What You Need to Tell Your Staff
– In a Nutshell –

EQUITY AND DIVERSITY

Legislative/Policy Framework
Supervisory staff have an obligation under law and University policy to take all reasonable steps to prevent discrimination and harassment from happening in the workplace. The induction process is an important step in clarifying UNSW Equity and Diversity policies and in ensuring that employees are aware of the University's expectations of its employees in this area. **Equity and Diversity** is a compulsory component of the **Induction Checklist**.

As a minimum, this means…

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| **1. Unlawful discrimination or harassment** | What is unlawful discrimination or harassment  
Grounds of unlawful discrimination (gender, race etc)  
Rights and Responsibilities  
Liability – Personal |
| **2. UNSW expectations** | Appropriate behaviour/conduct  
UNSW policy and guidelines |
| **3. Register for training** | Online equity training is available  
Assist with registration & monitor |
| **4. Grievances** | How to report discrimination or harassment  
UNSW Grievance procedures  
Identify appropriate person to whom grievances should be reported  
Identify alternative person if first is unavailable or is the subject of the complaint |
| **5. Further Information** | Who to ask for more information  
Relevant Web addresses |

Where to go for more…

… Information: ➤ **Equity and Diversity Unit**  
(http://www.equity.unsw.edu.au)  
Phone (02) 9385 4734/6350  
➤ **Anti-Discrimination Board**  
Phone (02) 9268 5555

… Training: ➤ **Organisation and Staff Development Services**  
(http://www.hr.unsw.edu.au/osds)  
Phone (02) 9385 3111  
➤ **Equity and Diversity Unit**  
(http://www.equity.unsw.edu.au)  
Phone (02) 9385 4734/6350