

**OUR LADY OF THE SACRED HEART SCHOOL****EQUAL EMPLOYMENT OPPORTUNITY POLICY****RATIONALE**

In accordance with the requirements under State Sector Amendment Act 1989, the Human Rights Act 1993 and National Administration Guideline 3, this school supports the development and implementation of an equal employment opportunities programme. The Board of Trustees acknowledges that an EEO programme is in keeping with the Catholic Character of the school.

The Board of Trustees and the School will aim to identify and eliminate any practices and conditions existing within the School which perpetuate inequalities of any person or group of people.

The Board of Trustees will ensure that good employment practices and procedures are maintained for our school.

**PURPOSE**

To ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes without regard to irrelevant details.

**GUIDELINES**

At all times the Board of Trustees recognises

1. The need to develop and implement an EEO programme in consultation with employees, especially employees from the target groups of Maori, ethnic or minority groups, women, and persons with disabilities.
2. The need for policies and practices to incorporate EEO requirements.
3. The need to identify and address discriminatory practices and policies.
4. The need to provide opportunities that enhance career opportunities of individual staff members.

**PROCEDURES**

1. All personnel policies and practices will adhere to EEO principles:
  - a. The appointment policy and procedures will ensure that there will be no discrimination in the areas of recruiting and selection, nor in promotion and career development.
  - b. The Principal, in consultation with staff, will implement staff appraisals in a positive and supportive way that leads to the development of the abilities of individual teachers, in keeping with the common good of the school.
  - c. The Board will adhere to guidelines for handling sexual harassment grievances.
2. The Board will appoint an EEO Officer who will:

- a. be responsible for co-ordinating the development and implementation of an EEO Programme.
- b. report annually to the Board of Trustees and report on the extent of compliance in the Boards Annual Report.

Refer:

*A Guide to Writing Your Equal Employment Opportunities Programme, MOE, Revised Nov 1997.*

*MOE Circular 1998/03*

*Website MOE follow pathway: NZ ed; School operations; EEO and EEO Planning Resource for Schools*

3. The Board will review and implement the EEO programme in consultation with staff members and each year will set EEO goals for that year.
4. A database will be established to identify members of the EEO target groups and an employment profile of the school.
5. The Board of Trustees will review Personnel policies and procedures over a one to three year cycle, as required, to ensure they are fair and free from bias.

**Next review:** June 2010

**Adopted as Policy 1 June 1992**  
**Reviewed August 1995**  
**Reviewed 18 March 1998**  
**Reviewed 16 May 2001**  
**Reviewed 18 August 2004**  
**Reviewed 15 June 2005**  
**Reviewed and amended 20 June 2007**  
**Reviewed and amended 13 April 2011**

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**CHAIRPERSON**

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**SECRETARY**