



## **EQUAL EMPLOYMENT OPPORTUNITIES GUIDELINES**

The Board of Trustees is committed to working towards equality of opportunity for all of its employees.

### **GUIDELINES**

1. Employment opportunities are provided free from discrimination.
2. Equality of opportunity means that the school views the diverse origins and backgrounds of its employees positively; and that it seeks to become as varied an employment community as it can. In recognising that everyone is different, equal value is given to the unique contribution that all employees' skills, knowledge and experience enable them to make. In all employment relationships entered into by the school, it will seek to ensure that people are treated equitably, regardless of age (subject to statutory retirement requirements), disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation, personal circumstances, political affiliation or trade union membership.
3. Winton Primary School is committed to recruiting the most suitable staff for any position and seeks to enable all employees to achieve their full potential by creating an effective learning environment for all students, characterised by dignity and mutual respect.
4. The Board delegates full responsibility to the Principal for all matters relating to the management of staff in the expectation that they will be recruited and managed in a sound, fair, and respectful manner.
5. Appropriate staff development shall be provided to facilitate an awareness of issues and the sharing of successful practices conducive to the promotion of equality of opportunity.
6. This policy statement is intended to meet requirements enacted under the State Sector Act 1988, the Health, Safety and Employment Act 1992, the Human Rights Act 1993, the Privacy Act 1993, and the Employment Relations Act 2000.
7. The Principal is to:
  - a. ensure that employees or prospective employees are not discriminated against, except under prescribed laws and or directives from the Ministry of Education.
  - b. ensure all employees know of their rights to personal dignity and safety.
  - c. ensure all employees have access to an approved and fair internal grievance process.
  - d. provide for all staff a contract, either individual or collective.
  - e. carry out annual performance appraisal for all employees.
  - f. meet current employment legislation.
  - g. take reasonable steps to protect staff from unsafe or unhealthy working conditions or practices.

- h. provide Protected Disclosure protection.
- i. provide regular assurances to the Board of the working of this policy.

Reviewed: August 2017

Next Review: August 2020