

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 Student Grievances Committee, under the 'Discrimination & Harassment — Policy and Procedures for Students'.

A network of Student Contact Officers (SCO) is maintained and supported to provide confidential consultation and assistance to students regarding discrimination and harassment matters. Information about student grievance procedures and a list of Student Contact Officers is avail-

able from all Division offices, the Dean of Students, Dean of Graduate Studies, 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.

A network of staff Contact Officers (CO) is maintained and supported to provide confidential consultation and assistance to staff regarding discrimination and harassment matters. Information about staff grievance procedures and a list of staff Contact Officers is available from the University Counselling and Health Service, the EEO Office, or Workplace Relations and Services.

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 Freedom of Information Officer, Room 120, Building E11A; tel: (02) 9850 7362

Occupational Health and Safety Policy

1. Macquarie University acknowledges its obligations to provide a healthy and safe working environment for its employees, its students, and visitors to the University. These responsibilities rest not only with the Council, the Executive and Heads of Schools, Offices and Centres but are a prime function of all levels of management and supervision.

2. An important aspect in preventing injuries and work-related ill health is our own attitude to safety. Through planning, we hope to prevent injuries and work-related ill health. This involves constantly improving our procedures, facilities and working environment.

3. In discharge of its responsibilities and in compliance with the requirements of the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001, the University aims to develop written policies and procedures, and to implement these in the workplace.

4. To achieve policy objectives, resources are being directed towards providing for:

- elimination of hazards/procedures in the workplace which can cause death, injury or occupational disease;
- appropriate and adequate accident prevention measures and reporting procedures;
- appropriate and adequate occupational health and safety training and educational programs;
- an accredited rehabilitation program for injured employees;
- overall safe and healthy work/study environments and procedures, and safe plant and equipment.

5. Although the prime responsibility for health and safety rests with the employer, it is the responsibility of all employees and students to ensure their own and others' health and safety by observing safe systems of work and reporting potential hazards in their work and study areas.