

1. PURPOSE

To confirm Holmesglen's commitment to provide a work and learning environment that promotes diversity, equity and inclusion, provides equal opportunity and prevents discrimination and harassment. To outline the principles and practices that Holmesglen will implement to deliver on this commitment.

2. SCOPE

Applies to all prospective and current learners, employees and relevant persons (as appropriate) in all situations or activities related to their roles at Holmesglen. Such situations and activities may extend beyond Holmesglen's campuses and day-to-day activities including work placements, excursions, camps and recreational activities, conferences, events and functions, and volunteer activities.

3. POLICY STATEMENT

Holmesglen values a diverse, equitable and inclusive work and learning environment. We recognise that such an environment has benefits for the recruitment, retention, growth and wellbeing of all learners and employees and the Institute as a place of learning and community.

We are committed to promoting a culture that embraces equal opportunity and ensuring that all members of the Holmesglen community are educated to identify and prevent discrimination and harassment.

This policy aligns to Holmesglen's purpose to support diversity, equity, inclusion, social cohesion and our ASPIRE values, particularly in living our values of integrity and respect.

Progress will be monitored and reported to the Diversity and Inclusion Working Group, the Board's People, Culture and Remuneration Committee and the Commission for Gender Equality as required.

4. PRINCIPLES

Commitments

- 4.1 Holmesglen recognises the Wurundjeri, Bunurong and Taungurung peoples as the original owners and traditional custodians of the lands on which Holmesglen stands. We will observe cultural protocols that demonstrate respect to the Traditional Owners and acknowledge First Nations' spiritual, physical and cultural connection to Country.
- 4.2 Holmesglen will ensure that equal opportunity is an integral part of the employment and learner experience lifecycle including:
 - a. employee recruitment, selection, retention, performance appraisal, career progression, succession planning, learning and development, remuneration and separation
 - b. learner acquisition, enrolment, learning and assessment, facilities, amenities and services, learner voice and partnership activities, social inclusion programs and graduation.
- 4.3 Holmesglen has zero tolerance for discrimination, harassment, vilification and victimisation and will act on allegations of inappropriate behaviour. Any substantiated breach of this policy will be dealt with and may result in disciplinary action in accordance with the relevant policy.
- 4.4 Holmesglen will not tolerate sexual harassment or sexual assault under any circumstances and disciplinary action will be taken against any employee, learner or other relevant person in accordance with the Sexual Harassment and Sexual Assault Policy.
- 4.5 Holmesglen will plan, implement and monitor a range of programs and initiatives to promote diversity and inclusion and ensure that equal rights, responsibilities and opportunities are recognised and supported. As part of this, Holmesglen may implement measures and target particular cohorts for employment, enrolment, advancement or other opportunities where these will ensure the composition of our governing bodies, workforce and learner populations better reflect the diversity within the Holmesglen community and the communities we serve.

- 4.6 Holmesglen will provide reasonable adjustments/flexible working arrangements to the learning and working environment as required, and will use inclusive practices wherever practicable, to ensure that all people have equal opportunity to access and participate in work and learning. This is particularly relevant to learners and employees with disability.
- 4.7 Holmesglen will ensure that its learning materials, presentations, induction programs, publications, promotional materials and official documents use inclusive and non-discriminatory language and imagery and reflect the diversity of the Holmesglen community and the communities it serves.

Diversity, Equity and Inclusion Plan

- 4.8 Holmesglen's priorities and objectives to build a more diverse and inclusive work and learning environment that is accessible, inclusive and safe include:
- a. observe First Nations cultural protocols and promote the inclusion of First Nations people through specific recruitment strategies and retention practices
 - b. recognise and welcome people of diverse gender, sexes and sexualities
 - c. enhance inclusion for people with disability and culturally and linguistically diverse members of our community
 - d. improve career outcomes for female employees, address gender imbalances including pay gaps and career progression, and promote flexible ways of working for all genders.
- 4.9 Holmesglen's practices, programs and services are reviewed to identify potential areas for improvement in diversity, equity and inclusion. This includes conducting gender impact assessments of all relevant new policies, programs and services, as well as those due for review, and implementing relevant actions.
- 4.10 Formal action plans are established, monitored, measured and reported to support implementation of the diversity, inclusion and equal opportunity principles.
- 4.11 All members of the Holmesglen community have accountability to:
- a. promote diversity, equity and inclusion
 - b. display appropriate behaviour in our work and learning environments
 - c. challenge inappropriate language, behaviour and attitudes
 - d. make decisions based on merit.

