



PAPAKAIO SCHOOL



305 Equal Employment Opportunities Procedure

RATIONALE

The school holds the belief in social justice and the commitment to treat people fairly.

The school values the richness that diversity brings to a school and community by providing role models from different groups of people.

The school recognises that irrelevant factors such as gender, ethnicity or disability, sexual orientation, age, marital status and religious or political beliefs of staff should not influence, either the selection of staff or the opportunity for staff to contribute and succeed to the best of their abilities in their work.

GOAL

To be recognised by staff and the community as an Equal Employment Opportunity employer.

The school's EEO Programme will ensure that all groups of people have equal access to all aspects of employment, by identifying and removing all aspects of policy, procedure and other institutional barriers that cause or perpetuate any inequality. It is recognised that EEO will contribute to the spirit of partnership envisaged by the Treaty of Waitangi.

OBJECTIVES

1. To comply with the Human Rights Act 1993 at all times. The school must ensure its employment related policies and practices are fair to all groups and are consistent with the Human Rights Act 1993.
2. To focus on the skills required to do the job when appointing and promoting people.
3. To develop an environment where diverse staff are welcomed, valued, provided with development opportunities and supported, so they can contribute to their full potential
4. To ensure all staff treat one another with respect and behave in a professional manner.
5. To promote an environment where staff feel that they are both valued and fairly treated and in turn, find it easier to do the same for their students.

GUIDELINES

1. The Board of Trustees will appoint an EEO Co-ordinator from the Personnel Sub Committee, consisting of The Chairperson, The Principal and Board Member with Staff Liaison responsibility.
3. The EEO Co-ordinator is responsible for promoting the school's commitment to EEO, to ensure staff understand the principles of EEO and to facilitate progress toward being an EEO employer.
4. The EEO procedures will be designed to comply with the provisions of the Human Rights Act 1993 (available at <http://www.hrc.co.nz>) which guide the manner in which the school should act.

5. Schools should

- select people on merit, so they get the best person for the job
- be clear about what the job is so they can select, value and reward staff appropriately
- focus on the skills required to do the job when appointing and promoting people
- actively work to recruit from a diverse pool so they are confident of getting the best staff at all levels and in all areas
- develop environments where diverse staff are welcomed, valued, provided with development opportunities, and supported, so they can contribute to their full potential
- ensure their decision-making is logical, transparent and fair
- treat people equitably, not necessarily the same
- expect all employees to treat one another with respect and operate professionally
- work with employees to find solutions that work for the school and the people who work in it.

Reviewed June 2015