Equal Opportunity Policy
Table of Contents

Table of Contents ........................................................................................................................................... 2
Equal Opportunity Policy .................................................................................................................................. 3
  Overview ......................................................................................................................................................... 3
  Definitions ...................................................................................................................................................... 4
    Discrimination, Harassment and Unfair Treatment ....................................................................................... 4
    Reporting Harassment, Discrimination or Unfair Treatment ......................................................................... 4
    Ensuring You Treat Others Fairly and Do Not Discriminate or Harass Others .......................................... 4
    The Additional Responsibilities of Managers .............................................................................................. 4
Equal Opportunity Policy

Overview

Leadership Success is committed to promoting equal opportunity in education and in employment. Leadership Success does this in recognition of the principles of equity and in conforming to the spirit and intent of equal opportunity and anti-discrimination legislation. Leadership Success accepts its responsibilities in relation to these rights for people whole they are engaged in activities undertaken as part of their study or employment with Leadership Success.

Equal opportunity means treating people as individuals with different skills and abilities and without making judgments based on stereotypes or on the following characteristics:

✓ Age
✓ Impairment
✓ Industrial activity
✓ Lawful sexual activity
✓ Marital status
✓ Physical features
✓ Political belief or activity
✓ Pregnancy
✓ Race
✓ Religion
✓ Sex
✓ Status as a parent or a carer
✓ Personal association (whether relative or otherwise) with a person who is identified by reference to any of the above attributes
Definitions

Discrimination, Harassment and Unfair Treatment

Leadership Success does not tolerate any discriminatory, harassing behaviour or treatment that is:

1. Not wanted, asked for and not returned; and
2. Likely to cause a hostile or uncomfortable workplace by;
   a. Humiliating someone;
   b. Seriously embarrassing someone; or
   c. Offending or intimidating someone.
3. Is directed at a person based on their sex, race, age or other protected attribute mentioned in the above overview.

Reporting Harassment, Discrimination or Unfair Treatment

Leadership Success will treat any reports of discrimination seriously and will investigate such complaints promptly, confidentially and impartially.

If a student feels that someone is treating them unfairly, discriminating against them or harassing them, the student should report this behaviour by following the Leadership Success Complaints and Grievances Policy and Procedure.

Leadership Success will not victimise or penalise any student reporting the conduct or supporting another student in reporting the conduct.

Ensuring You Treat Others Fairly and Do Not Discriminate or Harass Others

If a student is reported to have been responsible for treating another employee or student unfairly, discriminating against or harassing them it will be referred on to the appropriate supervisor/manager for appropriate follow up. If a student is reported to have victimised someone because they complained about discrimination or harassment, or because they supported someone else’s complaint, this will be referred on to the appropriate supervisor/manager for appropriate follow up.

The Additional Responsibilities of Managers

Leadership Success Managers must ensure that they:

✓ Ensure that those working for or training with Leadership Success are aware of and understand Leadership Success’s EO and harassment prevention policies
✓ Know the principles supporting these policies so that you can deal effectively with any concerns or questions

✓ Are a good role model and do not engage in any behaviour that might be seen as discrimination or harassment

✓ Make fair, non-discriminatory decisions

✓ Explain the rationale behind any of their decisions and are able to justify every decision as a fair decision

✓ Make it clear to all that any unfair, discriminatory or harassing behavior will not be tolerated

✓ Ensure that the working environment is free of sexist, racist, or any other form of stereotyping material such as posters, screen savers, internet and email communications

✓ Ensure, wherever possible, that neither the work environment nor any work processes make it likely for discrimination or harassment to happen

✓ Act immediately if upon witnessing or being told about any unfair treatment, discrimination or harassment by following the information in the Leadership Success Complaint and Grievances Policy