Ruyton Girls' School

Gender Equity Policy

Category: People & Culture

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Retention Period:	7 years from the date the Policy is superseded, withdrawn or replaced.

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1. Purpose

The purpose of this Policy is to ensure that Ruyton provides a workplace where all employees have equal access to opportunities, rewards and a safe, respectful professional environment, regardless of gender, gender identity, sexual orientation, family responsibilities or pregnancy.

This Policy outlines the principles and practices Ruyton has adopted to prevent, identify and address gender-based discrimination, sexual harassment and sex-based harassment in the workplace, and to promote fairness, work-life balance, a respectful workplace culture and employee empowerment.

Ruyton is committed to proactively identifying and eliminating gender-based discrimination, sexual harassment and hostile workplace environments before they occur. This commitment reflects our positive duty obligations under the *Equal Opportunity Act 2010* (Vic) and the *Sex Discrimination Act 1984* (Cth), as amended by the Respect@Work reforms.

This Policy is further informed by our obligations under the *Fair Work Act 2009* (Cth), including employee entitlements under the National Employment Standards in relation to parental leave, flexible work arrangements, carer's leave and family and domestic violence leave. Our approach to gender equity reporting and accountability is also shaped by the *Workplace Gender Equality Act 2012* (Cth) and the standards and guidance issued by the Workplace Gender Equality Agency (WGEA).

2. Scope

This Policy applies to anyone who is employed by or engaged to work at Ruyton. This includes all employees (permanent, fixed-term, full-time, part-time and casual), Board members, volunteers and third-party contractors.

This Policy sets out the processes and practices Ruyton applies to ensure equal treatment and opportunities regardless of gender, and to prevent gender-based discrimination, sexual harassment and sex-based harassment in the workplace.

While this Policy applies to workers, Ruyton's commitment to a safe and respectful workplace extends to protecting workers from gender-based discrimination and harassment by any person in the school environment, including students, parents, visitors and contractors. Gender equity commitments relating to students and the broader Ruyton community are addressed in separate policies, including the Diversity and Inclusion Policy.

3. Definitions

Terms	Definition
Gender equity	Fairness of treatment for all people, recognising that different individuals may require different considerations to achieve equal outcomes.
Gender equality	The state in which all people, regardless of gender, can enjoy the same rights, resources, opportunities and protections.
Sexual harassment	An unwelcome sexual advance, an unwelcome request for sexual favours, or any other unwelcome conduct of a sexual nature, in circumstances where a reasonable person would have anticipated the possibility of offence, humiliation or intimidation.
Sex-based harassment	Unwelcome conduct of a demeaning nature directed at a person by reason of their sex or a characteristic generally appertaining to or

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	imputed to their sex, in circumstances where a reasonable person would have anticipated the possibility of offence, humiliation or intimidation.
Positive duty	The legal obligation under section 15 of the *Equal Opportunity Act 2010* (Vic) and section 47C of the *Sex Discrimination Act 1984* (Cth) to take reasonable and proportionate measures to eliminate discrimination, sexual harassment, sex-based harassment and victimisation as far as possible.
Workplace Gender Equality Agency (WGEA)	The Commonwealth statutory agency responsible for promoting and improving gender equality in Australian workplaces under the *Workplace Gender Equality Act 2012* (Cth).

4. Responsibilities

Role	Responsibility
Board	Oversees the School's strategic approach to gender equity and associated organisational risks, including applicable gender equality targets.
Executive Team	Approves and implements this Policy and ensures appropriate systems and resources are in place.
People and Culture	Provides advice, implements this Policy, manages WGEA and related reporting obligations, supports policy awareness and compliance processes, and facilitates employee consultation.
Leaders and Managers	Apply equitable practices in hiring, pay and performance management, support flexible work arrangements, maintain safe and respectful teams, complete required training, and respond promptly to any issues that arise.
Employees, Contractors and Volunteers	Comply with this Policy, behave respectfully, complete required training, and report concerns.

5. Policy Statement

Ruyton is dedicated to fostering a culture that embraces gender equality at every stage of the employment cycle. This means a workplace where people of all genders are equally represented, valued, rewarded and safe, and where all employees have the same opportunities, rights and respect regardless of their gender.

To support this commitment, this Policy outlines the standards, responsibilities and actions that guide our approach to progressing gender equity in recruitment, remuneration, career development, governance, flexibility, care support, consultation, and the prevention of sexual harassment, sex-based harassment and discrimination.

Our commitment is also shaped by our statutory obligations under the *Workplace Gender Equality Act 2012* (Cth), the positive duty under the *Sex Discrimination Act 1984* (Cth) and the *Equal Opportunity Act 2010* (Vic), and the guidance issued by the Workplace Gender Equality Agency (WGEA). This ensures that Ruyton's gender equity practices reflect both the School's values and the national standards for accountability, transparency and continual improvement in gender equality.

