

Institution	Universal English (UE)
Policy Name	Equity and Diversity Policy and Procedure

1. Scope

This Policy and Procedure applies to all individuals associated with UE, including all staff members, students, external governance members, as well as affiliates including third parties, contractors and consultants.

2. Purpose

This Policy and Procedure outlines UE's dedication to fostering an inclusive and accessible learning and working environment that upholds diversity, promotes equal opportunity, and ensures freedom from discrimination, sexual harm, victimisation and vilification.

3. Regulatory Alignment

This Policy is developed and implemented to comply with the regulatory requirements informed in the:

- National Code 2018: Standard 6 Overseas Student Support Services
- Racial Discrimination Act 1975 (Cwlth)
- Sex Discrimination Act 1984 (Cwlth)
- Disability Discrimination Act 1992 (Cwlth)
- Fair Work Act 2009 (Cwlth)
- Workplace Gender Equality Act 2012 (Cwlth)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health and Safety Act 2004 (Vic)

4. Policy Principles

- 4.1 UE is committed to fostering equity and diversity, empowering every student to reach their full potential. We are dedicated to creating a learning environment that is inclusive, fair, and free from discrimination.
- 4.2 UE upholds equal opportunity and diversity in employment, ensuring a workplace free from harassment and bias. Recognising the importance of addressing equity and diversity challenges, we actively support and make adjustments for the needs of various subgroups within our community.
- 4.3 UE strongly opposes all forms of discrimination, harassment, and prejudice based on protected characteristics, including race, ethnicity, gender identity, sexual orientation, disability, religion, or any other grounds prohibited by law. Such behavior will not be tolerated within our institution under any circumstances.

- 4.4 UE is dedicated to fostering an inclusive and accessible learning and working environment for all members of our community. We will provide reasonable adjustments to enable individuals with disabilities to fully engage in our programs, activities, and services. Furthermore, we are committed to removing barriers to access and participation, ensuring equal opportunities for everyone, regardless of their background or circumstances.
- 4.5 UE is committed to advancing diversity and inclusion within our institution through initiatives focused on recruitment, retention, and professional development. We aim to build and sustain a diverse faculty, staff, and student body that represents the richness of the wider community. Additionally, we will offer continuous training and education to enhance cultural competence, awareness, and sensitivity among our members.
- 4.6 UE is dedicated to ensuring equitable opportunities for education and employment within our institution. Our efforts will focus on addressing and eliminating disparities in access, participation, and outcomes related to factors such as race, ethnicity, gender, disability, or socio-economic status. Policies are in place to uphold fairness, transparency, and accountability across all areas of education and employment.
- 4.7 UE members are expected to act in a fair and equitable manner and must not engage in unlawful discrimination, harassment, sexual harm, bullying, victimisation, or vilification. Additionally, they must not request, encourage, induce, authorise, or assist others in engaging in such unacceptable behavior.
- 4.8 UE staff with supervisory and leadership responsibilities must demonstrate a commitment to responsible practices, inclusion, and diversity by modeling appropriate behavior, promoting awareness of relevant policy documents within their work area, and ensuring staff are supported in developing accessible and inclusive pedagogies through appropriate professional development opportunities.
- 4.9 All staff members of various operational roles are responsible for fostering accessible and inclusive learning and work environments by providing services, expertise, and communication support. They are also accountable for outcomes, including collecting data and reporting on progress in implementing relevant strategies.
- 4.10 Staff members involved in assessing candidates for recruitment or academic career progression must ensure equal opportunities for access, participation, and advancement in employment.
- 4.11 UE takes any breach of this policy seriously and encourages the reporting of non-compliance through the Complaints and Appeals Policy and Procedure. It maintains a zero-tolerance stance on unlawful sexual harassment, victimization, vilification and racial discrimination, providing avenues for resolving complaints through informal resolution or formal investigation, as outlined in Health and Safety Policy.
- 4.12 Non-compliance with this policy and its procedures may result in penalties for students or disciplinary action for staff. Managers who fail to address behaviours or actions that contravene this policy may also face disciplinary action.

5. Procedure

Teaching and Learning

- 5.1 UE is committed to developing programs and subjects that embrace student diversity and provide opportunities for academic success for all.
- 5.2 All prospective and current students have access to up-to-date policies and requirements related to diversity and equity.
- 5.3 UE ensures that students with special needs are made aware of the reasonable adjustments available to support them in orientation, academic progression, and access to learning resources.
- 5.4 UE prioritises student safety and wellbeing, adhering to diversity and equity principles to meet their needs effectively

Indigenous Participation and Students/Staff with Disabilities

- 5.5 UE provides a range of student support services, including assistance with program enrolment, subject selection, and orientation, as well as detailed information on available support and student safety.
- 5.6 UE ensures that Indigenous students and students with disabilities applying to or studying with UE have access to the full range of student support services necessary to successfully complete their studies.
- 5.7 Guided by the Course Progress Policy and Procedure and Student Support Services Policy UE monitors indigenous students and students with disabilities for their participation and completion rates and where required, makes reasonable adjustments, with the aim of assisting indigenous students to succeed.
- 5.8 UE ensures its physical and digital environments, including all building facilities are accessible to the entire UE community.

Workplace

- 5.9 UE is committed to fostering a workplace culture that is respectful, courteous, and fair, recognising that respect and diversity are foundational to equal employment opportunities. Valuing individual differences, UE actively promotes inclusivity and implements measures to minimise discrimination, including promoting this policy and providing training for managers and staff to ensure respectful and non-discriminatory behaviour.
- 5.10 UE promotes and enhances gender equity, including monitoring and reporting on key indicators such as the gender composition of staff and governance members. UE will strengthen employment

provisions to ensure gender equity across all stages of employment lifecycle, including recruitment, selection, retention and promotion.

Integration and Reporting of Equity and Diversity Initiatives

5.11 Management is responsible for integrating equity and diversity principles into all organisational guiding documents. Management must also actively monitor and address related issues, ensure the effective implementation of equity and diversity initiatives, and provide regular progress reports to the Board of Directors.

Version History

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

Responsible Officer	Managing Director		
Implementation Officers	All staff members		
Review Date	3 April 2025		
Approved by			
Managing Director			
Associated Documents			
Complaints and Appeals Policy and Procedure Course Progress Policy and Procedure Deferment, Suspension and Cancellation Policy and Procedure Health and Safety Policy International Admissions Policy and Procedure Privacy Policy Student Support Services Policy and Procedure			
Version	Brief Description of the Changes	Date Approved	Effective Date
2.0		May 2022	May 2022
3.0	<ul style="list-style-type: none"> Updated the document in the unified policy template. Updated the title from Equity and Diversity Policy into Equity and Diversity Policy and Procedure. Added the section of Regulatory Alignment. Provided more details in Procedure. 	3 April 2025	3 April 2025