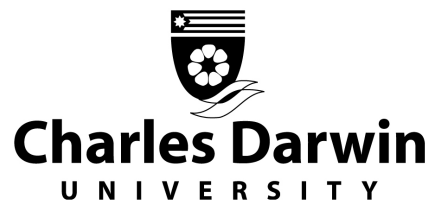


## 6.2 EQUAL OPPORTUNITY POLICY

Policy Number	6.2
Version	1.0
Contact Officer	Manager, Governance
Date Approved by Council	May 4, 2005
Date Last Amended	
Date For Next Review	May , 2008
Related Policies	2.0 Quality Policy, 6.0 Corporate Social Responsibility
Relevant Legislation	Racial Discrimination Act 1975 (Cth), Sexual Discrimination Act 1984 (Cth), Human Rights and Equal Opportunity Act 1986 (Cth), Disability Discrimination Act 1992 (Cth), Disability Discrimination Amendment (Education Standards) Act 2005 (Cth), Equal Opportunity for Women in the Workplace Act 1999 (Cth), Human Rights (Sexual Conduct) Act 1994 (Cth), NT Anti-Discrimination Act



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### PURPOSE

This policy provides the framework for the implementation of equity principles and processes to ensure compliance with Commonwealth and Northern Territory anti-discrimination legislation.

### POLICY

Charles Darwin University is committed to achieving equality of opportunity in education and employment. The University recognises its responsibility to adopt processes and practices to ensure the absence of discrimination and harassment in relation to all facets of student and staff participation at the institution, in accordance with prevailing community standards of best practice and relevant legislation.

### IMPLEMENTATION

This policy will be implemented in a way that ensures:

- action is taken to redress disadvantage caused by unequal access to education and employment;
- access to conditions and benefits of employment for all staff, and access to education for all students, is fair and equitable;
- staff and students are involved in decisions affecting their work and study;
- the basic rights of equal access to jobs, education and freedom from discrimination and harassment are protected. This includes receiving information about these rights and providing complaint mechanisms for redressing complaints;
- the diversity of the University community is recognised, valued and respected;
- activities in the workplace and study environment are performed by competent staff who understand and have agreed to ensure that principles of equal opportunity are implemented in their work area;
- activities in the workplace and study environment are supported by documentation, which:
  - is in accordance with relevant anti-discrimination legislation;
  - takes all reasonable steps to prevent unlawful discrimination in both the workplace and in University activities; and
  - ensures all managers and supervisors are accountable for their actions;
- sufficient resources are allocated to achieve stated goals, and subject to appropriate review; and
- activities are in accordance with the University Quality Policy.

### COMMITMENT

Charles Darwin University is committed to:

- reviewing and clearly documenting processes that relate to equal opportunity;
- establishing and monitoring performance against meaningful and measurable objectives;
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs;

- reviewing resources to confirm that they continue to be sufficient to meet requirements;
- maintaining dialogue with students and staff to ensure that needs are being met; and
- an effective complaints process for staff and students which will promptly respond to claims of discrimination, harassment, sexual harassment and discrimination.

## **GENERAL RESPONSIBILITIES AND AUTHORITIES**

- All members of the University community have a responsibility to work individually and collectively to achieve a work and study environment in which equality of opportunity is fostered.
- All staff members are responsible for undertaking their duties in accordance with this policy.
- Senior Staff have the responsibility and authority to implement this policy and monitor its implementation in the activities of their respective areas.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

## **SPECIFIC RESPONSIBILITIES AND AUTHORITIES**

- The Vice Chancellor is responsible for ensuring that the University operates in compliance with the legislation and with the terms of this policy. The responsibility of implementing this policy has been delegated to the Heads of areas (schools, divisions and other organisational units).
- Heads of areas have the responsibility and authority to implement this Policy in their respective work areas, and for reporting annually on the various equal opportunity activities undertaken in their cost centre in response to this policy.
- The Committee on Equal Opportunity advises the Vice Chancellor on matters relating to equal opportunity, including equal opportunity for women in the workplace, disability, race and student access and equity at Charles Darwin University. The Committee is responsible for monitoring and evaluating the implementation of University equal opportunity policies and programs and reporting to the Vice Chancellor on their progress.
- The Support and Equity Division takes a leading role in initiating, developing, monitoring, evaluating, reviewing and raising awareness of University equal opportunity processes, programs and plans to ensure that the legislation and this policy operate in practice. The Division responds to complaints of alleged unlawful discrimination under the terms of this policy.
- The Pro Vice Chancellor, Community and Access, takes a leading role in initiating, developing, monitoring, evaluating, reviewing and raising awareness of University processes, programs and plans that support the access of Aboriginal and Torres Strait Islander people into tertiary study, contributes to the teaching and research within the University on issues related to indigenous peoples and provides an environment where the history and culture of Aboriginal and Torres Strait Islander people can be respected and valued.

Signed \_\_\_\_\_

Professor Helen Garnett  
Vice-Chancellor

26th May 2005 \_\_\_\_\_

Date