



Australian  
Institute of  
Management

## ACCESS AND EQUITY POLICY

### Overview

The Australian Institute of Management - Qld & NT (AIM) is committed to access and equity for all individuals through its processes, practices and business decisions.

To achieve this, AIM will:

- Ensure policies and procedures that promote equal opportunity are in place and widely dispersed and understood
- Ensure access to employment, transfer, training, assessment and conditions of employment will be based on merit in accordance with legislation
- Review and update the Access and Equity Policy annually

**July 2011**

## Policy

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AIM is committed to providing equal opportunity and promoting practices and processes and integrating the principles of access and equity in its policies and procedures.

AIM embraces the concept and beliefs of equity and strives to maximise opportunities, access, choice and flexibility for all people and communities involved with the Institute and its subsidiary entities.

This policy states how AIM will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation.

## Purpose

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The purpose of this policy is to define and explain the nature of access and equity and to ensure fair access and equity within the workplace at AIM.

All employees must ensure that all employees, facilitators, consultants, training delegates, customers and visitors are treated equitably and are not subject to discrimination, victimisation, sexual harassment or vilification. All complaints of discrimination or harassment must be reported immediately to a Senior Manager of the Institute.

Discrimination against or harassment of AIM employees, facilitators, consultants, training delegates, customers and visitors will not be tolerated under any circumstances, nor will victimisation of any person as a result of a complaint of harassment or discrimination being made.

Any employee, facilitator, consultant, training delegate, customer or visitor found to be discriminating against, harassing or victimising any other person will be subject to serious disciplinary action which may include dismissal or refusal of further services offered by AIM.

## Definitions

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<b>Senior Manager</b>	Chief Executive Officer and the Executive Managers
<b>Employees</b>	All employees whether full-time, part-time, casual or contract staff
<b>Consultants</b>	Facilitators and consultants engaged in work on behalf of AIM
<b>Delegates</b>	Persons engaged in any of AIM's training programs
<b>Visitors</b>	Any person who visits Management House or any AIM premises
<b>Individual or person</b>	Employees, consultants, training delegates and visitors of AIM

## Responsibility

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Senior Managers are the responsible officers in relation to Equal Employment Opportunity, Discrimination, Sexual Harassment or Vilification. The role of the Senior Manager is to provide guidance, monitor compliance and counsel employees as appropriate. Senior Managers are responsible for compliance in their own department and can seek advice and assistance from the CEO.

Senior Managers have the overall responsibility of implementing the organisation's Access and Equity Policy in their respective business units.

AIM management, employees, contractors, delegates and visitors to AIM Management House or any other AIM premises have a responsibility to follow this policy.

## Equal Opportunity Policy

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AIM will comply with federal, state and local government bodies, laws and codes of conduct relating to employment service provisions and enrolment in training courses. AIM will furnish such reports, records and other matters as requested in order to foster the program of equal opportunity for all persons regardless of race, creed, culture, religion, colour, sex, age, or disability.

It is the intent and desire of AIM that equal employment opportunity will be provided in employment, promotions, wages, benefits, and all other terms and conditions of employment, including decisions on redundancies, retrenchment and termination as well as the offer to provide services on behalf of AIM, enrolment in AIM's training programs or access to any of AIM's products and services.

AIM is an equal opportunity employer and will recruit, interview, hire, classify, select for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, termination, enrol in training courses and events, and offer membership in a fair and equitable manner.

It is the responsibility of management at AIM, to practise fair employment and enrolment at all times. Any violations of the Access and Equity Policy must be reported immediately to Senior Management.

Senior Managers, facilitators and consultants will be responsible for maintaining an environment, work or otherwise, that is free of racial or sexual overtones.

