

Policy Number	PO-04
Approval Date	5/12/2019
Implementation Date	4/2/2020
Proposed Review Date	10/12/2020

Purpose

North Melbourne Language and Learning (NMLL) recognises that a culturally diverse community offers the people living within it a range of life experiences - different life styles, cultural activities and religious traditions. This policy aims, wherever possible, to provide services, with practical and equitable outcomes for all participants.

Scope

The scope of this policy includes employment, services and information provided at NMLL.

Application

This policy applies to all staff members, visitors, volunteers, and contractors at NMLL.

Background

Diversity is the existence of different people within a group, where the differences may be ethnic, religious and cultural, which bring a variety of beliefs, values and practices.

All Victorian organisations, including NMLL, must comply with Commonwealth and State human rights legislation such as:

- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Racial Hatred Act 1995
- Sex Discrimination Act 1984
- Age Discrimination Act 2004
- Equal Opportunity Act 2004 (Vic)

The major purpose of these Acts is to eliminate discrimination against people of diverse characteristics including disability, race, gender, age, religion.

Policy

This policy is based on the principles of:

- mutual respect – for the cultural perspectives, allegiances and rights of individuals, families and groups who make up the community
- equity – for people who are from a particular cultural, ethnic or religious group so that they do not experience disadvantage or discrimination.

1. Provision of services

All services delivered by NMLL:

- are accessible to people from any cultural, linguistic and religious background
- recognise and respond to specific issues of ethnicity, gender, disability, financial disadvantage, unemployment, sexual preference, social, cultural and geographic isolation
- reflect sensitivity, relevance and awareness to different cultural and religious practices
- are fairly allocated based on need
- ensure that participants have the opportunity to contribute to decision-making and to express views without suffering any prejudice.
- use appropriate data collection methods to enable NMLL to target, plan, develop and evaluate all services in a way that is relevant, equitable and accessible.

2. Provision of information

NMLL provides accurate, high quality information in order to

- within the limits of NMLL's resources, promote and advertise its services so that they are readily accessible by all members of the community
- ensure that, where possible, all information in relation to the organisation and the services are made available in community languages and in ways that can be understood by everyone in the community

3. Employment

For all positions, NMLL employment processes:

- include in the selection criteria:
 - a demonstrated awareness and knowledge of multicultural issues
 - a demonstrated ability to involve people from diverse backgrounds in all activities
- include people on selection panels who are knowledgeable about education and social issues affecting diverse cultural, linguistic and religious communities
- evaluate the prospective employee's knowledge and experience of the community in which NMLL is located
- provide appropriate, high quality cross-cultural training for all employees where the need is identified.

Related Procedure/s or other Quality Documents

- Student Grievance Policy and Incident Report
- Code of Conduct Policy
- Employment & Recruitment Policy

APPROVAL AND REVIEW

Approved By: Mark O'Neil
Position: Chairman
Meeting Name: Committee of Management
Meeting Date: 5/12/2020
Effective Date: 4/2/2020
Review Date: 10/12/2020
Policy Owner: Mark O'Neil

Amendments

Version	Date	Author	Change Description
V1	28 April 2019	S Alexander	Transferred policy to new template
V2			
V3			
V4			