



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Equal Employment Opportunities**

Marist Catholic School acknowledge that, in line with Catholic teaching, all people should be treated with fairness and justice in the context of their employment. Catholic social teaching fits well with the legal requirement that the Board of Trustees abide by the 'good employer' principle and be committed to applying equal employment opportunity principles when recruiting staff and when supporting staff in their work. It is recognised that EEO principles will contribute to the spirit of partnership envisaged by the Treaty of Waitangi.

### **Purposes**

- To ensure equal access, consideration and equal encouragement in the areas of recruitment, selection, promotion, and conditions of employment and career development
- To develop an environment where diverse staff are welcomed, valued, provided with development opportunities and supported, so they can contribute to their full potential

### **Guidelines**

- All school policies and procedures will incorporate EEO principles
- The Principal and the Board Chairperson are identified as having particular responsibility for monitoring EEO procedures
- Opportunities will be given for the enhancement of the abilities of individual employees
- The Board of Trustees and all staff members will aim to identify and eliminate any aspect of policies or procedures, and other conditions existing within the school, that might cause or perpetuate inequalities of any person or group of people
- The Board of Trustees and all staff members will recognise the aims and aspirations of Māori, the employment requirements of Māori and the need for greater involvement of Māori in the education service
- The Board of Trustees and all staff members will recognise the aims and aspirations, and the cultural differences, of ethnic or minority groups
- The Board of Trustees and all staff members will recognise the employment requirements of women and of persons with disabilities

## Equal Employment Programme Procedure

OBJECTIVES	RESPONSIBILITY	TIME FRAME	ACTION
Review EEO Procedure	Personnel Committee	Annually	Report to Personnel Committee
Review all personnel policies with consideration for EEO principles	Personnel Committee	Annually	Report to Board of Trustees
Collect data on any appointments made	Principal	As required	Table at Board meeting following appointment
Staff Questionnaire. Ensure that the questionnaire to staff ascertains whether there are any EEO concerns, particularly with regard to conditions of service	The Personnel Committee	Biennially	Report results to Board of Trustees

### Roles and Responsibilities of Personnel Committee

1. Report annually to the board.
2. Be aware of EEO trends.
3. Ensure reports are presented to the board on appointments.
4. Be available to staff should the need arise