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| TYPE OF DOCUMENT: | POLICY |
| TITLE: | EQUAL OPPORTUNITY |
| DOCUMENT NUMBER: | POL15 |
| VERSION NUMBER | 2.0 |

POLICY STATEMENT

Perth Boat School is committed to equal opportunities principles and has a responsibility to create a learning environment free from discrimination. Perth Boat School aims to provide equal opportunity for all employees, contractors and students and ensure that its policies and practices are free from direct or indirect discrimination regardless of gender, pregnancy, race, marital status, sexuality, age, family/ carer responsibilities, disability, transgender, political conviction or religious belief.

Perth Boat School is committed to providing employees, student and contractors a safe and health work and learning environment that is free from bullying and violence, sexual harassment, victimization and vilification..

EQUAL OPPORTUNITY

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to comply with relevant State and Territory laws including anti-discrimination, equal opportunity, racial vilification, disability discrimination. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

2.0 POLICY PRINCIPLES :

All participants are enrolled non-discriminately and are clearly informed of the enrolment process and the following enrolment conditions.

2.1 Equal Opportunity

- Perth Boat School aims to provide equal opportunity for all employees, contractors and students and ensure that its policies and practices are free from direct or indirect discrimination regardless of gender, pregnancy, race, marital status, sexuality, age, family/carer responsibilities, disability, transgender, political conviction or religious belief.
- Perth Boat School will ensure that all staff, employees, and contractors have access to the information and support needed to prevent



discrimination, sexual harassment, bullying and violence, victimization, and vilification or to deal with it appropriately if it occurs.

- Perth Boat School encourages informal resolutions of discrimination, sexual harassment, bullying and violence, victimization, and vilification grievances in the first instance, as close to the source as possible, with the option of conciliation or investigation of the complaint if necessary.
- Those responsible for advising, conciliating or investigating a complaint must act fairly and impartially, they must act without bias and avoid any conflict of interest the respondent must be given a fair opportunity to know the case against him or her and to be given the opportunity to make a considered response.
- All staff, students and contractors involved with Perth Boat School's complaint procedures will be treated with respect and courtesy. Enquiries and complaints will be dealt with in a sensitive, equitable, fair, and confidential manner. All attempts will be made to deal with matters expeditiously while ensuring all parties are provided with sufficient time to prepare and or respond.
- Perth Boat School acknowledges that it is of paramount importance and in the best interests of all parties that confidentiality is maintained during these procedures
- Perth Boat School will endeavor to ensure that staff members, students and contractors using these procedures are not victimized. Wherever it is appropriate, steps will be taken to ensure harmonious working relationships during and after conciliation and investigation.
- Perth Boat School encourages the reporting of behaviour that breaches equal opportunity policy, but will not tolerate vexatious or frivolous complaints.

2.2 Anti discrimination

In accordance with anti-discrimination legislation in Australia, Perth Boat School is committed to assisting members of the EO (Equal Opportunity) groups to overcome disadvantage. EO groups are people affected by past or continuing disadvantage or discrimination. These groups are:

- Women;
- Aboriginal people and Torres Strait Islanders;
- Members of racial, ethnic, and religious minority groups;
- People with a disability.

2.3 Bullying & Violence

Perth Boat School will not tolerate behaviour which is bullying or violent and expects all employees, contractors and students to treat each other with dignity and respect.

Perth Boat School recognises bullying and violence demeans and infringes the rights of individuals and groups, damaging the work and learning environment. Perth Boat School will ensure that complainants of bullying and violence will not be victimised for making a complaint.

2.4 Sexual Harassment

Perth Boat School will not tolerate behaviour which is considered to be sexual harassment and expects all employees, contractors and students to treat each other with dignity and respect.



- Sexual harassment may occur among peers or co-workers, and in subordinate-supervisor, supervisor-subordinate or staff-student, student-staff, student-student situations.

2.5 Vilification

Perth Boat School will not tolerate behaviour which vilifies another person and expects all employees, contractors and students to treat each other with dignity and respect.

2.6 Victimisation

Perth Boat School will not tolerate behaviour of victimisation of another person and expects all employees, contractors and students to treat each other with dignity and respect.

In order for complaints to be brought forward, complainants must feel secure in the knowledge that Perth Boat School's procedures will be followed without fear of detriment.

Any complain of victimisation will be treated in the same manner as a complaint of discrimination, sexual harassment or vilification.

2.7 Perth Boat School Responsibilities

Perth Boat School has a legal and moral obligation to provide equal opportunity in an environment free from discrimination for employees, contractors and students. Perth Boat School will:

- Maintain policies and procedures for equal opportunities for all staff, contractors and students;
- Disseminate policies and procedures to staff, contractors and students as they affect them in their engagement with Perth Boat School;
- Examine all policies and practices, as they affect employees, contractors, members and students to ensure the elimination of discrimination and harassment;
- Ensure that there is no discrimination against any individual or group of students or staff, in access to facilities, products and services;
- Educate Perth Boat School staff and contractors on the general goals and philosophy of equal opportunity together with the rationale for policies and practices which are adopted;
- Eliminate sexist and other discriminator language from all Institute publications and discourage the use of such language in all printed material and in the speech of its staff, contractors and students;
- Establish and maintain mechanisms within the Institute to deal with complaints concerning discrimination and sexual harassment;

2.8 Staff, Contractors and Student Responsibilities

Perth Boat School employees, contractors and students have the responsibility to:

- Act to prevent harassment, discrimination and victimization against others;
- Respect differences among other staff, students and contractors such as cultural and social diversity;
- Treat people fairly, without discrimination, harassment or victimization;
- Refuse to join in with these behaviours;
- Supporting the person in saying no to these behaviours;



- Acting as a witness if the person being harassed decides to lodge a complaint.

