

SOCIAL LEGISLATION

Discrimination and Harassment Policy

Consistent with the University Equity and Diversity Policy the University encourages and actively promotes a learning and working 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.

The Dean of Students and the Equity and Diversity Manager can provide guidance to staff and students regarding discrimination and harassment matters.

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'.

Staff may lodge grievances regarding alleged discrimination and harassment by other staff members of the University in accordance with the University's Grievance Policy.

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

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.

The University has enunciated its position on these matters in the Equity and Diversity Plan, which can be found on the Equity and Diversity (Social Inclusion) website.

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.

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

Macquarie University is committed to ensuring the health and wellbeing of its employees by providing a safe workplace, eliminating hazards that could result in injury or illness and implementing health initiatives aimed at improving staff health and welfare.

To meet these objectives, Macquarie University will:

- Implement and maintain safe systems of work;
- Undertake risk management activities to identify, eliminate and/or manage risks in the work place;
- Provide and maintain safe systems for the use, handling, storage and transportation of plant, equipment and hazardous substances;
- Consult with employees to enhance the effectiveness of the OHS Management System;
- Provide appropriate OHS training, information, instruction and supervision for all staff and students;
- Provide adequate resources, including finances, to facilitate the University's OHS responsibilities;
- Comply with OHS Legislation, Regulations and relevant Australian Standards.

The Vice-Chancellor and the University Executive have ultimate responsibility for the University's OHS performance, in particular providing leadership, support, direction and resources to ensure that the University meets its commitments with regards to Occupational Health and Safety.

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; that OHS issues are addressed as they arise; that OHS consultative processes are established and maintained; and appropriate resources are available to meet the University's OHS responsibilities.

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

Staff are responsible for ensuring that their work area is without risk to health and safety of themselves and others; they adhere to OHS policy and procedures; that hazards and incidents are reported in accordance with University policy and that they complete all relevant training in OHS as required.

Key Performance Indicators (KPI's) will be introduced for all OHS Committees and management, setting targets which will drive improvements in OHS performance at Macquarie University. The KPI's will be reviewed quarterly to monitor improvement and to evaluate the effectiveness of the University's OHS Management System.

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