People practices

- 4.12 Recruitment and selection practices ensure a diverse range of candidates are considered and that conscious or unconscious biases are eliminated. This includes, but is not limited to, ensuring:
- a. all position descriptions and advertisements are reviewed and approved by Human Resources to ensure neutral language is used and merit-based decisions are made
 - b. selection committees have balanced gender representation
 - c. employees involved in recruitment processes complete the HR Learning Management System module on Equal Employment Opportunity for Managers and Supervisors and Best Practice Recruitment.
- 4.13 Holmesglen's policies, programs and services support the development of a broader and more diverse workforce and assists employees to balance their professional and personal responsibilities. This includes, but is not limited to:
- a. supporting employees experiencing family violence
 - b. providing flexible work arrangements
 - c. embedding training and awareness modules on equal opportunity, discrimination, bullying and harassment in the HR Learning Management System and monitoring these for completion within set timeframes

- d. providing an Employee Assistance Program to support employees with work-related or personal health and wellbeing issues
- e. ensuring employees on extended leave, including parental leave, retain access to Holmesglen email, events and systems to keep in touch with the Institute and its activities
- f. advertising and ensuring equitable access to learning and development opportunities for all employees
- g. providing equitable opportunities for secondment and higher duties to support career progression and succession.
- h. providing training on how to report negative behaviours.

Learner participation and engagement

4.14 Holmesglen’s policies, programs and services facilitates access to education and employment so that people of diverse backgrounds, circumstances and identities can contribute to our communities and ensure that all learners experience an inclusive and supportive environment. This includes our contribution to the Wurreker strategy under the Marrung 10-Year Education Plan and implementing our [Learner Support Framework](#) and [Learner Engagement and Partnership Strategy](#).

Monitoring and Reporting

4.15 Progress reports against Holmesglen’s diversity, equity and inclusion plans and targets are provided to the Board, relevant organisational committees and relevant regulatory bodies.

5. ACCOUNTABILITIES

Action	Accountability
<p>Monitor the implementation of this policy and organisational performance in improving diversity, equity and inclusion.</p> <p>Establish and chair a Diversity and Inclusion Working Group to oversee, monitor and promote implementation of action plans designed to promote diversity, inclusion and equal opportunity.</p>	Chief Executive
<p>Ensure all Executive Directors and managers are aware of their responsibilities to provide a diverse, equitable and inclusive work and learning environment.</p> <p>Collect and analyse data to identify current workforce composition and diversity, including conducting a Workplace Gender Audit at least every two years.</p> <p>Develop, submit and publish Holmesglen’s Gender Equality Action Plan.</p> <p>Develop and publish a Workforce Diversity and Inclusion Plan.</p> <p>Implement appropriate initiatives to implement the Gender Equality Action Plan and Diversity and Inclusion Plan and report on progress.</p>	Associate Director Employee Experience
<p>Provide a safe and equitable working and learning environment where employees and learners can develop and thrive to meet their personal, educational and professional potential.</p> <p>Make decisions based on merit, encourage diversity, equity and inclusion and model acceptable language, behaviour and attitudes.</p> <p>Challenge inappropriate language, behaviour and attitudes, taking action where required.</p> <p>Promote and support flexible work practices.</p> <p>Conduct gender impact assessments for identified new policies, programs and services and those due for review, and implement recommendations as relevant.</p>	Executive Directors Managers

Action	Accountability
Complete HR Learning Management System modules as required.	
Promote diversity, equity and inclusion across all business practices and service delivery. Behave in a fair, equitable and inclusive way and not discriminate, harass, victimise or vilify others or assist any other person to engage in such conduct. Complete HR Learning Management System modules as required.	Employees and relevant persons as appropriate

