

LATROBE COLLEGE OF ART AND DESIGN

Policy

EQUAL OPPORTUNITY

Policy

LCAD undertakes to adopt structures and human resources policies, procedures and practices that are consistent with the principles of Equal Employment Opportunity. In the areas of recruitment, selection, promotion, staff training and development, and conditions of service, LCAD aims to ensure both the absence of discrimination based on any personal characteristic irrelevant to the work to be performed and the provision, where appropriate, of programs to overcome past disadvantages.

All teaching, admin and general staff are included in this policy, which exemplifies the college's commitment to members of all equity groups. Staff play an essential role in policy development and implementation.

1. Legislative Obligations

The Commonwealth Government's *Equal Opportunity for Women in the Workplace Act 1999* requires certain employers, including RTOs, to adopt a policy of Equal Employment Opportunity and a program of Equal Opportunity for Women in the Workplace. Latrobe College's program aims to increase the range of occupations open to women, to provide women with access to higher-status positions in all career paths, and to ensure that the work undertaken by female employees is fairly valued.

2. Responsibility

Overall responsibility for Equal Employment Opportunity has been vested in the CEO, to whom the board has given the additional title of Director of Equal Employment Opportunity. Implementation of the program is undertaken within the Human Resources area by staff working in specialist areas of equal opportunity.

It is the responsibility of all teaching staff and administrators to ensure that:

- They are fully aware of possible forms of discrimination that may occur in employment and of their obligations under legislation;
- They take steps to educate their staff in the elimination of discrimination and harassment;
- All new staff are aware of their rights and responsibilities in relation to Equal Employment Opportunity;
- No discrimination or harassment occurs in the workplace;
- Staff are selected, advanced and treated consistently with the principles of Equal Employment Opportunity.

The CEO is responsible for the demonstrable advancement of Equal Employment Opportunity and Equal Opportunity for Women in the Workplace, and for ensuring that the units under their control are aware of their responsibilities.

3. Monitoring and Reporting

The CEO will address any issues regarding Equal Opportunity to the College Governance Board when it meets. Equal Opportunity Issues will be recorded in the Complaints register and brought to the attention of the Governance Board by the coordinator.

LCAD expects all staff, students and members of the college to act by this policy.