Ruyton Girls' School

Diversity and Inclusion Policy

Category: People & Culture

Date Approved:	7 May 2026
Approver:	Executive
Last Review Date:	June 2018
Next Review Date:	May 2029
Policy Owner:	Executive Director - People and Culture
Retention Period:	7 years from the date the Policy is superseded, withdrawn or replaced.

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia **Tel** +61 3 9819 2422 ABN 86 004 162 261

1. Purpose

The purpose of this Policy is to ensure a safe and inclusive environment where all employees are treated with dignity and respect, regardless of personal attributes such as race, gender, disability, age, carer's responsibilities, religion or sexual orientation. This Policy outlines the principles and practices at Ruyton to prevent, identify and address discrimination in the workplace.

Ruyton is committed to fulfilling its positive duty under the *Equal Opportunity Act 2010 (Vic)* to proactively eliminate discrimination, sexual harassment and victimisation. Ruyton is committed to fostering a diverse and inclusive workforce where all employees are treated with dignity and respect and have equal access to opportunities and professional growth.

2. Scope

This Policy sets out expected standards and behaviours to promote diversity and inclusion in the workplace and prohibits discriminatory workplace practices. It applies to anyone who is employed by or engaged to work at Ruyton. This includes all employees (permanent, fixed, full-time, part-time and casual), volunteers and third-party contractors.

3. Definitions

Terms	Definition
Diversity	The range of visible and non-visible differences between individuals including background, identity, experience, beliefs, and abilities.
Inclusion	Creating an environment where all individuals feel respected, valued and supported to participate fully.
Unlawful Discrimination	Unfavourable treatment based on a protected attribute under anti-discrimination legislation.
Harassment	Unwelcome conduct that offends, humiliates or intimidates a person.
Victimisation	Treating a person unfairly because they have made or supported a complaint.
Reasonable Adjustment	A modification made to enable a person with a disability, injury or caring responsibility to perform their role effectively.

4. Responsibilities

Role	Responsibility
Board	Oversees governance and compliance obligations, including receipt of WGEA reporting.
Executive Team	Approves and oversees implementation of this Policy, associated compliance obligations, and promotion of an inclusive workplace culture.
People and Culture	Provides advice, implements this Policy, supports policy awareness and training, and manages workplace concerns in accordance with applicable policies and procedures.

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia **Tel** +61 3 9819 2422 ABN 86 004 162 261

Leaders and Managers	Promote inclusive practices, maintain safe and respectful teams, complete required training, and address workplace concerns appropriately.

5. Policy Principles

Ruyton is committed to providing an environment in which members of our community have equal access to opportunities, are not judged unlawfully or by reference to irrelevant attributes and have genuine feelings of belonging across Ruyton activities.

The main objectives of this Policy are to ensure that Ruyton:

- Leverages the unique skills, values, backgrounds and experiences of individuals, to best meet the needs of our community.
- Builds a safe work environment and culture that is free from behaviour that:
  - creates a risk to health and safety
  - does not value diversity; or
  - is not inclusive.
- Promotes staff within our business based on merit and performance, objectively assessed.
- Utilises structured, competency-based recruitment practices to ensure that candidates are objectively assessed according to their skills and work experience; and matched with vacant positions requiring those skills and experiences accordingly.
- Develops an inclusive environment where each individual is respected and included, regardless of race, gender, disability, age, carer's responsibilities, religion or sexual orientation.
- Maintains practices that support compliance with applicable legislation.

5.1. Diversity at Ruyton

Diversity at Ruyton refers to all the characteristics that make individuals different from each other. This includes religion, race, ethnicity, language, gender, sexual orientation, disability, age and any other ground for potential unlawful discrimination.

Diversity at Ruyton is about the commitment to treating individuals equally and with respect.

5.1.1. Embedding Diversity

Ruyton will take appropriate steps to ensure the proper training, supervision and instruction of employees to:

- familiarise employees with this Diversity and Inclusion Policy and the Gender Equality Policy;
- ensure that they promote equal opportunity within our business and through their day-to-day work practices; and
- help them identify and know how to take action against discriminatory or otherwise unlawful or inappropriate acts or practices.

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia Tel +61 3 9819 2422 ABN 86 004 162 261

5.2. Inclusion at Ruyton

Inclusion at Ruyton refers to both the action of including people in opportunities and activities and the outcomes of individuals feeling a sense of belonging.

Ruyton is committed to preventing unlawful discrimination, harassment and victimisation. To support this commitment, Ruyton:

- endeavours to provide inclusive opportunities to all employees throughout their employment, and base decisions that affect employees' employment on merit and competency; and
- is committed to doing all that we reasonably can to eliminate unlawful discrimination in the workplace.

Where Ruyton receives an allegation of discrimination, the matter will be treated seriously and managed confidentially and promptly.

5.3. Reasonable Adjustments

Ruyton is committed to providing reasonable adjustments to support employees and students with disability, injury, illness, pregnancy or caring responsibilities.

Requests for adjustments will be considered on an individual basis having regard to operational requirements and legal obligations.

