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**Ratified by B.O.T.**    **Date: 27 July 2020**

**Review Date: 27 July 2023**

**Signed Chairman:**

**POLICY TITLE:    Equal Employment Opportunities**

**POLICY NUMBER:            24**

**NAG:                    3**

**PURPOSE:**

Lake Taupo Christian School is committed to non discriminatory employment policies and to actively promote and encourage equal employment opportunities in accordance with the following Biblical Basis, the Statement of Special Character from the Schools Integration Agreement and legal obligations.

**Biblical Basis**

It is to be remembered that the Bible says:

“And God created man in his own image, in the image of God he created him male and female he created them “.Genesis 1.27

“In Christ’s family there can be no division between Jew and non-Jew, slave and free, male and female, among us we are all equal that is to say we are in a common relationship with Jesus Christ: Galatians 3:28 - The Message translation

**Statement of Special Character**

The School’s Statement of Special Character is as set out in clause 18 of the Integration Deed of Agreement.

**Legislation**

The current legislation that relates to Equal Employment Opportunity policy and practices are as follows:

National Administration Guidelines

1.     Ministry of Education is responsible for monitoring Equal Employment Opportunity policies and programmes in schools (State Sector Act (SSA)).
2.     Every employer shall publish an annual Equal Employment Opportunity Programme and shall ensure compliance with the programme (SSA S77D(2)).
4.     It is unlawful to discriminate on the grounds of colour, race, ethnic or national origins, or associations with other persons (Race Relations Act 1971).

## **GUIDELINES / OBJECTIVES:**

Lake Taupo Christian School is committed to equitable employment through the following objectives:

- (a) ensuring that all employees are fairly treated during their employment regardless of their colour, race, ethnic origins, gender or marital status.
- (b) ensuring the impartial selection of suitably qualified persons for appointment.
- (c) will take all reasonable steps to remove obstacles which may impact on the:
  - aims and aspirations of Māori people;
  - employment needs of the Māori people;
  - need for the greater involvement of the Māori people in the education service.
- (d) will take all reasonable steps to remove obstacles which may impact on the:
  - aims, aspirations and employment needs of women;
  - aims, aspirations and employment needs of people with disabilities;
  - aims, aspirations, employment needs and cultural differences of ethnic or minority groups.
- (e) will provide opportunities for the enhancement of the abilities of individual employees.
- (f) ensuring that no employee is subjected to sexual harassment in the workplace by an employee or any other person who is associated with the school.
- (g) continuing to provide equitable terms of employment, conditions of work and opportunities for training and promotion.
- (h) ensuring that the same opportunities are available for employees who have similar qualifications, experiences and skills and are in similar circumstances.

## **Equal Employment Opportunities Responsibilities**

The following objectives define the responsibilities for management of this policy;

- (a) The Board of Trustees and employers recognise that the Equal Employment Opportunities is a responsibility of all.
- (b) The Board may appoint one of its members as the Equal Employment Opportunities Co-ordinator and he/she has the responsibility of:

Being available for providing information about the Equal Employment Opportunities matters in the school.

Regularly communicating the policy (including the principles and Biblical basis) to the Board of Trustee and staff.

The role of this position is to provide a means of communication between target groups and the board. The EEO Coordinator will be involved in the surveying of staff, particularly from target groups, to ensure their concerns are addressed in the practices of the school. The EEO Coordinator will also report back to target groups. The EEO coordinator will work alongside the Staff Rep and Principal to review policy to ensure that target groups are given equal opportunity in school procedures.

Most of the position will involve liaison and consultation with target groups, and there will not be a burden of time to write policy, compile data etc. Given the size of the school it is envisaged that the Staff Rep will carry out many of these related tasks. However, this is an opportunity for any interested person to participate in the consultation process and overview of the EEO program of the school.

### **Equal Employment Opportunities Formal Plan and Review**

The Equal Employment Opportunities Co-ordinator, may review the schools EEO and report to the Board of Trustee's success in achieving this policy by:

- (a) Collecting Equal Employment opportunities data and reviewing it (eg. who is promoted, who attends courses, comparison of salaries, etc)
- (b) Writing an Annual Report for the Board of Trustees.