



**Rationale:**

This policy supports the requirements of the State Sector Amendment Act 1989, the Human Rights Act 1993 and NAG 3.

**Purpose:**

The purpose of this policy 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.

**Scope:**

This policy applies to all staff and job applicants at the school.

**Guidelines:**

1. The school will develop and implement an EEO programme in consultation with employees, especially employees from the target groups of:
  - Maori
  - Ethnic or minority groups
  - Women
  - Persons with disabilities
2. The EEO committee will comprise two or more staff members. They will be responsible for co-ordinating the development and implementation of the annual EEO programme and reporting the programme to the Board.
3. The committee will maintain a database to identify members of the EEO target groups and an employment profile of the school.
4. All personnel policies and practices will be developed and reviewed by the committee to ensure they adhere to EEO principles. Areas to be considered are:
  - Recruitment and selection
  - Promotion and career development
  - Conditions of service
  - Staff professional development
  - Sexual harassment
  - Appraisal
  - Performance management

**References or Sources:**

1. National Administration Guideline 3
2. State Sector Act 1988, and amendments
3. Human Rights Act 1993, and amendments



**Review details:**

Version No	Action	Date
1	Drafted WIL	Jun 2001
1	Ratified by BoT	Feb 2002
2	Reviewed KIR, WAR	Feb 2005
2	Ratified by BoT	Feb 2005
3	Reviewed KIR, GIL, NEE	Mar 2008
3	Approved by SMT	Mar 2008
4	Ratified by BoT	Mar 2008
5	Reviewed J Hewitt, BoT	Mar 2011
5	Ratified by BoT	Aug 2011
6	Reviewed KIR/NEE	May 2013
6	Ratified by BoT	Jun 2013
7	Reviewed MOR,SMK	May 2016
7	Ratified by BoT	Jun 2016
Review cycle: <b>3 years</b>		<b>Due for Review: Jun 2019</b>

**Management Contact:**

EEO Committee