

## **RTO POLICY**

### **Access and Equity Policy**

#### **PURPOSE**

The purpose of this procedure is to give clear direction as to the responsibility and manner in which all employees, contractors and other stakeholders will assist to create and maintain an environment that treats all people equally and fairly.

#### **POLICY**

It is the policy of MPA to ensure an environment for employees, contractors, clients and other stakeholders that is safe and equitable through zero tolerance of harassment, bullying, discrimination and/or racial vilification and is in line with State and Federal legislation.

For the purposes of this document 'zero tolerance' means the potential for instant dismissal as an employee, client or member of MPA, if allegations are proven to be true and the mediation process is unsuccessful

#### **MPA will:**

- Implement procedures that support the principles of equity for all persons and align with all relevant State and Federal legislations;
- Provide training and awareness programs for all of its employees and contractors;
- Promote appropriate standards of conduct at all times.

#### **MPA does not condone and enforces zero tolerance of the following behaviours:**

- Harassment – behaviour that is directed at an individual or group of individuals which is considered by the individual, group, or other reasonable person to be offensive, humiliating or intimidating.
- Sexual Harassment – behaviour of a physical, verbal or non-verbal nature, directed toward an individual or group of individuals and which is considered by the individual, group or other reasonable person to be of a sexual nature and offensive, humiliating or intimidating.

### **RTO POLICY (Continued)**

- Bullying – behaviour of a physical, verbal or non-verbal nature, directed toward an individual or group of individuals and which is considered unreasonable or anti-social behaviour that is offensive, degrading, intimidating or humiliating. This behaviour can include but is not limited public reprimand or behaviour intended to punish, ridicule, insult, unsubstantiated allegations and cruelty.
- Discrimination – behaviour that results in a person being treated less favourably than another or others due to certain personal attribute. These attributes may include, but are not limited to, ethno/religious background, gender, pregnancy, marital status, disability, and age.

**The above destructive behaviours have the potential to create an intimidating hostile, offensive or distressing environment leading to:**

- Reduce performance in the workplace;
- adversely affect the health of individuals in the workplace;
- increase MPA risk in relation to WorkCover and other legislative issues.

#### **The Resolution Process:**

MPA will enforce zero tolerance to complaints of a frivolous or malicious nature.

1. It is anticipated that the parties will endeavour to resolve issues directly in the first instance.
2. If resolution is not achieved the Training Manager should be notified and will mediate on the parties behalf.
3. If the Training Manager is unable to mediate a resolution the issue should be referred to the EO for action.
4. Should EO intervention not lead to resolution the issue is to be referred to the Executive Committee for action.
5. In the event that Executive Committee is unable to achieve a resolution:
  - *Notice is to be provided to Executive Committee relating to possibility of legal action;*
  - *Parties involved in the dispute should be advised of their legal rights and responsibilities*

## RTO POLICY (Continued)

### Revision Record

Date	Version	Revision
12/3/2011	1.0	Created Document to comply with RTO Requirements
10/12/2013	2.0	Minor layout updates
8/11/2015	3.0	Policy and template update to ensure policy complies with RTO Standards