If a Perth Boat School employee, contractor or student feels harassed, bullied or otherwise a victim of unwelcome behaviour, the employee, contractor or student is encouraged to inform the person where the behaviour is unwanted, unacceptable and/or offensive. If the employee, contractor or student feels unable to approach the person, or if the behaviour continues following their request that the behaviour cease, the Director RTO should be contacted.

2.9 Prevention of Harassment, Vilification and Bullying - Perth Boat School has policies and procedures in place for the prevention of harassment, vilification, victimisation and bullying.

- Perth Boat School is committed to providing an environment which recognises and respects the diversity of employees, consultants and participants. Perth Boat School is committed to providing a work and study environment free from harassment, vilification and bullying and supports the rights of all employees, contractors and students to work and study in a safe and healthy environment free from such behaviour.
- Perth Boat School recognises that harassment, vilification and bullying demeans and infringes the rights of individuals and groups, damaging the work and study environment.
- Perth Boat School recognises the rights of participants, staff and consultants to study and work in an environment which is free from harassment, discrimination or threatening behaviour. Harassment, vilification and bullying will not be tolerated at Perth Boat School. This right is accompanied by everyone's responsibility to:
 - Respect the rights of others;
 - Respect difference and diversity; and
 - Respect people's rights to privacy and confidentiality.
- Participants have a responsibility to:
 - Observe site rules or behaviour guidelines set by Trainers/Assessors or other Perth Boat School representatives;
 - Behave in a manner that does not interfere with the learning of others; and
 - Conduct themselves in a responsible manner while in training.
- The rights of participants to have their say is balanced with the responsibility to listen to others and allow others to have their say.
- All complaints of discrimination will be treated seriously and investigated promptly, confidentially and impartially.
- Perth Boat School ensures that complainants to harassment, vilification and bullying will not be victimised for making a complaint.
- A full complaint mechanism is in place and a formal grievance policy exists for any student, trainer or member of staff who is the victim of harassment, vilification or bullying.
- As a student, you have the responsibility to:
 - Act to prevent harassment and discrimination against others
 - Respect differences among students and trainers such as cultural and social diversity.
 - Treat people fairly, without discrimination or harassment.



2.10 Disability

Employees, contractors and students with disabilities are encouraged to discuss with Perth Boat School any 'reasonable adjustments' to work and student environment which they consider being necessary or would assist them in the performance of their duties or studies. For adjustments relating to the Perth Boat School facilities, employees, contractors and student should contact the Director Perth Boat School.

Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be facilitated. There may however be circumstances where it will not be reasonable or reasonably practicable for the Institute to accommodate those proposals and where some other adjustment or treatment may be justified in line with statutory provision and the AQTF.

2.11 Criminal behaviour

Certain acts of sexual harassment may constitute a criminal offence. Physical molestation or assault, indecent exposure, obscene communications (including email), sexual assault, rape and stalking can be pursued with the police and Perth Boat School will support a complainant who wishes to report a complaint. In the event that the person does not wish to go to the police the matter can be dealt with under this policy and procedures.

2.12 Complaints

Employees, contractors or students who wish to make a complaint related to Equal Opportunity should do so in accordance with Perth Boat School's Customer Complaints Policy directed to the Manager of Perth Boat School.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- Nil



4.0 PROCEDURES :

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| EQUAL OPPORTUNITY |
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PROCEDURES

Perth Boat School has adopted a model of dispute resolution which recognises that in some circumstances it may be best for an individual to act to resolve the grievance by discussing it with the person concerned. If this is not appropriate, or has proved unsuccessful, a method of resolving complaints through discussion and cooperation will be made available, which aims to assist the parties to reach agreement on an acceptable outcome. In addition, a process for determining a formal complaint is provided should conciliation be inappropriate or prove to be unsatisfactory.

The resolution process consists of three stages:

- Stages 1 & 2 are informal processes. They allow parties to make informed decisions and assist them in resolving the issue through negotiation. They do not involve an investigation or the weighing of evidence.
- Stages 1 & 2 are also sequential. Conciliation only occurs after the person who thinks they have been discriminated against, vilified, victimised or sexually harassed has requested conciliation.
- Stage 3 is a formal procedure and will only be used when the matter cannot be resolved informally. It involves the making of a formal complaint, an investigation of the allegation or discrimination, sexual harassment, vilification or victimisation, and an outcome being imposed on the parties.
- The right of individuals to make complaints externally under relevant state and federal legislation is not affected by any involvement under this policy and procedures.
- Only under exceptional circumstances may this policy and procedures be invoked to resolve a concern or complaint more than 12 months after the date on which the latest incident of discrimination, vilification, sexual harassment or victimisation is alleged to have taken place.

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| Step One – Advice |
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| Step Two – Conciliation |
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| Step Three – Investigation and Determination |
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| Step Four – External |
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- 1 The right of individuals to make complaints externally under relevant state and federal legislation is not affected by any involvement under this policy and procedures.