5.4. What is unlawful discrimination?

Unlawful discrimination under federal, state and territory laws covers discrimination on the grounds of a range of personal characteristics and personal beliefs which are called "attributes". The definition of "attribute" varies from state to state, and includes:

- age
- disability
- employment activity
- expunged homosexual conviction
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parent and carer status
- physical features
- political belief or activity
- pregnancy and breastfeeding
- profession, trade or occupation
- race
- religious belief or activity
- sex
- sex characteristics
- sexual orientation
- spent conviction
- personal association with someone who has, or is assumed to have, one of these personal characteristics.

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia **Tel** +61 3 9819 2422 ABN 86 004 162 261

Unlawful discrimination can come in two forms:

1. "Direct discrimination"- occurs when a person with an attribute is treated less favourably than other persons without that attribute in the same or similar circumstances. Examples include deciding not to promote an employee on the basis that she is pregnant or not offering training to an employee because they have an impairment.
2. "Indirect discrimination" – occurs where there is a requirement, condition or practice that has the effect of disadvantaging, or is likely to disadvantage, persons with that attribute, unless the condition or requirement is reasonable in the circumstances.

5.5. Response to Discriminatory Behaviour

Employees in management or supervisory roles who become aware of alleged unlawful discrimination are responsible for responding appropriately and in accordance with the relevant procedure. Where they are unable to manage the matter directly, they must refer it to their Manager, People and Culture or a member of the Executive.

Discriminatory behaviour must not be ignored or trivialised. All complaints must be treated seriously and responded to in accordance with the Raising and Managing Workplace Concerns Policy. Failure to meet responsibilities under this Policy may result in disciplinary action.

5.6. Promotion, Transfer and Training

Ruyton is committed to equitable and merit-based promotion, transfer, training and development practices.

Employees involved in recruitment, promotion, performance management, training or leadership decisions must ensure decisions are based on merit, capability, experience and operational requirements, and are free from unlawful discrimination.

Ruyton will provide appropriate training, supervision and guidance to employees in management and supervisory roles to support compliance with this Policy and applicable equal opportunity obligations.

Promotion, transfer and training practices may be periodically reviewed to support equitable access to opportunities and continuous improvement.

5.7. Responsibility for Diversity and Inclusion

Diversity and inclusion are shared responsibilities across all areas of the School.

All employees, contractors and volunteers are expected to contribute to a respectful, inclusive and safe workplace culture and to behave consistently with this Policy.

Leaders and Managers are responsible for modelling inclusive behaviour, addressing inappropriate conduct appropriately, and supporting equitable workplace practices.

5.8. Diversity in People Practices

Ruyton seeks to embed diversity and inclusion principles across all people practices, including recruitment, retention, performance management, development, succession planning and leadership opportunities.

The School recognises that a diverse workforce strengthens organisational capability, decision-making and community outcomes.

Recruitment and employment practices aim to support fair, objective and inclusive decision-making, with appointments based on merit, skills, experience and operational requirements.

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia **Tel** +61 3 9819 2422 ABN 86 004 162 261

6. Complaints Procedure

All concerns, complaints or reports relating to discrimination, harassment or exclusion will be managed in accordance with the Raising and Managing Workplace Concerns Policy.

Ruyton will respond to concerns raised under this Policy in a timely, fair and confidential manner, with appropriate regard to procedural fairness and the wellbeing of those involved.

Employees who believe they have experienced or witnessed conduct inconsistent with this Policy are encouraged to raise the matter promptly through the appropriate reporting channels.

7. Breach Consequences

Discrimination, harassment, vilification and victimisation will not be tolerated at Ruyton. Any substantiated breach of the Ruyton Diversity and Inclusion Policy will be dealt with seriously and may result in disciplinary action. Ruyton is committed to taking appropriate action where a complaint is raised and an investigation will follow in line with Ruyton complaint handling procedures.

8. Communication & Audience

The Policy applies to employees, contractors and volunteers, and is made available to the broader school community to support transparency.

The Policy is made available through:

- staff induction and training programs;
- internal policy systems;
- the School website;
- parent and community communication platforms; and
- leadership briefings.

Managers are responsible for ensuring team awareness and compliance.

Policy updates will be communicated through official School channels.

9. Review and Revision (Consultation)

This Policy will be reviewed every three years, or earlier in response to legislative changes, significant operational change, or emerging circumstances. When deemed necessary, this Policy will be updated through consultation with the wider School community.

10. Contact Information

For enquiries or assistance regarding this Policy, please contact the Executive Director – People and Culture or speak with your manager.

Executive Director – People and Culture
Ruyton Girls' School
Phone: 03 9819 2422
Email: HR@ruyton.vic.edu.au

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia **Tel** +61 3 9819 2422 ABN 86 004 162 261

11. Related Documents

11.1. Legislation

This Policy was prepared in consideration of the following legislation, standards and regulations and requirements they mandate:

- *Age Discrimination Act 2004* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Racial Discrimination Act 1975* (Cth)
- *Sex Discrimination Act 1984* (Cth)
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *Workplace Gender Equality Act 2012* (Cth)
- *Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021* (Cth)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)

11.2. Policies

The following policies, procedures and documents contribute to the context and understanding of this Policy:

- Community Concerns and Complaints Policy
- Employee Code of Conduct
- Gender Equality Policy
- Managing Conduct and Performance Policy
- Raising and Managing Workplace Concerns Policy
- Workplace Behaviour Policy

Ruyton Girls' School 12 Selbourne Road Kew, 3101, Victoria, Australia **Tel** +61 3 9819 2422 ABN 86 004 162 261