

SOCIAL LEGISLATION

Equal Opportunity

Macquarie University is committed to equal opportunity in employment and education.

Council formally condemns discrimination against, harassment of, or victimisation of staff or students by members of the University community.

In pursuance of this policy, and in accordance with the objectives of the New South Wales *Anti-Discrimination Act 1977*, the Commonwealth *Equal Opportunity for Women in the Workplace Act 1999*, and the Commonwealth *Sex, Racial and Disability Discrimination Acts*, the University will act to:

- prevent and eliminate direct and indirect discrimination on the grounds of sex, age, marital status, race, ethnic origin, sexual preference, political or religious belief, intellectual or physical impairment, transgender status, or carer's responsibilities in relation to:
 - access to the educational, research and other facilities of the University;
 - the recruitment, advancement and conditions of employment of staff;
 - the daily routines of the University community;
- promote equal employment opportunity as an integral part of the University's policies and practices;
- implement programs to promote access for disadvantaged groups to employment and education.
- review and evaluate the progress towards achievement of equal opportunity;
- maintain and improve procedures for dealing with grievances covered by this policy.

The University has established a system for the handling of grievances regarding discrimination or harassment by members of the University community. These are detailed in the Discrimination and Harassment Policy.

Discrimination and Harassment Policy

Consistent with the University Equal Opportunity Policy the University encourages and actively promotes a learning environment free from discrimination and harassment.

To achieve this goal the University maintains procedures to assist students and staff to resolve grievances of this nature.

Students may lodge grievances regarding discrimination or harassment by members of the University community with the Chair of the Student Grievances Committee, under the 'Discrimination & Harassment — Policy and Procedures for Students'.

The Dean of Students and the Manager of Equal Employment Opportunity provide assistance to students regarding discrimination and harassment matters. Information about student grievance procedures is available on the EEO website, from all Division offices, the

Dean of Students, Dean, Higher Degree Research, the University Counselling and Health Service, or the EEO Office.

Staff may lodge grievances regarding discrimination and harassment by members of the University community under the University's Grievance Procedures.

The EEO office provides confidential consultation and assistance to staff regarding discrimination and harassment matters. Information about staff grievance procedures is available on the EEO website, from the University Counselling and Health Service, the EEO Office, or Human Resources.

Freedom of Information

The records and the decisions of Macquarie University are subject to the terms of the New South Wales *Freedom of Information Act 1989*.

The *Freedom of Information Act* gives individuals a right of access to information held in the records of the University, a right to have personal information held by the University amended if it is found to be incorrect and a right to obtain reasons for decisions made by the University that have materially affected them. It will be necessary to exempt from release certain types of information in some circumstances. There is an appeal procedure in place for applicants who are unhappy with the outcome of their request.

For further information contact the Manager Records and Archives Services, Room 120, Building E11A.

Occupational Health and Safety Policy

The University and its senior managers are committed to ensuring the health, safety and welfare of all staff, students, and visitors.

The University recognises its corporate responsibility under the occupational health and safety (OHS) legislation.

The University is therefore committed to:

- Undertaking risk management activities to manage risks in the work place;
- Maintaining safe systems of work.
- Providing, monitoring and maintaining safe systems for the use, handling, storage and transportation of plant, equipment and substances;
- Providing adequate facilities to protect the welfare of all employees;
- Providing appropriate OHS training, information, instruction and supervision for all staff and students;
- Consultation with employees to enhance the effectiveness of the OHS Management System;
- Providing adequate resources, including finances, to facilitate the University's OHS responsibilities.

The Vice-Chancellor has the ultimate responsibility for the implementation and review of the University OHS policy, and delegation of OHS management responsibilities.

Deans, Directors and line managers have a duty to provide and maintain, so far as reasonably practicable, a working environment that is without risks to health and safety.

Management and staff at all levels are responsible for maintaining a safe working environment. The responsibilities are detailed further in the University's OHS policies.

Key Performance Indicators (KPI's) will be identified for workgroups and targets set to monitor and improve overall OHS performance. The KPI's will be reviewed annually to review OHS performance and evaluate the effectiveness of the overall OHS Management System.

This policy will be reviewed as required by legislation and/or organisational changes.