## Equal Opportunity Legislation

Equal Opportunity legislation focuses on two main areas:

- Anti-discrimination legislation, which prohibits the denial of employment and training and its benefits, based on certain grounds. Sexual harassment is considered a form of discrimination
- Affirmative Action legislation which attempts to take action to eliminate discrimination by the relevant employer against women in relation to employment matters and take measures to promote equal opportunity for women in relation to employment matters;

### (a) Discrimination

Discrimination is any practice that makes distinction between individuals or groups so as to arbitrarily advantage one and disadvantage the other. Discrimination occurs when somebody is treated less favourably on the grounds of the following attributes:

- sex
- imputed characteristics (stereotypes)
- parental status
- lawful sexual activities
- marital status
- race
- age
- impairment (physical or intellectual)
- disability

- religion
- political belief or activity
- trade union activity
- pregnancy or lactation

Discrimination may involve:

- offensive jokes or comments about a person's racial or ethnic background, sex, sexual preference, age, disability or physical appearance
- display of pictures, cartoons or posters that may be offensive or derogatory
- expressing negative stereotypes for a particular group
- judging someone on their religious beliefs rather than their work performance
- using stereotypes or assumptions to guide decision making about someone's career
- undermining a person's authority or work performance because you dislike one of their personal characteristics

### **(b) Sexual Harassment, Victimisation and Bullying**

Sexual harassment is defined as any unwanted or unwelcome sexual behaviour which makes a person feel offended, humiliated or intimidated. Sexual harassment as defined under the Commonwealth Sex Discrimination Act 1984 occurs when:

- a person makes an unwelcome or uninvited sexual advance, or an unwelcome or uninvited request for sexual favours, to the person harassed, or
- engages in other unwelcome or uninvited conduct of a sexual nature in relation to the person harassed; and
- the person harassed is offended, humiliated or intimidated.

Examples of sexual harassment include:

- unwelcome or uninvited physical touching
- sexual or suggestive comments, jokes or innuendoes
- unwelcome or uninvited request for sex
- intrusive questions about a person's private life
- the display of sexually explicit material (eg posters, pictures)
- unwanted invitations
- staring or leering
- sex based insults or taunts
- offensive communications, including telephone calls, letters, faxes and email

Sexual harassment may be a single incident or repetitive behaviour. For example, an unwanted invitation or compliment may not constitute harassment if it is not repeated. However, some actions or remarks are so offensive that they constitute sexual harassment in themselves such as unwelcome or uninvited physical contact.

## **Response to potential breaches of policy**

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AIM employees, facilitators, consultants, delegates and visitors may not ignore sexual harassment or discrimination. Silence or failure to respond promptly is not acceptable.

Confidentiality is essential for appropriate and impartial resolution of a complaint and to minimise adverse effects on the victim. Accordingly, employees, facilitators and consultants should respect the confidentiality of the parties involved and not publicly make or repeat allegations, or defame the alleged offender.

If an employee, facilitator, consultant, delegate or visitor believes that he or she is being subjected to sexual harassment, the individual must personally and immediately notify a member of the Senior Management team.

An investigation will be undertaken and appropriate sanctions and corrective measures will be instituted if the allegations warrant such action. Persons who commit acts of intimidation and harassment will be required to immediately discontinue such conduct and will be disciplined according to the severity of the case. Appropriate discipline may include actions up to and including termination of employment or refusal of further services offered by AIM.

## Wheelchair Access

AIM has a designated disabled car park space in Rosa Street giving easy access to Management House. AIM Gold Coast premise has a designated car park near the basement car park entrance. AIM Induction Training Centres in Brisbane and Mackay have access to designated disabled car park underneath the building within the main car parking area adjacent to the lifts.

## Reference Documents

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Anti-Discrimination Act 1991 Qld  
Age Discrimination Act 2004 Cwth  
Disability Discrimination Act 1992 Cwth  
Equal Opportunity for Women in the Workplace Act 1999 Cwth  
Fair Work Act 2009 Cwth  
Fair Work Regulations 2009 Cwth  
Fair Work Australia Rules 2010  
Workplace Relations Act 1996 Cwth  
Workplace Relations Regulations 2006 Cwth  
Racial Discrimination Act 1975 Cwth  
Sex Discrimination Act 1984 Cwth  
Anti-Discrimination Act 2010 NT  
National Employment Standards 2010  
Industrial Relations Act 1999 Qld  
Industrial Relations Regulation 2000 Qld  
Australian Human Rights Commission Act 1986