



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



Diversity and Equity Policy

The Institute of International Studies Pty Ltd

Sydney Campus: 13-15 Smail St, Ultimo NSW 2007

Melbourne Campus: Level 1, 112 Newquay Promenade, Docklands, VIC 3008

Tel: (+61 2) 8098 0702 | Email: info@tiis.edu.au

Policy No: EMT-25

Version No: 2.0

Contents

Purpose	3
Scope	3
Policy Statement.....	3
Principles	3
Areas of Focus	4
Students	4
Staff	4
TIIS Culture	4
Responsibilities	4
Implementation Strategies	5
Complaints and Breaches	5
Related Documents and Legislative References	5
Review and Reporting.....	6
Version History	6

Purpose

This policy outlines TIIS's commitment to fostering an inclusive, diverse, equitable, and respectful learning and working environment. The purpose is to:

- Promote a culture of inclusion and equity across all institutional activities
- Ensure fair access and participation for all students and staff
- Prevent and respond to discrimination, harassment, and systemic disadvantage
- Comply with all applicable anti-discrimination legislation and higher education standards

Scope

This policy applies to:

- All TIIS staff, students, contractors, Board members, and affiliates
- All activities conducted under the auspices of TIIS, whether on-campus, online, or off-site
- All functions of teaching, learning, research, administration, and student services

Policy Statement

TIIS values diversity and promotes equity by eliminating systemic barriers to participation and success in education and employment. This policy provides a framework for fair treatment, affirmative action where appropriate, and mechanisms to redress discrimination, harassment, and disadvantage.

TIIS commits to upholding the principles of inclusion, respect, and equal opportunity in accordance with Australian laws and sector standards.

Principles

TIIS is committed to the following guiding principles:

Principle	Description
Equity	All individuals are treated fairly, with dignity and respect, and given access to the same opportunities.
Diversity	TIIS recognises, values, and celebrates differences in background, experience, identity, ability, and perspective.
Inclusion	Creating an environment in which everyone feels valued, respected, and able to fully participate.
Access	Removing barriers to participation for students and staff, especially from equity target groups.
Accountability	All members of the TIIS community are responsible for upholding equity and diversity values.

TIIS will:

- Promote and embed principles of equity, diversity, and inclusion (EDI) across all institutional policies and practices.
- Foster an inclusive culture that values difference and respects individual identity and lived experience.
- Ensure equitable access to employment, education, and services, especially for:

- Aboriginal and Torres Strait Islander peoples
- People with disability
- People from culturally and linguistically diverse (CALD) backgrounds
- Women in leadership and underrepresented fields
- People of diverse sexualities and gender identities (LGBTQIA+)
- Students from low SES or regional/remote areas
- Ensure decisions in admission, recruitment, promotion, assessment, and progression are free from discrimination or bias.
- Provide reasonable adjustments and support services to facilitate access and participation for disadvantaged or underrepresented groups.
- Promote awareness, education, and cultural competency among staff and students.
- Ensure protection against all forms of unlawful discrimination, harassment, bullying, and vilification.

Areas of Focus

TIIS addresses equity and diversity across multiple domains:

Students

- Provide reasonable accommodations for students with disabilities or special circumstances
- Promote access and participation for underrepresented groups (e.g., Aboriginal and Torres Strait Islander students, culturally and linguistically diverse students, first-in-family students)
- Ensure inclusive teaching practices and culturally safe learning environments
- Monitor student outcomes and provide support for at-risk students

Staff

- Embed equity, diversity, and inclusion in recruitment, induction, performance, and professional development
- Promote flexible work arrangements and equitable career progression
- Provide training on unconscious bias, inclusive practices, and anti-discrimination
- Ensure workplace free from harassment and bullying

TIIS Culture

- Celebrate diversity through cultural, academic, and community engagement events
- Incorporate diversity principles into strategic planning and quality assurance processes
- Maintain transparent policies and procedures that support inclusion and equal opportunity

Responsibilities

Role	Responsibilities
Board of Directors	Provide governance oversight on institutional diversity and equity performance.
CEO	Lead institutional commitment to EDI principles and allocate appropriate resources.

Academic Board	Ensure curriculum and academic practices reflect inclusivity and cultural responsiveness.
Registrar / HR Manager	Implement diversity initiatives in student services and staff recruitment/training. Monitor compliance with relevant legislation.
Managers and Coordinators	Ensure equity considerations are embedded in all operational, teaching, and support practices.
All Staff	Demonstrate inclusive behaviour, undertake training, and support equity practices.
Students	Treat others with respect and report discrimination or exclusion.

Implementation Strategies

TIIS will implement this policy through:

- Recruitment and admissions practice that target and support diversity.
- Regular staff training on unconscious bias, inclusive teaching, and anti-discrimination.
- Annual reviews of equity performance indicators (e.g. participation, success, and retention rates).
- Cultural events and forums that promote intercultural understanding and inclusion.
- Advisory bodies or consultation groups representing underrepresented communities.
- Inclusive curriculum design and teaching practices.
- Accessible physical and virtual learning environments.

Complaints and Breaches

- Alleged breaches of this policy may be addressed under the TIIS Grievance and Complaints Procedure or Staff Misconduct Procedure.
- TIIS will not tolerate discrimination, harassment, victimisation, or vilification in any form.
- Individuals may also contact external bodies such as the Fair Work Commission, Australian Human Rights Commission, or TEQSA.

Disciplinary action may be taken where breaches are substantiated.

Related Documents and Legislative References

- Student Code of Conduct
- Staff Code of Conduct
- Sexual Assault and Sexual Harassment Policy
- Student Support Policy
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Age Discrimination Act 2004
- Higher Education Standards Framework (Threshold Standards) 2021, especially Section 2.2
- Australian Human Rights Commission Guidelines
- Disability Discrimination Act 1992
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- TEQSA Guidance Notes on Diversity and Student Support Services

Review and Reporting

This policy will be:

- Reviewed biennially by the CEO and HR Manager or earlier in response to legislative changes
- Evaluated for effectiveness through surveys, audits, and consultation with equity stakeholders
- Updated as required to align with sector expectations and legal requirements

Version History

Policy title	Diversity and Equity Policy
Current version	V 2.0
Previous versions	n/a
Policy Sponsor or Owner	Registrar & CEO
Endorsement Body	Academic Board
Endorsement Date	08 April 2026
Policy Approver	EMT
Date of approval	29 May 2026
Date of Implementation	
Date of next review	May 2029

*****END OF POLICY and PROCEDURE*****