



Whakatane Intermediate School Board of Trustees Equal Employment Opportunities (EEO) Policy

Attachments: (1) EEO Coordinator's Function (2) EEO Profile (3) EEO Programme & Report

Purpose

The purpose of this policy is to ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without bias or discrimination.

Objectives

- 1 The board shows commitment to equal opportunities in all aspects of employment including recruitment, training, promotion and conditions of service.
- 2 The board recognises the value to the school of attracting people of diverse backgrounds and talents.
- 3 The board works actively to ensure that employment and personnel practices are fair and free of any bias according to gender, race, background or disability.
- 4 In making appointments, the board selects the person most suited to the position in terms of skills, experience, qualifications and aptitude, and on the basis of performance (past, present and potential), and a willingness to accept greater responsibility.
- 5 The board strives to maintain a working environment free of discrimination and harassment on the basis of race, colour, ethnic or national origin, gender, religion, marital status, family responsibilities, sexual orientation, people with disabilities or age, or any other area that is outlined in the Human Rights Act 1993.
- 6 Each year the board meets its statutory obligation by preparing and following an equal employment opportunities programme, and reporting on the programme to the Education Review Office.

Effectiveness Self-Review

- 1 This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- 2 The review will be conducted in the form of a **board and staff** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

March 12, 2017 version adopted

.....
Chairperson

.....
Principal

.....
Date



Whakatane Intermediate School

EEO COORDINATOR'S FUNCTION

The EEO coordinator is appointed by the board as part of its Equal Employment Opportunities Programme.

FUNCTIONS:

1. To be conversant with the board's policy and annual programme.
2. To keep a watching brief on the board's policy, programme and practices, and to make recommendations to the board/principal whenever actions are considered appropriate.
3. To be a 'clearing house' for all EEO communications received by the school, and to keep the board and staff informed of matters requiring attention.
4. To keep the school's EEO Profile up to date.



Whakatane Intermediate School Board of Trustees

EEO PROFILE

THIS PROFILE IS UPDATED WHENEVER THERE IS A CHANGE OF STAFF

July to June 19 to 19

		J	A	S	O	N	D	J	F	M	A	M	J
1 Number of Staff	Full-time Permanent Part-time Permanent Full-time Non-Permanent Part-time Non-Permanent												
2 Gender	Males Females												
3 Ethnicity	NZ European Maori Other (Specify) Unknown												
4 Disability	(Specify)												
6 Staff Structure (Gender)	Principal Teachers Clerical Custodial												
7 Appointments													
8 Resignations													

Interpretation

Whakatane Intermediate School Board of Trustees

**EQUAL EMPLOYMENT OPPORTUNITIES
PROGRAMME & OUTCOMES REPORT
- year -**

The State Sector Act requires the Board to prepare, publish, adhere to, and report on an annual programme of Equal Employment Opportunities. This programme is prepared in accordance with the Board's EEO policy. The Board is required to submit its programme by the end of June each year to ERO.

The *Objectives* state actions the board will follow. The *Outcomes* are review statements which form the board's reporting requirement.

OBJECTIVES

2001 OUTCOMES

<p>1. POLICY Prepare a policy on EEO in consultation with staff and the community. <i>Complete by:</i></p>	<p>EEO was adopted by the Board on:</p>
<p>2. POLICY REVIEW Review the EEO policy according to the board's triennial programme of self-reviews. <i>Review during (month)</i></p>	<p>The policy was reviewed on: Review actions:</p>
<p>3. EEO CO-ORDINATOR Designate one person (staff or board) to act as the school's EEO co-ordinator. <i>Designate by:</i></p>	<p>.....(name) was appointed EEO co-ordinator on:</p>
<p>4. EEO CO-ORDINATOR'S ROLE In consultation with the EEO co-ordinator, establish a list of co-ordinator functions. <i>Complete by:</i></p>	<p>Co-ordinator's list of functions established on:</p>
<p>5. SCHOOL EEO PROFILE Establish and maintain an ongoing EEO profile for the school. <i>Establish by:</i></p>	<p>EEO profile established on:</p>
<p>6. STAFF APPOINTMENTS Establish procedures for fill staff vacancies: advertising, applications, job descriptions, interviews, selection. <i>Complete by:</i></p>	<p>An appointments procedure was ratified by the Board on:</p>
<p>7. BARRIERS Identify any barriers to the achievement of the board's EEO policy, and take necessary steps to address any such barriers. <i>Complete by:</i></p>	<p>Barriers identified and actions decided were:</p>

Reported Completed on:

Signed Designation.....