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Ruyton's Gender Equity Policy is underpinned by the following principles:

- Equitable opportunity for all: We ensure equitable opportunities are available to all people regardless of their gender and maintain an organisational culture that actively supports gender equity.
- Systems that enable fairness: Our key organisational policies, systems and practices, including recruitment, remuneration, training, performance management and decision-making, are designed and reviewed to support gender equity and remove barriers to participation and progression.
- Family-friendly workplace: We promote a family-friendly workplace that supports employees of all genders to balance work with family and caring responsibilities.
- Safe and respectful environment: We are committed to a workplace free from sexual harassment, sex-based harassment and discrimination, consistent with our positive duty obligations.
- Continuous improvement: We regularly review our policies, procedures and strategy to ensure gender equity principles are maintained and strengthened over time.
- Transparency and accountability: We monitor, measure and report on gender equity outcomes, and hold leaders accountable for progress.

6. Procedures

To operationalise the principles and commitments outlined in this Policy, Ruyton implements the following processes and controls, structured around the Workplace Gender Equality Agency's six Gender Equality Indicators.

6.1. Gender composition (workforce and governing bodies)

Ruyton sets objectives to improve gender representation across our workforce and governance, with particular focus on roles historically filled by gender stereotypes and on senior leadership positions. To broaden participation, we will:

- Use gender-neutral language and inclusive imagery in all advertising and collateral.
- Ensure position descriptions reflect the genuine skills and capabilities required for the role, are reviewed to remove bias, and are widely accessible.
- Track applicant pool, shortlist and appointment data by gender and role type to identify and address gaps.

6.2. Equal remuneration

We commit to equal remuneration for work of equal or comparable value and to transparent, bias-resistant pay practices. Specifically:

- The majority of employees are paid under the Ruyton Agreement or the Educational Services (Schools) General Staff Award, which sets transparent salary scales for all covered employees regardless of gender.
- We ensure no gender bias occurs at any point in the remuneration review process, including starting salaries, allowances, bonuses and out-of-cycle adjustments.
- We conduct periodic pay equity analyses (base and total remuneration) and implement targeted remediation where gaps are identified.
- Pay equity outcomes are monitored through WGEA reporting and internal review processes.

6.3. Flexible work and support for parents and carers

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We promote a family-friendly workplace by providing and encouraging the equitable use of the following for all employees, regardless of gender:

- Equal parental leave opportunities and a supportive return-to-work pathway.
- The right to request flexible work arrangements (including hours, location, job-share, part-time at level), with decisions documented and objectively assessed.
- Access to carer's leave to support parental and carer's responsibilities, as provided under the *National Employment Standards of the Fair Work Act 2009* (Cth).
- Onsite childcare for three- and four-year-olds and after-school care, subject to availability and applicable eligibility rules.
- Parenting education sessions and access to resources that support carers at all stages.
- Induction and support for employees returning from parental leave, including re-entry planning, role clarity and access to development.

6.4. Consultation on gender equality

We consult employees on gender equality initiatives, policy updates and reporting outcomes, and encourage feedback through surveys, forums and reference groups.

6.5. Sexual harassment, sex-based harassment and discrimination

Ruyton does not tolerate sexual harassment, sex-based harassment or discrimination in any form. Consistent with our positive duty obligations, we take a proactive prevention approach, including:

- Clear reporting options, including confidential and, where practicable, anonymous channels.
- Anti-victimisation protections for anyone who reports or supports a complaint.
- Periodic sexual harassment risk assessments, including risks posed by third parties such as students, parents, visitors and contractors, with control measures monitored and reviewed.
- Regular training for all employees and targeted training for leaders.
- Recognition of the impact of family and domestic violence on our workforce, with appropriate support, safety planning and leave provided in line with policy and law (including the entitlement to 10 days paid family and domestic violence leave per year under the National Employment Standards).

6.6. Promotion, succession and development

We ensure advancement opportunities are equitable and transparent by:

- Keeping leadership positions open to all employees with the required skills and attributes, regardless of gender.
- Considering employees on long service leave or parental leave for leadership and development opportunities.
- Advertising leadership opportunities internally and making them easily accessible.
- Providing fair access to training and development, including targeted programs to increase representation of under-represented genders in leadership and in fields historically associated with gender stereotypes.

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6.7. Data review

Ruyton monitors recruitment, promotion, turnover, training participation, flexible work uptake, parental leave utilisation and pay equity metrics by gender to support internal review and WGEA reporting obligations.

7. Breach Consequences

Any breach of this Policy will be taken seriously and investigated in accordance with Ruyton's Raising and Managing Workplace Concerns Policy and the Managing Conduct and Performance Policy. Breaches may result in disciplinary action, up to and including termination of employment or engagement. Ruyton is committed to procedural fairness throughout any investigation and to protecting those who raise concerns from victimisation or adverse treatment.

8. Communication & Audience

Ruyton will consult with employees on this Policy and any material updates. Policy awareness and education activities may be provided on a role-appropriate basis for Leaders, Managers and People and Culture, with organisation-wide refreshers on equity and respectful behaviours provided as appropriate.

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

11. Related Documents

11.1. Legislation

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

- *Sex Discrimination Act 1984* (Cth)
- *Equal Opportunity Act 2010* (Vic)
- *Workplace Gender Equality Act 2012* (Cth)
- *Fair Work Act 2009* (Cth)
- *Occupational Health and Safety Act 2004* (Vic)

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11.2. Policies

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

- Diversity and Inclusion Policy
- Employee Code of Conduct
- Managing Conduct and Performance Policy
- Raising and Managing Workplace Concerns Policy
- Workplace Behaviour Policy

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