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# DIVERSITY, EQUITY AND INCLUSION POLICY AND PROCEDURE

| | |
|---|---|
| **Responsible Officer** | Head of People and Culture |
| **Approved by** | Board of Directors |
| **Approved** | 25 August 2022 |
| **Commenced** | 25 August 2022 |
| **Review by** | August 2025 |
| **Relevant Legislation and Policies** | Anti-Discrimination Act 1977 (NSW)<br>Australian Human Rights Commission Act 1986<br>Australian National Disability Strategy 2021<br>Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS)<br>Disability Discrimination Act 1992 (Cwth)<br>Disability Standards for Education 2005<br>Equal Opportunity Act 2010 (Vic)<br>Higher Education Standard Framework 2021<br>Tertiary Education Quality Standards Agency Guidance Note on Diversity and Equity<br>Higher Education Support Act (HESA) 2003<br>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)<br>Racial Discrimination Act 1975<br>Sex Discrimination Act 1984<br>Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)<br>United Nations Convention on the Rights of Persons with Disabilities 2006 (ratified by Australia in 2008)<br>Workplace Gender Equality Act 2012 |
| **Responsible Organisational Unit** | People and Culture |

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# DIVERSITY, EQUITY AND INCLUSION POLICY AND PROCEDURE

## 1. Policy Statement

### 1.1 Authority

**The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB).** The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements. AIM seeks to demonstrate leadership in driving social change through best practice approaches to diversity, equity, and inclusion.

AIM has established policies dealing with Discrimination, Sexual Harassment, Staff and Student Conduct as detailed in the Anti-Discrimination Policy and Procedure, Sexual Harassment Policy and Procedure, Staff Code of Conduct and Student Code of Conduct. This Policy deals with diversity, equity, and inclusion.

### 1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

### 1.3 Purpose

The purpose of this policy and procedure is to outline the social, ethical, and behavioural standards to be upheld by all AIM staff, students, and visitors. The policy provides guidelines to ensure diversity, equity, and inclusion throughout all of AIM's activities.

### 1.4 Scope

This policy and procedure applies to all staff, students, visitors, and contractors.

### 1.5 Coverage

This policy and procedure applies to all AIM Foundation Program and higher education courses offered at the Sydney and Melbourne campuses as well as related activities, both in person and online.

### 1.6 Special Conditions or Exceptions

This policy and procedure does not deal with discrimination, sexual harassment or staff and student conduct more generally. For information on anti-discrimination see AIM's Anti-Discrimination Policy and Procedure, for sexual harassment see AIM's Sexual Harassment Policy and Procedure, for staff and student conduct see the Staff Code of Conduct and Student Code of Conduct.

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## 2. Procedures

### 2.1 Implementation

The implementation of this policy and procedure will be managed by People and Culture.

All staff, students and contractors have a responsibility to uphold the policy and procedure.

The Diversity, Equity, and Inclusion Plan outlines the implementation of the policy and procedure over a 3-year period.

### Principles

- AIM is committed to institutional policies, strategies, and practices to promote diversity, equity, and a culture of inclusion.
- AIM acknowledges the historical and ongoing exclusion of many groups of society from artistic and cultural life and higher education and seeks to redress these inequalities and barriers.
- AIM acknowledges the role of arts and culture in social change, and as a cultural institution seeks to demonstrate leadership in diversity, equity, and inclusion.
- AIM acknowledges Indigenous Australians as the traditional custodians of the lands on which it operates and recognises the importance of First Nations Australian culture and knowledge as the oldest continuing culture on earth.
- AIM is a secular organisation, and welcomes and supports staff, students and visitors of all worldviews, faiths, and religions.
- AIM has adopted the social model of disability and seeks to remove barriers to access and participation for people with disability and ongoing medical or mental health conditions.
- AIM welcomes and supports staff, students and visitors of diverse genders, sexes, and sexualities and seeks to create a safe and welcoming culture in all spaces at AIM.
- AIM acknowledges the value and importance of including diverse cultures and voices in all areas of the institution and its operations.
- AIM commits to the promotion, creation, performance, and education of music from diverse cultures and styles.

### 2.2 Example Subsection Specific To This Policy/Procedure

### 2.2.1 Example applications of the Diversity, Equity and Inclusion Policy and Procedure

| Academic staff | Wherever possible, acknowledge the importance of First Nations cultures and include First Nations voices.<br><br>When developing materials, consider various perspectives where possible, and include examples from different cultures and styles of music.<br><br>Avoid making assumptions about students, their culture, gender identity, faith, disability status, etc. Take the position that there is always a diverse range of people in the classroom. |
|---|---|
| Event staff | Ensure a diverse representation of performers and presenters by following the AIM Representation Policy.<br><br>Acknowledge country at all events and include First Nations voices wherever appropriate and possible.<br><br>Ensure that all events are accessible for people with disability.<br>Where practical and possible, schedule events around significant cultural dates. |

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| Operations Staff | Consider a diversity of perspectives when developing policies and practices, and centre First Nations voices wherever possible. |
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| | Work towards removing barriers to access and participation for all potential staff and students. Consider cultural, social, communication, physical, financial, behavioural, and attitudinal barriers. |
| | Avoid making assumptions about staff members and students, their culture, gender identity, faith, disability status, etc. Take the position that there is always a diverse range of people at AIM. |

## 3. Accountabilities

### 3.1 Responsible Officer

    a. **Head of People and Culture:** overall responsibility for this policy and procedure

### 3.2 Contact Officer

    a. **Managers and Supervisors:** responsible for ensuring they understand, comply, and operationalise this policy and procedure, and promote it within their work area

    b. **Staff and Contractors:** responsible for ensuring they understand, comply, and operationalise this policy and procedure

    c. **Diversity Advisor:** responsible for generating reports, responding to queries, and providing resources to staff and students to aid understanding and implementation of this policy and procedure

    d. **Students:** responsible for familiarising themselves with the policy and procedure and comply with it in all AIM spaces, both in person and online

## 4. Supporting Information

### 4.1 Supporting Documents

- *Diversity, Equity, and Inclusion Plan 2022-2025*
- *AIM Representation Policy 2022*

### 4.2 Related Documents

- *Staff Code of Conduct*
- *Student Code of Conduct*
- *Student Grievances and Complaints Policy and Procedure*
- *Anti-Discrimination Policy and Procedure*

### 4.3 Superseded Documents

Nil.

## 5. Definitions and Acronyms

| Term/Acronym | Definition |
|---|---|
| **AIM referred to as the 'Institute'** | The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C |
| **Contractor** | Any person currently engaged in a contract of work with the Institute |

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| Diversity | The practice of including a range of people from different backgrounds and identity groups with reference to culture, ethnicity, sexuality, gender, ability, and more |
|---|---|
| Equity | Equal, fair, and unbiased treatment, access, and opportunity with acknowledgement of barriers experienced by some groups of people |
| Inclusion | The practice creating environments in which all people feel welcomed, involved, respected, and valued |
| Social model of disability | An understanding of disability as the result of physical, attitudinal, communication, and social barriers. Under the social model, it is these environmental barriers rather than individual impairments that are disabling, and the removal of barriers enables people living with impairments to participate in society on an equal basis with others |
| Staff | Any person currently employed by the Institute |
| Student | Any person currently enrolled by the Institute |

## 6. Revision History

| Version | Date Approved by Board of Directors | Review History | New Review Date |
|---|---|---|---|
| 1.0 | 25 August 2022 | New Policy | August 2025 |

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