WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA ⊛ EST. 1988

PROCEDURE

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	This procedure applies to all staff of Whitehouse across all Campuses. 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. This procedure requires actions by the following in relation to each of Acts listed under 'Relevant Legislation': • Administrative Staff • Marketing Staff • Academic Staff • Academic Director • Whitehouse Management.
Procedure	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: 1. **Providing accurate and accessible information to Whitehouse staff.** 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** 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 U*njustifiable 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)

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- 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)
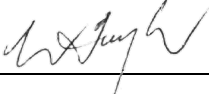
- The National Employment Standards

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	- 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	20/12/2023
Date of Commencement	21/12/2023
Date for Review	21/12/2026
Documents superseded by this Procedure	Access and Equity Policy and Procedure Dec 2012 Admission Policy and Procedure (06/02/2013)
Amendment History	**08/2019** A detailed procedure and processes for dealing with staff issues related to forms of discrimination, harassment or victimisation, as required by the relevant legislation. Checked and updated URL links in the Relevant Legislation section Updated the Key Related Documents section. **05/2018** Re-branding – Header & Footer only **12/2016** Policy and Procedures separated. Updated formatting and minor amendments Changed formatting- included procedure and policy in one **12/2012** Document Minor adjustments and inclusions to policy wording 09/2015 **01/2018** Update titles of Key Related Documents Reference to the procedure for any breach to the policy

	12/2023 Re-approval		
Signed and dated for Whitehouse Institute Pty Ltd	_signature_ Signature	Les Taylor Name	20/12/2023 Date

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