



## Operational Policies

### 3.03

#### Equal Employment Opportunity

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**Classification:** Human Resources

**Date:** March 2021

**Applies to:** All Employees

**Review Date:** March 2024

**Approved by:** General Manager

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#### **Purpose:**

- To ensure employment and recruitment decisions are based on real business needs, without regard to non-relevant criteria or distinctions, and that all decisions relating to employment issues are based on merit. To ensure that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

#### **References:**

- Kindergarten Teachers Collective Agreement
- Education Act 1989
- Employment Relations Act 2000
- Human Rights Act 1993
- Staff Code of Conduct
- State Sector Act 1988
- Te Tiriti o Waitangi

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as ‘The Association’
  - Head Teachers and Centre Managers- are referred to as Service Leaders
  - Professional Practice Leaders – PPL
  - Provisionally Certificated Teacher – PCT
  - Subject to Confirmation - STC
  - Kindergartens and Early Learning Centres - are referred to as services
  - Kindergarten Teachers Collective Agreement – KTCA
  - Equal Employment Opportunities (EEO) covers a range of activities concerned with identifying and eliminating discriminatory practices. An effective EEO policy will create an environment which encourages and supports the full participation of staff and attract and retain a diverse staff.
  - An EEO programme as a strategy for change is a planned programme that sets out a series of steps and actions to identify and remove any discrimination that may occur in employment and then, through effective monitoring, ensures that no discriminatory practices recur.
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## Policy

The Association supports the development of an EEO programme, is committed to the goal of freedom from discrimination and recognises the need for an active approach to the achievement of equal opportunities in employment.

An EEO programme will be developed and maintained in consultation with employees and will give particular consideration to employees from recognised EEO target groups.

## Procedures

The Association is committed to attracting high quality teachers, management personnel and other employees throughout the organisation.

The Association is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others. Consistent with this, the Association will not condone and regards as unfair, all forms of unlawful discrimination or vilification including, but not limited to, that which relates to:

- gender
- marital status
- religious belief
- ethical belief
- colour
- race
- ethnic or national origins
- disability
- age
- political opinion
- employment status
- family status
- sexual orientation

In all cases performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.



# Kaitiaki Kindergartens

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In relation to all positions, in the case of two or more applicants being equal in terms of ability and complementary to the team, the successful candidate will be chosen in accordance with the Equal Opportunity Act.

The Association is committed to delivering an education programme that honours the Treaty of Waitangi and reflects bi-culturalism in Early Childhood Education. The Association would view the employment of teachers with strength in bi-cultural education as an advantage.

Signed:

General Manager

Date:

29/7/21

**Endorsed by**

Signed:

President of the Board

Date:

29/7/21