



# Access and Equity Policy

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## Introduction

The Australian Ski Patrol Association Inc (ASPA) is committed to providing and maintaining a learning and working environment that is free from discrimination and harassment. ASPA is committed to access and equity in education and employment.

## Policy

In order to encourage and actively promote a learning and working environment and in accordance with the Commonwealth *Affirmative Action (Equal Employment Opportunity for Women) Act 1986*, ASPA will:

1. Act to 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, HIV or AIDS status in relation to:
  - access to the educational, research and other facilities of ASPA;
  - the recruitment, advancement and conditions of employment of staff;
  - the daily routines of ASPA community;
2. Promote equal employment opportunity as an integral part of ASPA's policies and practices;
3. Review and evaluate the progress towards achievement of this equal employment opportunity policy;
4. Establish procedures for dealing with grievances covered by this policy;
5. Ensure all members, instructors, assessors and students are aware of this policy and the implications for them.



## Procedure

Students who feel they may have been subjected to discrimination or harassment by a member or representative of ASPA may follow the grievance handling procedures listed below.

Information about student grievance procedures and a list of ASPA Examiners is available from any ASPA official, including the ASPA executive committee, or the Vice-President Education.

## Grievance Handling Procedures

In the event that you have a grievance against a member or representative of ASPA based on discrimination or harassment the following procedures should be followed.

1. If it is an immediate problem whilst participating in a course, you should in the first instance contact the Instructor of the course. If this is not possible then contact a course Examiner or the Course Director. If for any reason these options are not available, you may then contact the Senior Vice President.
2. Contact information for the Senior Vice President is available from the Course Director and is also listed on the course information package.
3. Initially the grievance can take a verbal form however, as soon as is practical you should put your grievance in writing addressed to the Senior Vice President.
4. If the grievance is of a kind that does not need to be dealt with immediately, you should put your grievance in writing and forward to the Senior Vice President.
5. On receipt of a written grievance the Senior Vice President will undertake to investigate your complaint within a timeframe satisfactory to all parties.
6. Responsibility for the Grievance Handling Procedure rests with the Senior Vice President.