<table>
<thead>
<tr>
<th><strong>Name of Policy</strong></th>
<th>Equal Opportunity Policy</th>
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<tr>
<td><strong>Version</strong></td>
<td>1.0</td>
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<td><strong>Comply with</strong></td>
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<tr>
<td><strong>Date created</strong></td>
<td>December 2014</td>
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<td><strong>Date last revised</strong></td>
<td>December 2014</td>
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<tr>
<td><strong>Department responsible</strong></td>
<td>Operations and Compliance</td>
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<tr>
<td><strong>Responsible person to monitor and interpret</strong></td>
<td>Chief Operating Officer</td>
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</tbody>
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**Contact address**
28-32 Elizabeth Street  
Melbourne, VIC 3000  
GPO BOX 5466  
Contact: +61 3 8639 9000  
[http://www.rgit.edu.au](http://www.rgit.edu.au)
Equal Opportunity Policy

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Equal Opportunity Policy

1. Objective of the policy
This policy has been developed in support of equal opportunity in employment and education for all staff and students of RGIT Australia.

2. Scope
Federal and State legislation relating to anti-discrimination and affirmative action imposes certain obligations on both the Institute and its staff. It is the policy of the Institute to conform with the obligations imposed upon it by all relevant legislation.

The legislation covers a wide range of unlawful discrimination areas, both direct and indirect. Commonly included areas of discrimination are: Race, colour, national or ethnic origin, nationality, religion, sex or gender, marital status, pregnancy, intellectual or physical impairment and disability.

The Institute recognises that its pursuit of equal opportunity principles takes place within an evolving legislative framework.

3. Responsibility
The Chief Operating Officer is responsible for the implementation of this policy and all departmental managers will responsible to ensure that staff and students are made aware of its application.

4. Policy statement
The Institute supports the principles of equal opportunity in employment and education for its staff and students. This is consistent with the essential characteristics of the Institute’s mission and concern for social justice and equity. This Equal Opportunity Policy is designed to support the principle that staff are selected or promoted according to merit.

5. Procedures
The Institute will at all times endeavor to:

i. promote equal opportunity;

ii. prevent unlawful, direct and indirect discrimination, including sexual harassment;

iii. develop an affirmative action and management plan in accordance with the Affirmative Action (Equal Employment Opportunity for Women) Act;

iv. address, where appropriate and lawful, the effects of education disadvantage or past discriminatory practices within the general community, particularly in respect of disadvantaged groups within the school community;

v. adopt policies, procedures and programs consistent with equal-opportunity and anti-discrimination principles.

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Next review: December 2014
vi. In developing policies, procedures and programs to support equal opportunity, the Institute will consult, as appropriate, with staff and students. Procedures and programs will be monitored and evaluated against stated objectives.

vii. Every member at the Institute is expected to be aware of such policies and of their own individual obligations under relevant State and Federal laws and to ensure that their actions conform to them. All Coordinators, Trainers and staff members will be responsible to implement this policy.

viii. Senior Management Team will have particular responsibility for specific program such as VETFEE-HELP and HESG, consistent with the legal and compliance requirements.