



## JUSTICE AND EQUITY POLICY

Authorised By:	President (CEO)	Revision: 1.9
Last Amendment Date:	Revision Date: 25 Sep 2023	
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Related Documents:	<a href="#">Aboriginal and Torres Strait Islander Inclusion and Access Policy</a> <a href="#">Student Grievance Policy</a> <a href="#">Staff Discrimination and Harassment Policy</a> <a href="#">Students with Disabilities Policy</a> <a href="#">Student Handbook</a>	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

Tabor values and celebrates the diversity of its community and promotes the right of all people to be treated with fairness, equity and justice. The College does not condone or tolerate unfair treatment of its students or staff and in accord with its fair treatment principles and legislative requirements, this policy:

- Informs all students and staff of their rights and obligations
- Sets standards of behaviour in accordance with legal requirements
- Addresses the consequences of breaches of this policy

### 2. Scope and Applications

This policy sets out behavioural standards required of all members of the Tabor community in their interactions with other members of its community and the public whilst undertaking college activities.

### 3. Policy Principles

- 3.1. All members of the Tabor community have a right to study and work in a fair, safe and productive environment.
- 3.2. Tabor operates as a Higher Education Provider registered under the [Tertiary Education Quality and Standards Agency Act 2011](#) and the Commonwealth [Higher Education Support Act 2003](#). In doing so, Tabor seeks at all times to comply with this legislation and all other relevant legislation.
- 3.3. The College is committed to the principles of justice, equity, and the inherent dignity of individuals in all aspects of its life and ministry. To this end it will:

- 3.3.1. Recognise and respect the worth and dignity of every individual, and avoid discriminating against or victimising individuals or groups
- 3.3.2. Enact equitable admission policies, requirements, and procedures and apply these fairly and consistently
- 3.3.3. Provide a safe and congenial learning environment for students and staff
- 3.3.4. Draw from the Christian ethical tradition in its formation of policies, procedures and teaching
- 3.3.5. Ensure that all students and staff are treated justly and without discrimination
- 3.3.6. Avoid the use of gender exclusive or sexist language in its publications and discourage the use of such language by students and staff
- 3.3.7. Ensure equal opportunities and support for all cohorts at all levels of study
- 3.3.8. Take all reasonable steps to cater appropriately for individuals with disabilities in the training/education and employment opportunities offered by Tabor. (For further information see the **Students with Disabilities Policy**)
- 3.3.9. Provide appropriate avenues for dealing with student or staff grievances, which are made known, and are readily accessible, to students and staff
- 3.3.10. Encourage the resolution of grievances through discussion, cooperation and conciliation, while providing effective mechanisms for the formal investigation and resolution of formal complaints
- 3.3.11. Conduct complaint resolution procedures in accordance with the principles of natural justice, ensuring that all parties are treated equally and fairly, and seeking to achieve a fair and reasonable resolution of complaints
- 3.3.12. Make every effort to ensure that no complainant or respondent is subject to discrimination or victimisation
- 3.3.13. Respect the privacy of individuals and treat confidential information appropriately, and according to relevant privacy legislation
- 3.3.14. Proactively identify and minimise the organisational and institutional barriers facing particular individuals and groups who may be disadvantaged in their access to, or participation in, higher education.
- 3.3.15. Ensure that appropriate strategies are in place to support the retention of and progression of members of groups from educationally disadvantaged and culturally and linguistically diverse (CALD), and **ATSI backgrounds**.

#### 4. Procedures

- 4.1. Ethical practices, accountability and the fulfilment of the College's responsibilities will be discussed and clarified, and promoted and encouraged by the College leadership, through:
  - 4.1.1. Regular Tabor Board of Governors meetings
  - 4.1.2. Monthly Executive Council meetings
  - 4.1.3. Regular meetings of the Work Health and Safety committee
  - 4.1.4. The distribution to all students and staff of the current **Student Handbook**
  - 4.1.5. The distribution to all lecturers of a **Staff Handbook** which outlines the requirements and responsibilities of teaching personnel
  - 4.1.6. Notices to comply in enrolment and employment documentation and contracts
  - 4.1.7. Teaching and training sessions, where consideration of matters of ethics and justice are an integral part of presentations
  - 4.1.8. An open door policy whereby students and staff have ready access to discuss matters of concern and pursue avenues of redress
- 4.2. Any student or applicant of Tabor, as well as any staff member who does not feel they have been treated justly or equitably should refer to the appropriate **Grievance Policy** identified on the cover of this policy.

## 5. Definitions

See [Global Definitions](#)

## 6. Communication / Training

- 6.1. Deans of Faculties and Departments will ensure this policy is provided to staff members, volunteers, and students.
- 6.2. The HR Manager will ensure new staff members are made aware of this policy through the induction process.
- 6.3. The policy will be posted on the Tabor Policy Repository