

## 1 POLICY STATEMENT AND PURPOSE

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The purpose of this policy is to provide a framework for ICHM's Diversity, Equity and Inclusion activities.

## 2 SCOPE

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This policy applies to all ICHM staff and students.

## 3 DEFINITIONS

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"Australian Indigenous Peoples" - a member of the Australian Aboriginal or Torres Strait Islander race. The person identifies themselves as an Australian Aboriginal or Torres Strait Islander and are accepted by the community as an Australian Aboriginal or Torres Strait Islander person.

"Diversity, Equity and Inclusion" is about removing barriers and opening up opportunities. In education and training, it means ensuring that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. It means identifying and addressing the training needs of everyone.

"Diversity" is the recognising and valuing of individual differences.

"Disability" – the definition of a disability under the Discrimination Act is broad and includes physical, intellectual, psychiatric, sensory, learning, neurological, physical disfigurement and the presence in the body of disease causing organisms.

"Special Needs" – particular additional requirements required by a student in order to support them with their studies

"Traditional Cultural Practices" - the body of traditions, observances, customs and beliefs of Australian Indigenous Peoples generally or of a particular community or group of Australian Indigenous Peoples and includes any such traditions, observances, customs or beliefs relating to particular persons, areas, objects or relationships.

## 4 POLICY DETAILS

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ICHM is proactive in supporting fair access to educational opportunities and ensuring that all students, inclusive of diverse and under-represented sub-groups have the opportunity to achieve according to their own individual potential. ICHM is committed to promoting, encouraging and valuing equity and diversity regarding its staff and students.

ICHM will, at all times:

- Provide an environment of support and care for students
- Encourage cultural understanding and sensitivity, inclusive of diverse and under-represented sub-groups
- Encourage early identification and intervention to support students

- Seek to ensure that practices are non-discriminatory and pay due consideration to the needs of all groups and sub-groups
- Evaluate all educational processes to ensure that they are inclusive and value students from a diverse background
- Ensure all policies and procedures are non-discriminatory
- Provide students with information about access and equity issues and the complaints resolution process
- Remain supportive and sensitive to the needs and traditional cultural practices of Australian Indigenous Peoples

ICHM requests that all students declare if they are in need of specific assistance with regard to language, literacy and numeracy so that specific learning support may be provided. Alternative learning and assessment strategies are employed by ICHM staff to assist students with special needs.

ICHM will support traditional cultural, ceremonial (including spiritual and community obligations) and Sorry Business practices in line with Fair Work Australia guidelines.

## **PROCEDURE**

All ICHM staff members are responsible to ensure that they understand and implement this policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff, students and clients.

Likewise, all ICHM students are responsible for behaving in a courteous, sensitive and non-discriminatory manner when dealing with staff, other students and clients.

Students are encouraged to declare any special needs outlined in this policy as early as possible to allow for reasonable adjustments to be considered and implemented.

Indigenous students are encouraged to discuss leave requirements pertaining to cultural obligations with an appropriate member of staff or stakeholder as early as possible.

### Pre-enrolment

1. Any application received where an applicant has indicated a special need, along with any relevant supporting documentation will be sent to the Program Director Academic (PDA) (or delegate) for assessment. The PDA (or delegate) will then advise the Admissions staff of the decision, who will communicate this to the applicant in writing. The privacy of the applicant will be maintained according to the ICHM Privacy Policy.
2. If the applicant continues with their enrolment any approved reasonable adjustments will be communicated to the relevant staff by the Admissions staff and a copy of the recommendation will be placed in the students' file. The PDA (or delegate), will co-ordinate implementation of the required reasonable adjustment in conjunction with the relevant staff.

### Post-enrolment

1. Where a student has been accepted into a course of study and the student subsequently declares to a staff member that they have a special need that requires reasonable adjustments the staff member will encourage the student to meet with the PDA (or delegate). The PDA (or delegate) in consultation with the student and after reviewing any supporting documentation will co-ordinate the implementation of the required reasonable adjustment in conjunction with the relevant staff. A copy of the recommendation will be placed in the students' file. The privacy of the student will be maintained according to the ICHM Privacy Policy.

2. Where a student declares to a staff member that they have a special need that requires reasonable adjustments, the staff member will send an email to the PDA (or delegate) outlining the students declaration and a copy will be placed in the students file.
3. If the student has not approached the CEO (or delegate) within 2 weeks of declaring the special need, the Program Director Academic (or delegate) will inform the CEO and initiating staff member.

## 5 RELEVANT LEGISLATION

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ICHM acknowledges its legal obligation under Federal and State legislation to ensure that all working and teaching practices are fair, equitable and non-discriminatory.

The Equal Opportunity Commission of South Australia provides information, education and training, and assesses and resolves complaints under South Australian equal opportunity legislation:

- Equal Opportunity Act 1984 (SA)
- Racial Vilification Act 1996 (SA).

The Australian Human Rights Commission is responsible for the promotion and protection of human rights in Australia under federal human rights and anti-discrimination law:

- Australian Human Rights Commission Act 1986
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

The Workplace Gender Equality Agency is charged with promoting and improving gender equality in Australian workplaces:

- Workplace Gender Equality Act 2012

These National and State based laws are also informed by International human rights laws. Taken together, this legislation seeks to protect people against discrimination in employment and many other endeavours based on:

- age
- criminal record
- impairment, mental, intellectual, psychiatric and physical disability
- marital status
- medical record
- nationality
- political opinion
- race, colour, nationality, national extraction

- social origin
- religion
- sex
- sexual orientation
- trade union activity.

The Work Health and Safety Act 2012 (SA) also requires that all employees and students be provided with a safe and healthy working and learning environment free from discrimination and/or harassment.

## 6 RESPONSIBILITIES AND AUTHORITIES

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The Chief Executive Officer is responsible for approving this policy.

The CEO is the policy owner.

## 7 REVIEW

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The CEO is responsible for the review of this policy on a 3 yearly basis.

## 8 ACKNOWLEDGEMENT (if applicable)

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Not applicable.

## 9 APPROVAL

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<i>Diversity, Equity and Inclusion</i>	
<b>Policy Owner</b>	CEO
<b>Version Number</b>	4.1
<b>Approval Authority</b>	CEO
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<b>Version Control and Modification History Table</b>				
<b>Date</b>	<b>Version</b>	<b>Modification</b>	<b>Approval Authority</b>	<b>Approved &amp; Published Date</b>
03/01/2012	1.0	New policy based on existing policy	Toni Schammer & Dr Ian Whyte	03/01/2012
27/06/2012	2.0	Modification to post-enrolment page 4	Gerald Lipman & Dr Ian Whyte	27/06/2012
06/11/2012	3.0	Addition to changes to the policy section	Gerald Lipman & Dr Ian Whyte	06/11/2012
25/01/2016	3.1	Minor title changes	Dr George Brown	25/01/2016
12/11/2019	4.0	Change of title of policy, updates to legislation and specific accommodation of requirements for Aboriginal & Torres Strait Islander peoples	Gerald Lipman and Dr George Brown	12/12/2019
01/03/2022	4.1	Minor amendments Updated for quality assurance review undertaken by the Quality and Compliance Manager. Updated logo	CEO	01/03/2022