

Access and Equity

AIHFE are committed to ensuring that our practices, systems, policies and procedures support an environment that supports equal opportunity for learners to pursue their training and development. We aim to remove barriers and to open up developmental opportunities for all students by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.

General Access and Equity Principles

We aim to provide a safe, inclusive, equitable and secure environment through training, awareness campaigns and implementing practices, policies and procedures that are effective to achieve our aim. All students will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.

We endeavour to promote appropriate standards of conduct at all times and build an environment which is safe from any form of discrimination and harassment, where our students, staff members and visitors are treated with kindness, respect and fairness. We also strive to treat all complaints in a sensitive and just manner, as well as guaranteeing protections by the complainant or appellant from any victimisation or reprisals.

Responsibilities

The CEO has the responsibility:

- To ensure that our Access and Equity policy, expectations and standards is covered in the induction programs of all students and staff members;
- To review the policy periodically to ensure it is operating effectively and contains up-to-date information.
- To monitor the environment to ensure it is free from any material that is likely to offend, such as those with sexual, racial or even political messages; and
- To work cooperatively with other staff members to promote an environment free from bullying, discrimination and harassment.

Trainers and Assessors should:

- Ensure that all training and assessment programs, materials, resources and tools encourage inclusivity and is free from discrimination and harassment; and

- Monitor students' behaviours and engage with students casually to get a feel as to whether they feel safe at AIHFE and being provided with fair access to resources and learning opportunities, how they are doing and whether there is anything they are experiencing that they are uncomfortable or feel threatened by.

Rights

Every person has the right to make a report about any bullying, discrimination or harassment experienced or witnessed as well as any lack of fairness or access to resources and learning opportunities during their training with AIHFE, with no prejudice or repercussions. AIHFE will provide the reporter as well as any other person(s) involved with protection from any victimisation or reprisal and will treat any and all information shared by the complainant with the strictest of confidentiality. We will also endeavour to address and investigate all claims thoroughly and where there are opportunities for improvement, implement systems and processes to reduce the risk of the event occurring again.

Principles of Natural Justice

AIHFE will handle all incidents of bullying, discrimination or harassment identified by applying the principles of natural justice and will result in actions which reflects the seriousness of the individual circumstances.

Criminal or unlawful behaviour will be reported to the police immediately and will result in immediate dismissal of one's employment or enrolment with AIHFE. Actions taken by AIHFE may include counselling, re-training, apology, conciliation, re-assigning of duties, transfer of class, suspension of employment or enrolment, warning, dismissal of employment or termination of enrolment.

Lines of Assistance

The following agencies can provide assistance to AIHFE in the management of bullying, discrimination and harassment, and in maintaining an inclusive and supportive environment:

- **Human Rights and Equal Opportunity Commission**
General line: 1300 369 711
Complaints line: 1300 656 419
Website: www.humanrights.gov.au
- **Australian Capital Territory Human Rights Office**
General line: 02 6207 0576
Website: www.hrc.act.gov.au
- **New South Wales Anti-Discrimination Board**
General line: 1800 670 812
Website: www.antidiscrimination.nsw.gov.au
- **Northern Territory Anti-Discrimination Commission**
General line: 1800 813 846
Website: www.nt.gov.au/adac
- **Queensland Anti-Discrimination Commission**
General line: 1300 130 670
Website: www.adcq.qld.gov.au
- **South Australia Equal Opportunity Commission**
General line: 1800 188 163
Website: www.equalopportunity.sa.gov.au
- **Tasmania Anti-Discrimination Commission**
General line: 03 6233 4841
Website: www.equalopportunity.tas.gov.au/discrimination
- **Victoria Equal Opportunity Commission**
General line: 1800 134 142
Website: www.humanrightscommission.vic.gov.au
- **Western Australia Equal Opportunity Commission**
General line: 1800 198 149
Website: www.wa.gov.au/organisation/equal-opportunity-commission