

# Diversity, Inclusion and Equal Opportunity Policy

## Section 1 - Summary

(1) This Policy sets out the University's commitment to fostering and maintaining a diverse and inclusive workforce and workplace and promoting equal opportunity for all staff.

## Section 2 - TEQSA/ASQA/ESOS ALIGNMENT

(2) HESF: Standard 2.2 Diversity and Equity; Standard 2.3 Wellbeing and Safety

(3) ESOS National Code of Practice 2018: Standard 6 Overseas Student Support Services

(4) Standards for RTOs 2015: Standard 1; Standard 5; Standard 6

## Section 3 - Scope

(5) This Policy applies to all staff of the University.

(6) This Policy does not apply to students of the University. Students should reference the [Student Equity and Social Inclusion Policy](#).

## Section 4 - Definitions

(7) Staff

(8) Aboriginal

## Section 5 - Policy Statement

(9) Victoria University (VU) recognises diversity as strength and welcomes differences in gender, cultural background, nationality, age, religious faith, identity, sexual orientation and supports people with accessibility requirements. We strive to foster a professional and inclusive environment where all staff are respected, valued and enabled to thrive.

(10) VU is committed to ensuring the integration of the principles of diversity, inclusion and equal opportunity in all relevant University policies, procedures, decisions and operations.

(11) VU will develop organisational structures that enable leaders to embed and manage diversity and inclusion, and ensure leaders are accountable for outcomes, including collecting data and reporting on the progress in implementing relevant strategies.

(12) VU will work to remove barriers to inclusion in employing staff with a diverse range of personal circumstances and

characteristics. This includes, but is not limited to:

- a. revising and improving recruitment processes as necessary;
- b. providing access to flexible working arrangements and support;
- c. providing information, awareness and training to assist staff and managers in identifying and redressing bias in hiring and employment; and,
- d. providing programs and resources to enable managers to be inclusive leaders in their processes and practice.

(13) VU will employ appropriate, effective and flexible strategies to improve opportunities for people from under-represented or disadvantaged groups, and will make reasonable adjustments to policies, practices and requirements where necessary to provide equal opportunity for individuals.

(14) To foster a professional and inclusive environment that enables all staff to thrive, VU does not tolerate discrimination against any person on the basis of a protected characteristic. (See [Discrimination and Harassment Prevention and Management Policy](#)).

(15) VU may target particular cohorts for employment, advancement and other opportunities at the University, where doing so will serve to provide opportunities for greater diversity, inclusion and equity. Opportunities for inclusion will be considered and applied in all aspects of the employment lifecycle, including:

- a. recruitment
- b. retention
- c. performance management
- d. promotion
- e. remuneration
- f. workforce planning including succession planning and talent identification
- g. training and professional development.

(16) VU will use appropriate language to foster inclusion of staff members from diverse backgrounds, and will be informed in language choices by the expressed preferences of communities and individuals (including the use of individuals' preferred gender pronouns).

## **Priority Areas for Inclusion**

(17) The University has identified the following priority areas for active inclusion:

- a. Aboriginal people  
VU affirms the place of Aboriginal people as the original inhabitants and owners of this country. VU will promote the inclusion of Aboriginal people through specific recruitment strategies and practices. The University is committed to strengthening its relationship with Aboriginal people through community engagement, employment and broader education strategies, and the work of the [Moondani Balluk Academic Unit](#).
- b. Lesbian, Gay, Bisexual, Transgender, Intersex and Gender Diverse community  
VU is a place where people of diverse genders, sexes and sexualities are recognised and welcomed, are free to be themselves and can bring their whole selves to work. The University aims to be a place where all can benefit from the diversity of our community.
- c. Staff Gender Equality  
VU is committed to improving career outcomes for female staff, addressing gender imbalances including pay gaps, senior representation and career progression. As part of this commitment, the University will promote workplace flexibility for all staff, particularly those in supporting caring and parental roles. The University is also committed to achieving gender balance across the workforce including monitoring employment of casuals and

contractors and where there are significant operational changes and restructures.

d. Culturally Diverse communities

VU is a community of people from diverse backgrounds, languages, ancestries, ethnicities, cultural traditions, and religions. VU will enact policies, practices and behaviour that support inclusion and equality and do not perpetuate systemic discrimination or exclusion due to bias.

e. Staff with disabilities

VU commits to undertake actions to enhance inclusion for staff with disabilities, including promoting leadership, awareness and participation and ensuring that our physical and digital environments are accessible, inclusive, and safe. The University's full commitment is established in the [Staff Disability and Accessibility Policy](#) and [Staff Disability and Accessibility Procedure](#).

## Section 6 - Procedures

(18) [Diversity, Inclusion and Equal Opportunity - Gender Affirmation Procedure](#)

## Status and Details

|                            |   |
|----------------------------|---|
| <b>Status</b>              | Current   |
| <b>Effective Date</b>      | 25th October 2019   |
| <b>Review Date</b>         | 25th October 2022   |
| <b>Approval Authority</b>  | Vice-Chancellor   |
| <b>Approval Date</b>       | 25th October 2019   |
| <b>Expiry Date</b>         | Not Applicable  |
| <b>Accountable Officer</b> | Simone Wright<br>Chief Human Resources Officer<br>9919 5447   |
| <b>Responsible Officer</b> | Ross Coller<br>Executive Director Engagement and Advancement<br>9919 1520   |
| <b>Enquiries Contact</b>   | Kate Hitchins<br>Senior Manager, HR Business Partners<br>9919 5209<br><hr/> Portfolio of Vice-President, People and Culture |

## Glossary Terms and Definitions

**"Staff"** - Staff means: - all employees of the University, on all domestic and offshore locations, including student residences, and while engaged in all work-related activities such as conferences and work-sponsored social occasions; - all contractors and consultants performing work on University sites or on behalf of the University; - visiting academics, honorary, adjunct and exchange staff; - the Council and its committees; and - any volunteer in the workplace and study environment.

**"Aboriginal"** - The use of the word Aboriginal throughout VU Policy and Procedure refers to Aboriginal and Torres Strait Islander people connected to and/or residing in South East Australia.