

## **4:9 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Created: July 2015 Reviewed: July 2018

### **OBJECTIVE**

To ensure that all employees and applicants are treated according to their skills, qualifications and abilities.

Let's Grow recognises the need to proactively identify and eliminate practices, policies and procedures (or any institutional barriers) which may cause or perpetuate inequality on the following grounds: sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

### **POLICY**

Let's Grow will endeavor to include EEO principles into everyday staff and management practices by:

- Integrating EEO principles into the strategic and business planning process, ensuring that EEO is not a stand-alone practice
- Developing an environment where staff diversity is welcomed and valued.
- Providing an environment where staff treat each other with respect and operate professionally.
- Developing Māori and Pacific staff in accordance with the Māori and Pacific People strategies.
- Working to remove the barriers to participation faced by people with disabilities as set out in the New Zealand Disability Strategy.
- Encouraging a diverse range of employees to work in Let's Grow.
- Identifying and eliminating discriminatory practices based on sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.
- Proactively seeking to reflect the ethnicity of the community in employees of Let's Grow.

This will be achieved by:

- Ensuring all policies and practices comply with the EEO policy.
- Implementing family-friendly practices in the workplace
- Providing equal opportunities for all staff.
- Ensuring EEO principles and activities are reflected in recruitment processes, job descriptions, employment agreements and performance agreements and the induction process for new staff.
- Promoting and respecting diversity and openness among staff.
- Creating an environment, which is free from harassment for staff, clients, stakeholders and visitors.
- Providing development opportunities and support to staff, so they can contribute to their full potential and draw from their range of knowledge and experience.
- Removing potential barriers for staff to both access training and development opportunities and to assist them to reach their full potential.
- Working with staff to find solutions that work for them and the centre eg. networks, Marae visits.
- Continuing to develop programmes, for example, Cultural Awareness programmes that encourage the breakdown of traditional stereotypes and assist staff in their employment with Let's Grow.

