



AMA SKILLS TRAINING

ACCESS EQUITY FAIRNESS POLICY

APPLICATION OF MERIT

AMA Skills Training is an equal opportunity employer and educator that values the diversity of its workforce and student community. This means that without discrimination of any type:

- the most capable person for placement in a position will be selected;
- all students will have equitable opportunities for enrolment, training and assessment;
- all stakeholders will be assisted to participate, maintain and develop;
- favouritism or the granting of special favours will not apply to any stakeholder.

When making decisions in regards to enrolment, applications are considered on a case by case basis without the intent to preclude any eligible applicants from having their application to enrol being considered.

AMA Skills Training's application/enrolment, training and assessment processes do not disadvantage any stakeholder. All eligible candidates are guaranteed processes which do not discriminate on any basis.

All processes include flexibility for working with candidates and students who have special needs.

The characteristics of potential candidates are individually identified to enable flexibility of delivery and assessment and appropriate support mechanisms.

At initial interview the candidate will be afforded the confidential opportunity of disclosing any situation they believe may impede their ability to successfully complete without support or assistance. At this time a support plan will be developed, documented in writing and clearly identifying those services that are included in course fees and those that are not covered by course fees.

Appropriate and effective complaints and appeal resolution mechanisms linked to a pro-active continuous improvement are in place to address and remediate any unintentional issue of unfairness or disadvantage identified.

Candidates applying for course entry will be availed of the Access Equity Fairness Policy on application.

ZERO TOLERANCE

Definition

For the purposes of this document 'zero tolerance' means the high potential for instant dismissal if allegations are proven to be true and the mediation process is unsuccessful.

All stakeholders are strongly encouraged to discuss any issues or request information regarding access and equity.

All persons should be conscious that every individual's perception of improper behaviour may be different to another.

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AMA Skills Training does not condone and enforces zero tolerance of the following behaviours:

Harassment

Is an unwelcome and unwarranted behaviour that offends, intimidates, humiliates or embarrasses another person. This behaviour can be physical, verbal or visual in nature. Harassment is not necessarily deliberate or intentional and can be one incident or several incidents occurring over a period of time. Harassment may be accompanied by an expressed or implied employment threat or benefit.

Sexual Harassment

May include sexual propositions, verbal or written requests of a sexual nature, sexually explicit conversations, sexual suggestions or innuendos, gender-based insults and taunting, invasive questioning, physical contact and the display of offensive material (eg. posters, cartoons, jokes, graffiti, magazines, screensavers, email).

Bullying

Behaviour of a physical, verbal or non-verbal nature, directed toward an individual or group of individuals and which is considered unreasonable or anti-social behaviour that is offensive, degrading, intimidating or humiliating. This behaviour can include but is not limited to public reprimand or behaviour intended to punish, ridicule, insult, or may be based in unsubstantiated allegations and cruelty.

Discrimination

Discrimination is broadly defined as treating one person unfairly over another based on factors that are unrelated to their ability or potential. State and Federal legislation protects people from discrimination and from being treated unfairly because they have complained about discrimination.

Direct or indirect discrimination on the basis of one or more of the following attributes is unlawful:

Age	Sex
Physical, psychiatric or intellectual illness or impairment	Breastfeeding
Gender identity	Lawful sexual activity/ sexual orientation
Marital status	Physical features
Political affiliation	Pregnancy
Nationality and/or cultural background	Religious affiliation
Status as a parent or carer	

AWARENESS & RIGHTS

Employees, students and other stakeholders of AMA Skills Training are expected to be conscious of actual and potential difference and to actively recognise and respect the boundaries directly or indirectly set by others.

All people associated with AMA Skills Training may expect the following rights to;

- be treated with respect and fairly;
- be emotionally and physically safe in the environment;
- have all reports of harassment treated respectfully, seriously, impartially, sensitively and with reasonable confidentiality and for those issues to be addressed immediately and appropriately;
- where ever possible, have complaints resolved by a process of discussion, cooperation and conciliation; and
- receive information, support and assistance in resolving the issue for all parties involved in the complaint.

No person lodging a complaint, or assisting in the investigation of a complaint, will be victimised or treated unfairly.

Timely access to their student or personnel records/files.

All employees and students are expected to participate in the complaint resolution process in good faith.

REPORTING

Concerns regarding Equal Opportunity, Harassment, Discrimination or other inappropriate conduct should be reported immediately:

Students to – Training Manager or other member of AMA Skills Training staff with whom you are most comfortable;

Other Stakeholders – Chief Executive Officer (CEO).

Please refer to the Complaints Policy and Appeal Policy for information regarding process for these actions in your Policy Package.

All actual or suspected harmful situations or breaches of this policy are to be reported immediately to the CEO.

RESPONSIBILITIES

Students

All students have the responsibility to:

- Ensure that they avoid committing harassment or discrimination in any form.
- If harassed, take action to stop it, not only for self-protection, but to prevent others suffering the same form of discrimination.
- Make themselves aware of and act within the confines of relevant legislation and this policy.
- Enhance the learning experience by allowing others to learn without compromise of the learning environment through poor or distracting behaviours;
- Exhibit positive behaviour at all times.
- Follow instructions at all times.
- Request the assistance of another person in raising the complaint and in any subsequent resultant interviews.

Employees

All employees, including supervisors and management, have a responsibility for ensuring the work and learning environment is free of discrimination and harassment. Each employee has the responsibility to ensure that AMA Skills Training's culture is one of respect for others and to:

- Ensure that they avoid committing harassment or discrimination in any form.
- Offer support to anyone affected by harassment or discrimination.
- Report any example of harassment or discrimination to the next level of management.
- If harassed, take action to stop it, not only for self-protection, but to prevent others suffering the same form of discrimination.
- Treat alleged perpetrators fairly.
- Any employee who feels that they have been harassed or denied equality in employment should initially contact their immediate supervisor.
- Request assistance of another person in raising a complaint and in any subsequent interviews.

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Managers and Supervisors Responsibilities

All managers and supervisors are responsible for:

- Ensuring that staff are aware that harassment is unlawful, unacceptable and will not be tolerated.
- Setting an example by appropriate behaviour at all times.
- Establishing open lines of communication with staff to ensure reporting of incidents.
- Treating any report of unacceptable behaviour confidentially, sensitively, and seriously.
- Treating the alleged person impartially pending fair investigation.
- Acting on any complaints swiftly following procedures outlined in Complaints and Appeals Policies.
- Continuously monitoring, educating, informing and supporting the workforce to reinforce a safe and equitable workplace.

Please refer to the following websites and Acts/Legislation:

<http://www.comlaw.gov.au>

[Equal Opportunity for Women in the Workplace Amendment Act 1999](#)

[Equal Opportunity Act 1984 \(SA\)](#)

<http://www.legislation.sa.gov.au>

[Racial Vilification Act 1996](#)

www.humanrights.gov.au/

[Australian Human Rights Commission](#)

[Sexual Discrimination Act 1984](#)

[Racial Discrimination Act 1975](#)

[Racial Hatred Act 1995](#)

[Disability Discrimination Act 1992](#)

Policy developed by:-

Signature:

Date:

Print name:

Checked and confirmed by:-

Signature:

Date:

Print name:

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