



POLICY AND PROCEDURE

Equity, Diversity and Inclusion

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Version 2.0	Issued on 11-Mar-2026	Review by 11-Mar-2027
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Approval and Endorsement	Principal Executive Officer - khalid@aiit.edu.au	
Refer to the following Legislative Frameworks		
National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025	Quality Area 1: Division 2 - Assessment (Standard 1.4) Quality Area 1: Division 5 - Feedback, complaints and appeals (Standard 2.7) Quality Area 2: Division 2 – Training support (Standard 2.4) Quality Area 4: Division 2 - Risk management (Standard 4.3 (2) (c): Risks to VET students, staff and the RTO are identified and managed)	
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025	Division 3 - Accountability (20. Compliance with laws)	
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 6	
Other Applicable Legislation	Age Discrimination Act 2004 Disability Standards for Education 2005 Disability Discrimination Act 1992 Equal Employment Opportunity Act 2010 (Vic) Fair Work Act 2009 Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Occupational Health and Safety (Psychological Health) Regulations 2025 Privacy Act 1988 Racial and Religious Tolerance Act 2001 (Vic) Racial Discrimination Act 1975 Sex Discrimination Act 1984	
Related Documents and/or Supporting Resources (Internal)		
Australian International Institute of Technology Orientation Presentation and Materials Australian International Institute of Technology Employee Handbook Australian International Institute of Technology Student Handbook Form: Complaints and Appeal Lodgement Form: Employee (Induction) Policy and Procedure: Assessment Policy and Procedure: Complaints and Appeals Policy and Procedure: Critical Incident Policy and Procedure: Occupational Health and Safety Policy and Procedure: Privacy Policy and Procedure: Reasonable Adjustments Policy and Procedure: Sexual Harassment		
Related Documents and/or Supporting Resources (External)		



Australian Human Rights Commission - Fact Sheet Sex Discrimination
Australian Human Rights Commission - Fact Sheet Sexual orientation, gender identity and intersex status discrimination
National Privacy Principles (NPP)
Fair Work Australia - Casual Employment Information Statement (CEIS)
Fair Work Australia - Fixed Term Contract Information Statement (FTCIS)
rightsED Tackling Sexual Harassment (Human Rights Education Resources for Teachers)

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1. Purpose

Australian International Institute of Technology is committed to preventing unlawful discrimination, bullying, vilification, victimisation and harassment of people based on protected attributes such as, but not limited to, age, gender identity and expression, sexuality, race, religious belief or disability.

Australian International Institute of Technology is committed to ensuring and providing a safe learning environment for students and employees and aims to provide an equity, diversity and inclusivity framework to guide the practices and functions that result in equitable access to equal employment opportunities (EEO) as well as fair student learning outcomes including reasonable adjustments.

2. Scope

This policy and procedure apply to all Australian International Institute of Technology stakeholders including employees, students and third parties whilst carrying out any task or function in connection with Australian International Institute of Technology, onsite or offsite, including the delivery of training and assessment and recruitment and retention of students and employees.

3. Definitions

Antisemitism - is the demonstration of hostility, prejudice or discrimination against Jewish people or Judaism as a religious, ethnic or racial group.

Discrimination - it is unlawful to discriminate based on a number of protected attributes including age, disability, race, sex, intersex status, gender identity and sexual orientation in certain areas of public life, including education and employment.

Diversity - Differences between individuals or groups of people in age, cultural background, disability, ethnicity, family responsibilities, gender, language, marital status, religious belief, and sexual orientation; including other ways in which people are different, such as learning, life experience, work experience and socio-economic background.

Equal Opportunity - the right to be treated without discrimination, especially on the grounds of one's gender, race, or age

Equity - the fair treatment of people based on respect and merit, the recognition of disadvantage and the absence of prejudice and discrimination.

First Nations People - are Aboriginal and Torres Strait Islander people who have identified themselves or have been identified by a representative as being of Aboriginal and/or Torres Strait Islander origin. First Nations people are the first peoples of Australia, they are not one group, but rather comprise hundreds of groups that have their own distinct set of languages, histories and cultural traditions



Inclusion - refers to getting the mix of people in an organisation to work together to improve performance and wellbeing.

Islamophobia - is a combination of hate, fear, and prejudice against Islam, against Muslims, as well as against anything associated with the religion.

Natural Justice - or procedural fairness, is a common law doctrine ensuring fair decision-making by authorities, particularly when rights or interests are affected. It requires an unbiased decision-maker (the bias rule) and the right to a fair hearing (the hearing rule), including the right to know and respond to adverse information.

Reasonable Adjustment - include any adjustments for a VET student with a disability made by an NVR registered training organisation in a manner consistent with the *"Disability Standards for Education 2005"*.

