



Diversity, Equity and Inclusion Policy and Procedure

1. Preliminaries

Commencement

1.1 This policy and procedure commenced on 1 April 2024.

Purpose

1.2 This Policy articulates the AGE's commitment to providing an accessible and inclusive learning and work environment free from discrimination, sexual harassment, victimisation, and vilification.

Application

1.3 This policy and applies to throughout the Institute to all Staff, Students, Consultants, Contractors and any other persons visiting an AGE campus or utilising AGE software or tools.

2. Definitions

The following definitions apply in this document:

Adjustment: an individual measure or action taken by AGE that has the effect of assisting a member of AGE to participate in the AGE environment.

Complaint: an allegation of discrimination, sexual harassment, victimisation, or vilification.

Discrimination: the [unjust](#) or [prejudicial](#) treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability.

Diversity: differences between individuals or groups of people in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital or relationship status, parental or carer status, religious belief or activities, sexual orientation; diversity may also include other ways in which people are different, such as learning, life experience, work experience and socio-economic background. Acknowledging diversity enables differences to be recognised and valued in the AGE learning environment and workplace.

Equal opportunity: equal access to, and participation in, aspects of public life, including learning and employment.

Inclusive practices: practices that anticipate and accommodate the needs of a diversity of people, minimising the need for adjustments to respond to individual needs, while maintaining quality and other standards.

Sexual assault: is defined as sexual contact or behaviour that occurs without explicit consent of the victim. In Australia, sexual assault includes rape, incest (sex with a close relative), child abuse, and unwanted sexual behaviour, for example, unwanted kissing and touching. It also includes behaviour that does not involve actual touching.

Sexual harassment: is defined as unwelcome conduct of a seriously demeaning nature by reason of the person's sex in circumstances in which a reasonable person may be offended, humiliated or intimidated. It may involve an unwelcome sexual advance or request for sexual favours to the person who is harassed OR other unwelcome conduct of a sexual nature in relation to the person who is harassed.

Victimisation: when a person subjects (or threatens to subject) another person to a detriment (which includes humiliation and denigration) because that other person has made a complaint or been involved in a complaint's procedure, or because the first person thinks the other person intends to make a complaint or be involved in a complaint of discrimination, sexual harassment, victimisation or vilification.

Vilification: racial or religious vilification as defined in the [Racial and Religious Tolerance Act 2001 \(Vic\)](#) includes engaging in conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or group of people for their race and or religion.

3. Policy Statement

3.1 AGE is committed to providing equitable access to learning and employment opportunities as well as equitable learning and employment outcomes.

- a. the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- b. the releasing registered provider has had a sanction imposed on its registration by the ESOS Agency that prevents the overseas student from continuing his or her course with that registered provider;
- c. the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;
- d. any approved government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.
- e. the course in which the student is enrolled has ceased to be registered.
or
- f. the original registered provider has provided a written letter of release.

3.2 AGE will not tolerate or condone unlawful discrimination, sexual harassment, victimisation, or vilification. It will provide avenues for resolving complaints of unlawful

discrimination, sexual harassment, victimisation and vilification by informal resolution or formal investigation. The resolution process will be fair, consistent, transparent, and timely.

3.3 AGE is committed to preventing sexual assault and provides a framework to effectively respond to reports of sexual assault.

3.4 AGE recognises that changing or suppressing, or inducing a person to change or suppress, their sexual orientation or gender identity is unlawful under the [Change or Suppression \(Conversion\) Practices Prohibition Act 2021 \(Vic\)](#).

3.5 AGE activities are underpinned by the following principles:

- a. all people have inherent dignity and the right to be treated fairly.
- b. differences among members of AGE are respected and valued.
- c. everyone has the right to a learning and work environment that is free from discrimination, sexual harassment, victimisation and vilification.
- d. individuals' needs are best met by inclusive practices and individual adjustments where required.

3.6 AGE aims to:

- a. build an AGE community in which all members of AGE can realise their full potential and participate in all aspects of AGE life.
- b. foster an inclusive and vibrant culture that respects and values diversity.
- c. provide an environment free from discrimination, sexual harassment, victimisation, and vilification.
- d. implement accessible and inclusive policy, practices, and programs in all its activities, including services, facilities and communications.
- e. foster and develop curricula that are inclusive and draw on, and advance, diverse knowledge, and experiences.
- f. promote social inclusion.
- g. ensure that AGE's publications and official documents use non-discriminatory language.

4. Responsibilities

4.1 Members of the AGE community must behave in a fair and equitable way and must not discriminate, sexually harass, victimise, or vilify others or request, instruct, induce, encourage, authorise or assist any other person to discriminate, sexually harass, victimise or vilify others.

4.2 Staff with supervisory responsibilities must exercise their leadership and authority to ensure an inclusive learning and work environment that is free from discrimination, sexual harassment, victimisation, and vilification.

4.3 The Academic Board will ensure that all courses approved for initial and continuing accreditation comply with principles of inclusive education.

4.4 AGE Faculties will ensure staff members develop accessible and inclusive pedagogies by providing appropriate professional development activities and opportunities.

4.5 Organisational units will support accessible and inclusive learning and work environments including through the provision of services, expertise and communications.

4.6 Diversity, Equity and Inclusion is the division responsible for raising awareness and implementing preventative, responsive and relevant strategies that value diversity, enable access and promote inclusion.

4.7 Students may make a complaint of discrimination, sexual harassment, victimisation or vilification under the *Student Grievances Handling Policy and Procedure*

5. Procedures

5.1 AGE will provide all students and staff with information about diversity, equity and inclusion during their respective orientations.

5.2 AGE will provide information on how to report discrimination, sexual harassment, victimisation, and vilification internally at AGE and externally to the relevant authorities.

5.3 AGE will inform students and staff where to find appropriate support and counselling if they are victims of discrimination, sexual harassment, victimisation, and vilification.

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

6.1 The following documents are related to this policy and procedure:

- a. Support for Students Policy and Procedure
- b. Student Grievance Handling Policy and Procedure
- c. Student Orientation Slides
- d. International Student Handbook

e. Student Support Framework

Applicable External Standards and Codes

6.2 This policy and procedure complies with the following standards and codes:

- a. Sex Discrimination Act 1984 (Cth)
- b. Racial Discrimination Act 1975 (Cth)
- c. Disability Discrimination Act 1992 (Cth)
- d. Age Discrimination Act 2004 (Cth)
- e. Australian Human Rights Commission Act 1986 (Cth)

Standards / Code	Standards / Clauses
Higher Education Standards Framework (Threshold Standards) 2021 www.legislation.gov.au/Details/F2021L00488	<ul style="list-style-type: none"> ▶ Standard 2.3 ▶ Standard 2.4
National Code of Practice for Providers of Education and Training to Overseas Students 2018 www.legislation.gov.au/Details/F2017L01182	<ul style="list-style-type: none"> ▶ Standard 5.2

7. Feedback

7.1 AGE staff and students may provide feedback about this document by emailing support@guildmusic.edu.au for such feedback to be incorporated into a future review.

8. Document Control

Approval Review	Details
Governing authority	Board of Directors
Responsible officer	CEO
Endorsed by	Board of Directors
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