

PROCEDURE 55: EQUAL EMPLOYMENT OPPORTUNITIES

Rationale

In accordance with the requirements under the State Sector Act 2020, this school supports the development and implementation of an equal employment opportunities programme. We are committed to the goal of freedom from discrimination and we recognise the need for an active approach to the achievement of equal opportunities in employment.

Purpose

The purpose of this policy statement, school procedure, is to ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without regard to irrelevant factors.

Guidelines

1. A designated staff or board member will be responsible for coordinating the development and implementation of the equal employment opportunities programme and may be contacted for further information about EEO matters in the school.
2. An employee database of the school workforce will be maintained to identify the employment patterns of men and women, Māori, Pasifika and other ethnic groups, and persons with disabilities.
3. When personnel policies and practices are developed or reviewed, they will include EEO principles. Personnel policies and practices include the areas of recruitment and selection, promotion and career development, staff training and development, and conditions of service.
4. Should an employee feel they have not been provided reasonable employee opportunities as provided within the framework of this procedure, they are expected, in the first instance, to raise the matter with the principal. The matter may also be addressed to the Presiding Member of the Board in the form of a letter of concern. Should the employee wish to take the matter further, then they need to address the issues/concerns through the Board's complaints policy.
5. Employees resigning from Whareorino School will be provided the opportunity to complete a Staff Exit Interview.

Conclusion

An EEO programme is a requirement in this school. By implementing the guidelines and working in co-operation with our employees, we will make equal employment opportunities a reality in our school.



C. Stevenson
PRINCIPAL

Dated: 17 March 2022