

# Rangiora High School Board of Trustees



## Equal Employment Opportunities Policy

### Rationale

The Rangiora High School Board is committed to the principles of equity and inclusion. Consistent with these principles, the BOT has made a commitment to an Equal Employment Policy which promotes equality of opportunity for staff regardless of age, disability, gender, marital status, race, ethnicity, religious belief, political opinion, employment status, family status or sexual orientation.

### Purpose

The purpose of this policy is to recognise the need to give practical effect to these responsibilities both as an employer and as an educational provider:

1. To ensure that all school policies and procedures incorporate EEO requirements.
2. To provide a non-discriminatory, culturally sensitive and safe working environment for all staff.
3. Ensure that all employees and job applicants are treated according to their skills, qualifications, abilities and aptitudes.
4. To encourage a diverse makeup of staff to reflect the school student community and provide a range of positive role models.
5. In order to ensure equity of access, RHS will ensure that
  - a. promotion is made on the basis of merit and
  - b. all staff have equal access and encouragement through professional development and learning opportunities to perform to their maximum potential.

### Scope

This policy applies to all staff and job applicants and volunteers at Rangiora High School.

### Guidelines

1. The programmes based on this policy will reflect both the content and the spirit of the RHS Charter
2. To commit to meeting responsibilities under the Te Tiriti o Waitangi (Treaty of Waitangi), the EEO Programme will contain objectives which show that we accept the principle of partnership
3. RHS EEO Coordinator is the Deputy Principal with responsibility for Student Success and Achievement. The EEO Coordinator has responsibility for:

- a. Maintaining the database to identify members of the EEO target groups and an employment profile of the school.
- b. Working with the BOT, Principal and staff to
  - i. Establish specific EEO objectives which identify the employment requirements of Māori; Pacific Islands people and other ethnic groups; Women and people with disabilities
  - ii. Positive action strategies will be implemented where these are identified as being appropriate to address the needs of EEO target groups.
  - iii. Reviewing practice, procedures and policies to incorporate requirements and the EEO objectives. Particularly in the areas of:
    1. Recruitment and selection
    2. Promotion and career development
    3. Professional development and Learning
- c. Systems used to monitor the Board of Trustees Equal Employment Opportunities Plan;
- d. Meeting regularly with EEO "target group" networks and being available to staff for advice
- e. Coordinating the development and implementation of the annual EEO programme
- f. Reporting the programme to the BOT. This report must include reference to:
  - i. The EEO plan, identifying the EEO Objectives set for the previous year. (Each objective containing a performance measure that will help assess achievement in meeting the objective).
  - ii. Major achievements
  - iii. Implementation difficulties (i.e. identify EEO objectives that have not been achieved, commenting on any barriers that may have hindered achievement).
  - iv. Conclusions (i.e. comment on any other EE)areas that need to be addressed in relation to :
    1. Recruitment and selection
    2. Promotion and career development
    3. Professional development and learning
    4. Working conditions
4. All staff members are responsible for reporting any discriminatory practices, work environment or conditions of employment that are inconsistent with EEO policy principles to the EEO coordinator or the Principal.
5. In making appointments the person best suited to the position shall be appointed. The Board shall have regard for the experience, qualifications, training, skills and abilities of the applicant and the needs of the school and any other requirements of the position as specified in the job description and person specification for that.

## **Related Policies**

Complaints Policy

Personnel Policy

Te Tiriti o Waitangi (Treaty of Waitangi) Policy

## **Related Documentation and Legislation**

[Equal Employment Opportunities - NZSTA](#)

[Equal Employment Opportunities in Schools - NZSTA](#)

Equal Pay Act 1972

Human Rights Act 1992

New Zealand Bill of Rights 1990

Rangiora High School Staff Handbook

State Sector Act 1988

<b>Date of Review</b>	2018
<b>Date of Next Review</b>	2020
<b>Signed by the Board Chair</b>	