

## Diversity and Equity Policy

### 1. Scope

This policy is applicable to Holmes Institute (Holmes) and applies to all staff (covering employees and contractors), enrolled and prospective students of Holmes, external committee members, adjunct academics and volunteers who contribute to Holmes' activities or who act behalf of Holmes. All these parties will be referred by the general term 'Holmes' Members' in the Policy.

### 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 descent.
- 3.4 **Inclusion** refers to practices that support and embody fairness, safety and equality of opportunity to ensure the full participation and advancement of all individuals and groups.

### 4. Policy Statement

- 4.1 Holmes is responsible for upholding an inclusive and respectful study and work environment, free from bullying, harassment and discrimination, in accordance with State and Commonwealth legislation, the Higher Education Standards Framework, the ESOS Act 2000 and the National Code 2018 and other relevant policies and procedures.
- 4.2 Holmes is committed to ensuring the integration of the principles of diversity, inclusion and equal opportunity in all relevant policies, procedures, decisions and operations.
- 4.3 Holmes' Members are expected to exemplify behaviours, including social responsibility, ethical leadership, and respectful and inclusive behaviours.
- 4.4 Holmes is committed to the concept of equity and diversity to enable each student to realise his or her full potential.
- 4.5 Holmes is also committed to providing equal opportunity of access, participation and advancement in employment, with a workplace free from discrimination or harassment.
- 4.6 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' Members must behave in a fair and equitable way and must not unlawfully discriminate or harass, sexually harm, bully, victimise or vilify others or request, induce, encourage, authorise or assist any other person to undertake such unacceptable behaviour.
- 6.2 Staff with supervisory and leadership responsibilities must:
- a) demonstrate a commitment to responsible practice, inclusion and diversity and model appropriate behaviour
  - b) promote awareness of relevant policy documents within their work area including this policy.

- c) will ensure staff members develop accessible and inclusive pedagogies by providing appropriate professional development activities and opportunities
- 6.3 Organisational units will support accessible and inclusive learning and work environments including through the provision of services, expertise and communications and are accountable for outcomes, including collecting data and reporting on the progress in implementing relevant strategies.
- 6.4 Staff, supervisors and panel members who assess staff for recruitment or academic career progression must ensure equal opportunity of access, participation and advancement in employment.
- 6.5 The Academic Board will ensure that all courses approved for initial and continuing accreditation comply with the principles for inclusive education.

## 7. 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>	December 2026		
<b>Approved by</b>			
Governing Council			
<b>Associated Documents</b>			
<ul style="list-style-type: none"> <li>• Academic Conduct and Integrity Policy and Procedures</li> <li>• Admission Requirements Policy and Procedures</li> <li>• Code of Conduct Policy</li> <li>• Complaints and Appeals Policy and Procedures</li> <li>• Monitoring Course Progress Policy and Procedures – Higher Education</li> <li>• Sexual Assault and Sexual Harassment Prevention Policy and Procedure</li> <li>• Student Charter and Student Conduct Policy – Higher Education</li> <li>• Student Handbooks</li> <li>• Student Support Policy</li> </ul>			
<b>Version</b>	<b>Brief Description of the Changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	New Policy	22 May 2020	2 May 2020
2.0	Scheduled review by Governing Council	December 2023	December 2023