

## Diversity and Equity Policy and Procedure

### 1. Scope

This Policy and Procedure applies to all staff, enrolled and prospective students of Holmes Institute (Holmes) and any contractors, visitors or individuals engaged in an official capacity with Holmes.

### 2. Purpose

Holmes is committed to equity, diversity and inclusion in all of its activities. Holmes affirms that it is an organisation that is diverse, fair and inclusive, as well as respectful of the rights and wellbeing of all its staff and students for education and employment.

### 3. Definitions

- 3.1 **Reasonable Adjustment** is a specific measure made to enable equitable access and/or participation in employment or education.
- 3.2 **Diversity** includes the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs or other ideologies.
- 3.3 **Indigenous** refers to a person who identifies as Aboriginal or Torres Strait Islander decent.
- 3.4 **Inclusion** Regarding individuals with disabilities, inclusion secures opportunities for these students to learn alongside their peers for their education.

### 4. Policy Statement

- 4.1 Holmes is committed to the concept of equity and diversity to enable each student to realise his or her full potential.
- 4.2 Holmes will provide students with access to an education and a learning environment that is fair, just and non-discriminatory.
- 4.3 Holmes is also committed to providing equal opportunity of access, participation and advancement in employment, with a workplace free from discrimination or harassment.
- 4.4 Holmes recognises that specific adjustments may need to be provided to address diversity and equity and inclusion issues and support diverse groups of people.

### 5. Procedure

#### 5.1 Teaching and Learning

- a) Holmes will develop courses and units that are designed to accommodate student diversity and allow opportunities for academic success for all students.

- b) All prospective and enrolled students will have access to current academic governance policies and requirements in respect to diversity and equity.
- c) Holmes will ensure that all students with special needs are informed of additional options of reasonable adjustments available to them for orientation, academic progression and use of learning resources.
- d) Holmes will ensure that student safety and wellbeing needs are met in accordance with the requirements to respect diversity and equity.

## 5.2 Indigenous participation

- a) Holmes will provide culturally appropriate assistance with enrolment, unit selection and orientation, together with information on student support and academic support.
- b) Holmes will ensure that any indigenous students applying and/or studying with Holmes have full support required to enjoy and complete their studies through the opportunity to utilise full academic and personal support available on campus.
- c) There will be monitoring of indigenous students for their participation and completion rates and where required, make appropriate equivalent adjustments to course content and/or delivery, with the aim of assisting indigenous students to succeed.

## 5.3 Students with a Disability

- a) Holmes will take reasonable accommodations to enable students with a disability may apply for, and participate in a course on the same basis as other students.
- b) Holmes will apply measures to minimise discrimination (such as promoting this policy and training managers and staff in respectful non-discriminatory behaviour).
- c) Holmes will provide appropriate assistance with enrolment, unit selection and orientation, together with information on student support and academic support.
- d) Holmes will ensure that any enrolled students, identifying as having a disability and are studying with Holmes have the opportunity to complete their studies through utilising full academic and personal support available on campus.
- e) Holmes will ensure appropriate reasonable adjustment to be made to assist student with a disability to succeed.

#### 5.4 Workplace

- a) Holmes acknowledges that the provision of respect and diversity in the workplace is the foundation of equal opportunity of employment.
- b) Holmes upholds a workplace culture that is respectful, courteous and fair and values individual differences, as a core aspect of Holmes activities towards building a positive workplace culture.

### 6. Responsibilities

6.1 Holmes is responsible to provide an inclusive and welcoming environment for all students and staff.

6.2 The Staff upholding responsibilities for Student Experience will:

- a) Monitor student progress and performance by identifiable subgroups; and
- b) Inform with recommendations for appropriate adjustments to admissions, teaching, learning and support services, intervention strategies and program suitability for student learning and development needs.

6.3 All individuals in the scope of this Policy are expected to model respectful and inclusive behaviours in Holmes through their dealings with each other and Holmes community as a whole.

### 7. Implementation and Communication

This policy and procedure will be implemented and communicated through Holmes website, international information to staff, student handbook and as part of staff development meetings.

### 8. Legislation

#### **Commonwealth Legislation:**

Age Discrimination Act 2004

Australian Human Rights Commission Act 1986

Disability Discrimination Act 1992

Disability Standards for Education 2005

Higher Education Framework (Threshold Standards) 2015

Racial Discrimination Act 1975

Sex Discrimination Act 1984

#### **State and Territory Legislation:**

Australian Capital Territory – Discrimination Act 1991

New South Wales – Anti-Discrimination Act 1977

Northern Territory – Anti-Discrimination Act 1996

Queensland – Anti-Discrimination Act 1991

South Australia – Equal Opportunity Act 1984  
 Tasmania – Anti-Discrimination Act 1998  
 Victoria – Equal Opportunity Act 2010  
 Western Australia – Equal Opportunity Act 1984.

### Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer</b>	Chief Operating Officer		
<b>Implementation Officers</b>	Director of Student Engagement in liaison with Campus Directors		
<b>Review Date</b>	June 2023		
<b>Approved by</b>			
Governing Council			
<b>Associated Documents</b>			
Aboriginal and Torres Strait Islander Peoples Education Policy Academic Conduct and Integrity Policy and Procedures Admission Requirements Policy and Procedures Code of Conduct Policy Complaints and Appeals Policy and Procedures Monitoring Course Progress Policy and Procedures – Higher Education Sexual Assault and Sexual Harassment Prevention Policy and Procedure Student Charter and Conduct Policy – Higher Education Student Handbooks Student Support Policy			
<b>Version</b>	<b>Brief Description of the Changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1	New Policy	22 May 2020	22 May 2020