6. DEFINITIONS

Term	Meaning
Diversity	All the characteristics that make individuals different from each other including recognising, respecting and valuing differences based on Aboriginality, age, disabilities, cultural background, education, ethnicity, gender identity, gender, marital or family status, perspective and experience, race, religious beliefs, sexual orientation and socio-economic background.
Equal opportunity	The ability for people to participate freely and equally in the workplace, in education, or in accessing goods and services without disadvantage or less favourable treatment due to their unique attributes. Everyone in the workplace has rights and responsibilities under equal opportunity and anti-discrimination legislation to prevent discrimination, harassment, vilification or victimisation.
Equity	Just and fair inclusion, to create conditions that allow all to reach their full potential.
Gender equality	Equality of rights, opportunities, responsibilities and outcomes between persons of different genders.
Gender Equality Action Plan	Published plan containing strategies and measures to improve equality in the workplace, based on workplace gender audit results, developed through meaningful consultation, submitted to the Commission for Gender Equality in the Public Sector. Four year plans and progress reports at the two year point, are required under the Gender Equality Act 2020 (Vic).
Gender Impact Assessment	Assessment of how policies, programs and services may impact people of different genders and intersectional attributes in different ways. Gender Impact Assessments are required for all new policies, programs and services that directly and significantly impact the public, as well as those up for review, under the Gender Equality Act 2020 (Vic).
Inclusion	Occurs when people feel, and are, valued and respected, regardless of their personal characteristics or circumstances, and where they: <ul style="list-style-type: none"> ▪ have the opportunity to fulfil their individual and combined potential ▪ have access to opportunities and resources ▪ can contribute their personal best in every encounter ▪ can contribute their perspectives and talents to improve their organisation

Term	Meaning
	<ul style="list-style-type: none"> can bring far more of themselves to their jobs have a sense of belonging.
Manager	The person who is responsible for the operations of a faculty, department, centre, unit or another functional area within Holmesglen.
Policy	In the context of this policy, includes Holmesglen rules, policies, strategies and plans that are public facing documents and impact on the public and Holmesglen's community.
Programs	An initiative or set of projects that have a defined duration and set of deliverables. A program is geared towards accomplishing a major goal or set of goals or outcomes. For example, small and large-scale grants programs, infrastructure development, and public-facing leadership programs should be subject to gender impact assessment.
Relevant persons	Directors of Holmesglen and its controlled entities, contractors and volunteers attending Holmesglen authorised premises.
Services	May include a wide range of activities undertaken while participating in training and assessment, applied research and related support services.
Workplace Gender Audit	<p>Assessment of the state and nature of gender inequality in the workplace, having regard to:</p> <ul style="list-style-type: none"> the Workplace Gender Equality Indicators any prescribed gender equality targets or quotas. disadvantage or discrimination on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation in addition to gender inequality.
Workforce Gender Equity Indicators	<p>Section 6 of the Gender Equality Act 2020 (Vic) sets out seven workplace gender equality indicators. They are:</p> <ul style="list-style-type: none"> Gender composition of all levels of the workforce. Gender composition of governing bodies. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender. Sexual harassment in the workplace. Recruitment and promotion practices in the workplace. Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements and working arrangements supporting employees with family or caring responsibilities. Gendered segregation within the workplace.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

[Conduct Rule](#)

[Code of Conduct](#)

[Complaints and Appeals Policy \(Learners\)](#)

[Discipline Policy \(Learners\)](#)

[Employment Policy](#)

[Engagement, Support and Wellbeing Policy \(Learners\)](#)

[Family Violence Policy](#)

[Flexible Work Policy](#)

[Marketing, Media and Communications Policy](#)

[People, Culture and Remuneration Committee Terms of Reference](#)

[Work Behaviour and Employee Complaints Policy](#)

External

Age Discrimination Act 2004 (Cth)

Carer Recognition Act 2010 (Cth)

Code of Conduct for Victorian Public Sector Employees 2015

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Disability Act 2006 (Vic)

Disability Discrimination Act 1992 (Cth)

Education and Training Reform Act 2006 (Vic)

Equal Opportunity Act 2010 (Vic)

Fair Work Act 2009 (Cth)

Gender Equality Act 2020 (Vic)

Gender Equality Regulations 2020 (Vic)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021 (Cth)

Workplace Gender Equality Act 2012 (Cth)

8. REVIEW

8.1 This policy must be reviewed no later than three years from the date of approval.

8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	February 2023	New policy to incorporate legislative requirements, communicate Holmesglen's commitment and practices to facilitate diversity, equity and inclusion and replace obsolete rules including the Rule for Equal Opportunity and Rule for Equal Employment Opportunity.