



WAIKATO DIOCESAN
School for Girls

Equal Employment Opportunities Policy

NAG 3 – Personnel Policy # 3.1

Rationale

The Board of Trustees and Proprietor's Board of the Waikato Diocesan School for Girls have a statutory responsibility to fully comply with the requirements of the Public Service Act 2020 (the Act) relating to providing fair opportunities for all employees and potential employees to gain employment at the school.

The Board treats employees fairly and properly in all aspects of their employment, as required by the Act, and complies with the conditions contained in employment contracts for teaching and non-teaching staff.

All Schools are required by the Act to:

- maintain and comply with the School's Equal Employment Opportunities Policy; and
- include in the annual report a summary of the year's compliance.

Policy Statement


It is the policy of this school that all employees and applicants for positions will be given fair and equitable treatment without regard to peripheral or irrelevant factors. This Equal Employment Opportunities Policy ensures that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without bias or discrimination.


In all appointments to positions at this school the Boards reserve the right to appoint the most suitable candidate.

Guidelines

1. The Board demonstrates commitment to equal opportunities in all aspects of employment including recruitment, training, promotion, conditions of service, and career development, ensuring that employment and personnel practices are fair and free of any bias.
2. The Board delegates the recruitment and appointment process to the Principal and Senior Leadership Team. The Board and delegates endeavour to appoint appropriately trained and qualified staff to all teaching and non-teaching positions, and to find the best person for the position, in terms of skills, experience, qualifications, and aptitude.
3. An EEO convenor will be appointed (People and Culture Manager).
4. An EEO programme will be developed and its implementation monitored by the Boards.
5. An employee database will be developed so that employment patterns with respect to gender, ethnicity, disability and age factors can be monitored.
6. All School policies, practices and procedures will be reviewed having due regard to EEO considerations.

7. The Boards will have systems in place to ensure the School has good and safe working conditions.
8. All vacancies to positions within the School will be advertised according to Collective Agreement provisions and appointments made to the specific needs of the role on a fair, equitable and transparent basis.
9. The Boards recognise the value of diversity in staffing and the employment requirements of diverse individuals/groups.

Adopted by BOT:  Signed (BOT Chairperson)
13 | 4 | 22 Date

Adopted by PB:  Signed (PB Chairperson)
4.5.22. Date

Reviewed: Nov 2021	Next review: Nov 2024
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