


DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
GOVERNANCE	1	
EQUALITY AND DIVERSITY	5	
NUMBER	009	
		Policy Database Document Reference Number 515009P

EQUALITY AND DIVERSITY AWARENESS PROGRAM STAFF ATTENDANCE POLICY

Purpose/ objectives	To ensure that staff understand and meet their obligations under the law with regard to equality and human rights.
Scope/ Application	All staff
Policy Statement	<p>It is mandatory that:</p> <ol style="list-style-type: none"> 1. all new full-time and part-time staff attend the Equality and Diversity Awareness Program (EDAP) within six months of commencing employment <ol style="list-style-type: none"> a. Staff must complete the online component of the EDAP within one month of commencing employment; b. the face-to-face modules must be completed within six months of commencing employment 2. supervisors and managers who have not completed the EDAP program must do so within one year of endorsement of this policy by Council 3. all existing full-time and part-time staff who have not completed the EDAP program must do so within three years of endorsement of this policy by Council 4. all sessional staff (i.e. those staff generally employed on a semester basis) must have completed the online component of the EDAP within one month of commencing employment 5. all casual staff must be given an orientation package at commencement, which includes all relevant equity policies 6. all full-time and part-time staff undergo refresher EDAP every three years.
Supporting Procedures	La Trobe University Procedures for Dealing with Complaints of Sexual Harassment, Harassment, Discrimination
Responsibility for implementation	Deans Heads of Schools Heads of Operational Units Manager Equality and Diversity Centre.
Responsibility for monitoring implementation and compliance	Manager, Equality and Diversity Centre
Status	Revised Format October 2008. Prior approval Council 3-10-05 CO5/55(M) 359.9.1. The implementation of the latest version of this policy supersedes all previous versions of this policy.

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Key stakeholders	Pro Vice-Chancellor (Equity and Student Services) Manager, Equality and Diversity Centre Equality, Diversity and Wellbeing Committee La Trobe University Legal Services
Approval Body	Council.
Initiating Body or person(s)	Manager, Equality and Diversity Centre
Definitions	This policy accepts the definitions outlined in related legislation. The Equality and Diversity Awareness Program (EDAP) is a staff awareness program which involves an introductory online component and face-to-face module.
Related legislation	Age Discrimination Act 2004 (Cth) Disability Discrimination Act, 1992 (Cth) Equal Opportunity Act, 1995 (Vic) Equal Opportunity for Women in the Workplace Act 1999 (Cth) Racial Discrimination Act, 1975 (Cth) Racial and Religious Tolerance Act (Vic), 2001 Sex Discrimination Act, 1984 (Cth) Victorian Charter for Human Rights and Responsibilities Act 2006 (Vic) Workplace Relations Act, 1996 (Cth)
Related Policy and other documents	La Trobe University Equal Opportunity for Women in the Workplace Plan 2006 – 2009 Sexual Harassment, Harassment and Discrimination Policy
Date Effective	3-10-05. Editorial Update October 2008.
Next Review Date	October 2010
Keywords	Awareness program, staff attendance, equality, equity
Owner/Sponsor	Pro Vice-Chancellor (Equity and Student Services)
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