

	Policy
	Policy Category: GOVERNANCE
	Date Created: November 2016
	Policy Name: Good Employer Policy incl. EEO

Policy and Recommended Procedure

Staff Recruitment (and EEO)

Management and staff will ensure that by any act or omission (in advertising or communication or decision) they will not discriminate against or give preference to any person, or have bias, on the basis of ethnicity, gender (or sexual orientation), marital status, religion, age or any reason referred to as unlawful in the Human Rights Act.

Application forms will not include a requirement for information on an applicant's age (unless to verify they are over 17), marital status, ethnicity etc. unless it is collected for a lawful purpose.

Notwithstanding this policy, management may take account of a person's ability to communicate in English and their unfamiliarity with NZ customs and educational systems (as a disadvantage) and balance this against the value to the children of having positive exposure to different languages and cultures and people and of the staff and management having exposure to new and different ideas and practices.

The employer may give preference to persons without disability provided that that disability would likely detrimentally affect the ability of that person to carry out the tasks to the standard normally expected of the role which will include following directions, mobility, speed of completion of tasks and safety issues.

The employer is obliged by law to exclude any person who is not in good health or is suffering from an infectious disease or any disease or condition that is capable of being passed on to children and if passed on, is likely to have a detrimental effect on them. This exclusion extends to any person who is likely (despite clear prohibition) to smoke on the premises or to attend work after using or being affected by alcohol or any other substance that has a detrimental effect on the person's functioning or behaviour.

The primary principle of employment/selection decisions will be to find and appoint the best person for the job.

Given that a selection of the best applicants are relatively equal in all aspects of their qualifications, experience and other desirable attributes deemed important by the employer, then the person(s) responsible for recruitment (provided it not otherwise unlawful under the Human Rights Act) may consider other individual attributes which will benefit the Centre including such attributes as may improve the diversity of the staff team.

Disclosure: Management will ensure that applicants (who are considered for employment) are provided with information about the role, terms and conditions, the performance requirements, the lines of responsibilities and significant issues at the Centre and policies and plans they may be responsible for.

Staff Relations & Management

Management and staff will ensure that by any act or omission (in any staff directives, treatment, communication, policies or decisions) they will not discriminate against, give preference to, or harass any person on the basis of ethnicity, gender (or sexual orientation), marital status, religion, age or any reason referred to as unlawful in the Human Rights Act.

Management will, in any staff relations; in terms of directives, policies, role allocation; attempt to ensure proper and productive

operation of the service but will also;

attempt to increase or maintain staff satisfaction with their environment, resources, role and their team.

attempt to ensure that staff do not feel disadvantaged by virtue of their race, age or individual differences and do feel their individual differences are respected and valued.

attempt to ensure that there are no internal barriers or biases that will prevent delegation to, advancement of, development of any staff member which are based on any individual differences (and which is prohibited by the HR Act).

Complaints: Any staff member (or applicant for employment) may refer a complaint to the employer on any matter related to their employment or staff relations. Such complaints should be in writing, dated and identify the complainant. The Manager or Licensee (or other person defined as the employer) or person authorized by them will, within a reasonable period, consider the complaint and investigate the issues raised and give consideration to any remedy suggested by the complainant or that may be appropriate. Any decision will be communicated to the complainant.

The Centre management may, at their discretion, appoint a person to review the application of this policy and to ensure that these policies and other principles of Equal Employment Opportunities (EEO) and of being a good employer are applied to the benefit of the Centre and the individual staff employed (or who apply). The EEO Officer will actively consider these matters and refer any issues to the Manager.

An EEO Officer, if appointed, is named here.

Authorised:	Grow
Date:	Term 3 2024
Review Date:	Term 1 2026
Consultation Undertaken:	ECC, Staff Hui, Website, Grow