



EQUAL EMPLOYMENT OPPORTUNITIES & EQUITY PROCEDURE

RATIONALE:

The School has a commitment to uphold the special Seventh-day Adventist character of the school through employing teachers and staff who meet the ‘tagged’ criteria and agree to uphold the special Seventh-day Adventist character of the school. Within this context, the school also has a commitment to removing inequality from the workplace and programmes and will make continuing efforts towards being an Equal Employment Opportunities employer and provide equitable student learning programmes.

AIMS:

1. To develop and maintain procedures that do not disadvantage or compromise any employee on the basis of gender, age, religion, ethnicity, culture, social or family background, or sexual orientation.
2. To ensure that all school procedures incorporate Ministry EEO requirements and reflect a **commitment to the Treaty of Waitangi and its bi-cultural emphasis for both Maori and Non- Maori personnel.**
3. To identify and address discriminatory practices and procedures.
4. To provide opportunities that enhance the value and career opportunities of individual staff members.
5. To provide a non-discriminatory, culturally sensitive and safe working environment for all staff.

GUIDELINES:

Employment

1. The appointment procedure will ensure that there will be no discrimination in the areas of recruiting and selection, or in promotion and career development.
2. **The Board will ensure student safety measures, practices and procedures for staff recruitment reinforces the key importance of student safety and welfare.**

**Refer to: *NEW STAFF EMPLOYMENT SAFETY PROVISIONS Procedure 3.16*
*STAFF APPOINTMENTS Procedure 3.08***

The Board of Trustees as employer will endeavour to ensure that all employees maintain proper standards of integrity, conduct, and concern for the community’s interest.

3. The school will develop guidelines for handling sexual harassment grievances and discrimination on the basis of sexual preference.

4. The school will implement ongoing staff appraisals in a positive and supportive way that leads to the development of the abilities of individual teachers.
5. The Board of Trustees through the Principal will review all personnel procedures as and when required.
6. School Staffing will reflect the need for the provision of role models that support all sections of the community. The constitution of an appointments committee will endeavour to comprise an ethnic and gender representation.
7. The school organisation will reflect opportunities for both male and female staff to be seen in roles of authority and leadership where possible and practicable.

School Programmes

1. The school will move to eliminate sexist and racist instructional material and institute a purchasing programme that ensures replacement and suitable alternatives. Teachers will endeavour to draw student's attention to any sexism and / or racism.
1. The school will organise to meet the specific needs of identified groups by provision of programmes tailored to their particular needs, such as English as a Second Language, Gifted Children, Special Needs, Reading Support, Counselling etc.
1. Periodically the school will undertake an analysis of educational outcomes for all students to make available data that can be used to identify any inequity.

Review Responsibility: *Chairperson, Deputy Chair, Principal, DP & Staff Rep.*

Date Confirmed: 8 March 2021

Principal: