# ST FRANCIS XAVIER CATHOLIC SCHOOL
# EQUAL EMPLOYMENT OPPORTUNITIES POLICY

**BACKGROUND**

The Board is required by section 77A of the State Sector Act 1988 and NAG 3, to ensure the fair and proper treatment of employees in all aspects of their employment and to provide for:

- good and safe working conditions
- an equal employment opportunities (EEO) programme
- the impartial selection of suitably qualified candidates for appointment
- recognition of the aims and aspirations of Maori people, their employment requirements, and the need for greater involvement of Maori people in the education service
- opportunities for enhancing the abilities of individual employees
- recognition of the aims, aspirations, employment requirements, and cultural differences of ethnic or minority groups
- recognition of the employment requirements of women; and recognition of the employment requirements of disabled people.

**PURPOSE**

1. To appoint to all positions on the basis of merit, that is, experience and personal qualities as well as qualifications, while applying the terms of the Private Schools Conditional Integration Act 1975.

2. To identify and eliminate any practices which may place any person or group at a disadvantage in terms of employment selection and career opportunities.

3. To apply the principles of Catholic Social Justice teaching in being a good employer and to meet the needs of staff.

**GUIDELINES**

1. An EEO convener will be appointed (this may be the Principal) to implement a programme to ensure effective EEO practice within the school.

2. As part of the programme, an employee record will be maintained so that employment patterns with regard to gender, ethnicity, disability and age factors can be monitored.

3. The best person for an employment position on the basis of the person specification will be appointed or the position or it will be re-advertised.

4. The school will endeavour to ensure there are no physical barriers to appointment for people with disabilities.

5. Any review of school policies, practices and procedures will give due regard to EEO considerations.

*Approved by:* *K Weir*
*Chairperson*

*Date Reviewed:* *Term 3, 2017*

*To be Reviewed:* *Term 3, 2020*