

Equal Employment Opportunities

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1 Introduction

1.1 Purpose

To ensure that Ara employees and applicants for positions at Ara are treated equitably, irrespective of gender, ethnicity, sexual orientation, disability or other grounds given protection by human rights legislation.

1.2 Scope and Application

This policy applies to all aspects of employment, including policies, procedures, and practices relating to recruitment, job performance, workload, progression, promotion, complaints and harassment.

1.3 Formal Delegations

Directors and HR staff according to the HR Delegations Schedule.

1.4 Definitions

Discrimination: means basing workplace decisions or actions on issues which don't relate to the job, such as someone's personal characteristics, background or beliefs. Discrimination can be direct or indirect.

Equal Employment Opportunities (EEO): means ensuring that all job-seekers are considered for the employment of their choice and that they have the chance to perform to their full potential. EEO is about creating a versatile workplace that enables people to be productive and effective at work. It is based on fairness, merit, cost-effectiveness, active employee involvement and good business planning. EEO is about:

- ensuring employers get the best person or team for the job
- removing barriers so all employees have the chance to perform to their best
- maximising the potential of New Zealand's diverse population
- valuing people and respecting their abilities, backgrounds and talent

Harassment: Harassment is any unwelcome comment, conduct or gesture which is insulting, intimidating, humiliating, malicious, degrading or offensive, and is either repeated or an isolated incident which is so significant that it adversely affects someone's performance, contribution or work environment.

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<p>Related Ara Procedures</p> <ul style="list-style-type: none"> • EEO Development Programme (held by HR Division) 	<p>Related Ara Policies</p> <ul style="list-style-type: none"> • CPP203 Workload • CPP207 Planned Retirement • CPP209 Harassment Prevention • CPP214 Human Resources Management • CPP211 Ara Code of Professional Practice • CPP212 Annual Appraisal
<p>Related Legislation or Other Documentation</p> <ul style="list-style-type: none"> • State Sector Act 1988 • Education Act 1989 • Human Rights Act 1993 • Ara Annual Reports • ERA 	<p>Good Practice Guidelines (HR website)</p> <ul style="list-style-type: none"> • Flexible Work Arrangements • Supporting Staff with Disabilities • Employment of Staff via Subsidised Work Programme • Recruitment, Selection and Appointment
<p>References</p> <ul style="list-style-type: none"> • 	
<p>Notes</p> <p>Various separate policies have been developed since the early 1980s, covering areas such as equal opportunities for women, for Maori and for people with disabilities. This policy replaced them in 1998.</p>	

2 Principles

- 2.1 Equal Employment Opportunities (EEO) is a philosophy embedded into all policies, systems and practices of Ara.
- 2.2 It is assumed that the community and family responsibilities of individual Ara staff will vary widely. Reasonable consideration will be given to these differing circumstances where necessary.
- 2.3 The Institute respects every person's right to define their own next of kin and type of household; special and discretionary leave provisions will reflect this.

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3 Associated procedures for Ara Corporate Policy on: Equal Employment Opportunities

Contents:	3.1	Prohibited grounds of discrimination
	3.2	Human Resources Procedures
	3.3	The EEO Development Programme

3.1 Prohibited grounds of discrimination

The Human Rights Act, 1993, Section 21 specifies the following prohibited grounds of discrimination:

- a Sex, including pregnancy, childbirth and sexual harassment.
- b Marital status, meaning single, married, joined in a civil union, separated, divorced, widowed or de facto.
- c Race and colour.
- d Religious or ethical belief.
- e Ethnic and national origins, including nationality and citizenship.
- f Age, meaning any age from 16 years on.
- g Disability, including: physical disability or impairment; physical illness; psychiatric illness; intellectual or psychological disability or impairment; the presence in the body of organisms causing illness; any other loss or abnormality of structure or function; reliance on a guide dog, wheelchair or other remedial means.
- h Political opinion, including not having a political opinion.
- i Employment status, meaning being unemployed or a beneficiary or receiving ACC.
- j Family status, including having or not having responsibility for children or other dependents, being married, joined in a civil union or living with a particular person, or being a relative or a dependant of a particular person or a member of a person's household.
- k Sexual orientation, meaning heterosexual, homosexual, lesbian or bisexual orientation.

3.2 Human Resources Procedures

All procedures developed by Human Resources incorporate the principles of this policy. Further details specific to activities e.g. recruitment are included in the Human Resources Management Policy and other policies and procedures. Additional information and resources are available on the Infoweb.

3.3 The EEO Development Programme

- a Human Resources, under the direction of the Human Resources Manager and Director Corporate Services, produces an EEO programme, with objectives for each year, for endorsement by Te Kāhui Manukura.
- b The EEO programme is results-orientated.

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- c Ensuring that achievable EEO objectives are set for each year is the responsibility of the Te Kāhui Manukura.
- d Ensuring that the plan is actioned is the responsibility of the Director Corporate Services.
- e Human Resources will continually monitor all employment/HR procedures and processes to ensure they are consistent with the EEO programme.
- f Achievement or otherwise of the objectives of the EEO plan is reported in the Ara Annual Report.

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