Sexual Harassment - an unwelcome sexual advance, or an unwelcome request for sexual favours or other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.

Victimisation - any form of detriment directed at a person for alleging, making, or participating in, supporting, or resolving a complaint of discrimination, sexual harassment, or victimisation; or a person associated with a person who alleges, makes or participates in, supports or resolves a complaint of discrimination, sexual harassment or victimisation.

Vilification - refers to a public act that could incite others to hate, have serious contempt for, or severely ridicule a person or a group of people because on the basis of certain characteristics as determined by legislation

4. Process

4.1 Australian International Institute of Technology applies **"zero tolerance"** towards unlawful discrimination, bullying, vilification, victimisation and harassment of people based on protected attributes such as, but not limited to, age, gender identity and expression, sexuality, race, disability or religious belief including any act or behaviour representing *"islamophobia"* and/or *"antisemitism"*.

4.2 Allegations and complaints of any such matters are responded through a range of avenues such as, but not limited to, formal investigation, conciliation, legal process, or informal resolution underpinned without prejudice or bias and by the *"principles of natural justice"*.

4.3 Australian International Institute of Technology asserts that employees and students have the right to work, study and interact in a learning, training, work placement and/or work environment that is safe, inclusive, fair and free from bullying, discrimination, harassment, and victimisation including free from any act or behaviour representing *"islamophobia"* and/or *"antisemitism"*.

4.4 The diverse needs of Australian International Institute of Technology employees and students are best addressed by inclusive practices and, where required, the provision of *"reasonable adjustment"*.

4.5 Australian International Institute of Technology ensures to the best of capability that all organisational documents, training and employment materials and resources use inclusive and *"use non-discriminatory language"*.

4.6 Australian International Institute of Technology ensures its employees and students, where possible in a prompt and timely manner, are informed of any changes to legislative and regulatory requirements that affect its product and services and the overall delivery and monitoring of this policy and procedure.

5. Principles

5.1 Australian International Institute of Technology is committed to preventing unlawful discrimination, bullying, vilification, victimisation and harassment of people based on protected attributes such as, but not limited to, age, gender identity and expression, sexuality, race, disability or religious belief including any act or behaviour representing *"islamophobia"* and/or *"antisemitism"*.

5.2 Australian International Institute of Technology ensures the learning environment promotes and supports the diversity of VET students, is inclusive and fosters a culturally safe learning environment for *“First Nations People”*.

5.3 Australian International Institute of Technology acknowledges Aboriginal and Torres Strait Islander peoples as the *“First Nation Peoples”* and ongoing custodians of Country. We recognise the people of the Kulin Nation as the Traditional Owners of the land on which Australian International Institute of Technology’s principal location of business is located and where the training organisation conducts the delivery of training and assessment.

5.4 Australian International Institute of Technology will aim to recognition of culture, spiritual beliefs, and differences of *“First Nations Peoples”* and ensure that they are protected equally, which might mean commemorating significant dates or holding space for individuals to celebrate or mark culturally meaningful events in a way they choose.

5.5 Australian International Institute of Technology aims to ensure equitable opportunity for students regarding access and admissions, enrolment, training and assessment, student support and wellbeing services and providing reasonable adjustments to products and services where necessary.

5.6 *“Reasonable adjustments”* are made to enhance opportunities for access, participation, retention and success of all students and staff including those from underrepresented equity target groups and individuals.

5.7 Australian International Institute of Technology will take prompt immediate action to identify and prevent organisational, individual or systemic issues that lead to any unlawful discrimination, or behaviours that may be deemed to constitute racism, antisemitism, sexual harm, victimisation, vilification, harassment and bullying.

5.8 Australian International Institute of Technology will promote the ongoing recruitment, retention, innovation, wellbeing and productivity of employee and students in an environment that celebrates and welcomes diversity and inclusion.

6. Complaints and Appeals

6.1 If a student has a complaint or an appeal regarding any suspected or has been a victim of sexual harassment in any form, the Australian International Institute of Technology *“Complaints and Appeals policy and procedure”* will be followed in support of the *“Sexual Harassment”* and *“Privacy policy and procedure”*. For more information refer to <https://www.aiit.edu.au/policies.php>.

6.2 The information about the *“Complaints and Appeals policy and procedure”* is further provided in the *“Student Written Agreement”*, the *Student Handbook*, the *“Student Orientation, Onboarding and Induction”* presentation and materials and the *“Employee Handbook”* and during the *“Employee Induction”* program.

7. Responsibility

7.1 All students, employees, and individual clients engaged by Australian International Institute of Technology must conduct themselves and behave in a fair and equitable way and must not unlawfully discriminate or harass, sexually harm, bully, victimise or vilify others or request, induce, encourage, authorise or assist any other person to undertake such unacceptable behaviour.

