policies and Procedures.</p> <p>This procedure requires actions by the following in relation to each of Acts listed under ‘Relevant Legislation’:</p> <ul style="list-style-type: none"> • Administrative Staff • Marketing Staff • Academic Staff • Academic Director • Whitehouse Management.
Procedure	<p>Whitehouse takes active and timely steps to prevent discrimination, harassment or victimisation of all staff and contractors. The process for dealing with employee cases relating to matters of fairness as they apply under relevant legislation, is detailed below:</p> <ol style="list-style-type: none"> 1. Providing accurate and accessible information to Whitehouse staff. <ol style="list-style-type: none"> 1.1. Relevant Policies and Procedures are available on the Whitehouse website http://www.whitehouse-design.edu.au/policies-and-procedures 1.2. Materials and documents related to application, selection and recruitment for, or separation from employment with Whitehouse are clear and comply with relevant legislation 1.3. Materials and documents related to teaching and administration at Whitehouse are clear and comply with relevant higher education guidelines and standards. 1.4. Staff are made aware of the relevant support documents and how they apply to them (e.g. Staff Handbook; ‘entry on duty’ induction) 1.5. Staff are afforded opportunities for professional development activities, performance reviews, prizes and awards. 2. Identifying staff access and equity issues <ol style="list-style-type: none"> 2.1. Staff member discloses disability or medical condition in application or selection / interview for, and / or during employment, or 2.2. Staff member makes a complaint or grievance citing discrimination, harassment or victimisation as a reason 2.3. Staff member makes a complaint [with reference to workload, student/s behavior].

3. Providing reasonable adjustment support and resolving staff grievances and complaints

Where a staff member, with an identified disability, medical condition or grievance (#) requires resolution:

- 3.1 In respect to a disability or medical condition, the staff member meets with relevant Whitehouse management staff, discusses, negotiates and agrees to a Reasonable Adjustment Support Plan (##)
- 3.2 In respect to a grievance or complaint, the matter is resolved in accordance with the Staff Grievances and Complaints Resolution Policy and Procedure.

https://whitehouse-design.edu.au/wp-content/uploads/2019/05/G006_PR_StaffGrievances_ComplaintsResolution.pdf

Note 1 The staff member submits evidence (e.g. certificate from a medical professional and related documents) in support of their issue, and to assist staff in developing the most effective Support Plan strategies

Note 2 A Reasonable adjustment plan would involve support and services that would not cause *Unjustifiable Hardship* on the provider.
(refer Human Rights Commission on individual circumstances:
<https://www.humanrights.gov.au/quick-guide/12105>)

Relevant Legislation

- [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Standards 1, 4 ,5 and 8)
- TEQSA: <https://www.teqsa.gov.au/> (Standards 2.2.1 Diversity and Equity; 2.3.3 Wellbeing and Safety; 3.3.3 and 3.3.4 Learning Materials and Educational Support)
- [Education Services for Overseas Students Act 2000](#) (ESOS)
- The National [Employment](#) Standards


Commonwealth Anti-Discrimination Legislation

- [Australian Human Rights Commission Act 1986](#)
- [Age Discrimination Act 2004](#)
- [Disability Discrimination Act 1992](#)
<https://www.education.gov.au/disability-standards-education-2005>
- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)
- [Privacy Act \(Cwlth\) 1988](#)
- <https://www.ndis.gov.au/>

State Anti-Discrimination Legislation

- [Privacy and Personal Information Protection Act 1998 \(NSW\)](#)
- [State Records Act 1998 \(NSW\)](#)
- [Crimes Act 1900 \(NSW\)](#)
- [NSW Anti-Discrimination Act 1977](#)
- [The Equal Opportunity Act 2010, \(Victoria\)](#)
- [Racial and Religious Tolerance Act 2001 \(Victoria\)](#)
- [Information Privacy Act 2000 \(Victoria\)](#)

Key Related Documents	<ul style="list-style-type: none"> • Code of Conduct (Staff) • Privacy Policy and Procedure • Employment (Staff) • Staff Handbook • Bullying, Harassment and Discrimination Policy and Procedure • Staff Grievances and Complaints Resolution Policy and Procedure • Critical Incidence Policy and Procedure
Responsible Officer	Executive Directors
Approval Authority/ Authorities	Board of Governors
Date Approved	02/12/2019
Date of Commencement	03/12/2019
Date for Review	02/12/2022
Documents superseded by this Procedure	<p>Access and Equity Policy and Procedure Dec 2012</p> <p>Admission Policy and Procedure (06/02/2013)</p>
Amendment History	<p>08/2019</p> <p>A detailed procedure and processes for dealing with staff issues related to forms of discrimination, harassment or victimisation, as required by the relevant legislation.</p> <p>Checked and updated URL links in the Relevant Legislation section</p> <p>Updated the Key Related Documents section.</p> <p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>12/2016</p> <p>Policy and Procedures separated. Updated formatting and minor amendments</p> <p>Changed formatting- included procedure and policy in one</p> <p>12/2012</p> <p>Document</p> <p>Minor adjustments and inclusions to policy wording 09/2015</p> <p>01/2018</p> <p>Update titles of Key Related Documents</p> <p>Reference to the procedure for any breach to the policy</p>

Signed and dated for Whitehouse Institute Pty Ltd		<u>H.E. TAYLOR</u>	<u>15/12/19</u>
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Academic Board Executive Management Academic Staff Applicants for Employment Administration Staff