7.2 Employees with supervisory and leadership responsibilities must demonstrate a commitment to responsible practice, inclusion and diversity and model appropriate behaviours.

7.3 Individuals are further responsible for treating all allegations and complaints seriously and are required to take immediate action to ensure the matter is managed in accordance with this policy and procedure or any supporting policy and procedures.

7.4 The Chief Executive Officer (CEO) is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy.

7.5 Any complaints or breaches in relation to this policy should be reported immediately to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.edu.au.

8. References (Key)

Source	Document Title	Version - Date
External	Age Discrimination Act 2004 (Commonwealth) https://www.legislation.gov.au/Details/C2017C00341	2004
	Antisemitism Published Resources and Further Reading - https://antisemitism.sydneyjewishmuseum.com.au/resource/further-learning/	(Accessed 11/03/2026)
	Australian Federal Police - "Antisemitism Crime" https://www.afp.gov.au/crimes/antisemitism	(Accessed 11/03/2026)
	Australian Institute of Aboriginal and Torres Strait Islander Studies https://aiatsis.gov.au/explore/first-peoples-australia	(Accessed 11/03/2026)
	Australian Institute of Health and Welfare – "First Nations People" https://www.aihw.gov.au/reports/australias-welfare/profile-of-indigenous-australians	(Accessed 11/03/2026)
	Australian Human Rights Commission https://www.humanrights.gov.au/	(Accessed 11/03/2026)
	Australian Human Rights Commission - Sex Discrimination https://www.humanrights.gov.au/our-work/employers/sex-discrimination	PDF
	Australian Human Rights Commission - Fact Sheet Sexual orientation, gender identity and intersex status discrimination https://www.humanrights.gov.au/our-work/employers/sexual-orientation-gender-identity-and-intersex-status-discrimination	PDF
	Department of Education "Antisemitism Task Force" https://www.education.gov.au/antisemitism-education-taskforce	(Accessed 11/03/2026)
	Disability Discrimination Act 1992 https://www.legislation.gov.au/Series/C2004A04426	(Accessed 11/03/2026)
	Disability Standards for Education 2005 https://www.legislation.gov.au/F2005L00767/	(Accessed 11/03/2026)
	Diversity Council Australia (DCA) https://www.dca.org.au/	(Accessed 11/03/2026)
	Equal Employment Opportunity Act 2010 (Vic) https://www.humanrightscommission.vic.gov.au/home/the-law/equal-opportunity-act	2021
	Fair Work Australia https://www.fairwork.gov.au/	(Accessed 11/03/2026)
	Fair Work Act 2009 https://www.legislation.gov.au/Details/C2018C00512	2009
	Fair Work Australia - Casual Employment Information Statement (CEIS) https://www.fairwork.gov.au/employment-conditions/information-statements/casual-employment-information-statement	PDF



Fair Work Australia - Fixed Term Contract Information Statement (FTCIS) https://www.fairwork.gov.au/employment-conditions/information-statements/fixed-term-contract-information-statement	PDF
Human Rights Sexual Harassment Legal Definition https://www.humanrights.gov.au/our-work/sexual-harassment-workplace-legal-definition-sexual-harassment	(Accessed 11/03/2026)
Islamophobia Published Resources and Further Reading - https://islamophobia.com.au/	(Accessed 11/03/2026)
National Anti-Corruption Commission https://www.nacc.gov.au/procedural-fairness	(Accessed 11/03/2026)
National Employment Standards (NES) https://www.fairwork.gov.au/employee-entitlements/national-employment-standards	(Accessed 11/03/2026)
National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 https://www.legislation.gov.au/F2025L00354/asmade/text	(Accessed 11/03/2026)
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 https://www.legislation.gov.au/F2025L00355/asmade/text	(Accessed 11/03/2026)
Occupational Health and Safety Regulations 2004 (Vic) http://www.legislation.vic.gov.au/	(Accessed 01/07/2026)
Occupational Health and Safety Regulations 2017 (Vic) http://www.legislation.vic.gov.au/	(Accessed 01/07/2026)
Occupational Health and Safety (Psychological Health) Regulations 2025 (Vic) https://www.legislation.vic.gov.au/as-made/statutory-rules/occupational-health-and-safety-psychological-health-regulations-2025	(Accessed 01/07/2026)
Privacy Act 1988 https://www.legislation.gov.au/Details/C2014C00076	1988
Racial Discrimination Act 1975 https://www.legislation.gov.au/Details/C2016C00089	1975
Racial and Religious Tolerance Act 2001 (Vic) https://www.humanrightscommission.vic.gov.au/home/the-law/racial-and-religious-tolerance-act	2001
Sex Discrimination Act 1984 https://www.legislation.gov.au/Details/C2014C00002	1984

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