



# EQUAL EMPLOYMENT OPPORTUNITIES – 3.05

**Rationale:** To develop an environment free from discrimination where staff feel emotionally and physically safe and teaching and learning is optimised. All staff will feel encouraged to take on responsibility and develop their career.

**Principles:**

*What are essential parts of good Equal Employment Opportunities?*

- Equality in recruitment, selection or in-career development-
- Clear Communication

**Key Indicators:**

*What would we expect to see if the principles identified are being implemented?*

- Happy, engaged staff
- Informed staff and managers
- Equal rights and opportunities for all staff
- Awareness of policy and procedure relating to EEO
- Evidence of EEO practice throughout relevant policy and procedure.

**Guidelines:**

*Clear expectations for the employment and development of staff.*

**Commitment:**

Ensure all requirements of the State Sector Amendment Act 1989 are adhered to.

BOT members and Managers need to ensure all staff are aware the school has an EEO statement and a BOT member responsible for its implementation and monitoring.

Staff should also be made aware of other relevant policy and procedures under NAG 5 'Health and Safety'.

**Integration into EEO policy and process:**

When employing new staff, school managers should attempt to consult any staff that will be impacted by that appointment.

Communication of qualities desired and the non biased nature of the appointment should be made clear to all staff.

Training should be provided and guidance given for all those involved in the appointment process to ensure there is no bias.

Responsibilities about the school should be delegated on the basis of interest, experience and equality in accordance with EEO guidelines.

Praise and reward to motivate staff for taking on responsibilities should be given where possible.

Managers are to promote career pathways and mentoring for all staff through the appraisal process.

**Culture that welcomes and values diverse staff:**

The school will attempt to meet the needs of staff in being flexible where family needs are concerned.

An effort should be made by management to ensure support staff are part of the whole team and feel comfortable being part of the social setting.



All EEO information will be treated confidentially and the Privacy Act will be adhered to.

**Identify needs and monitoring progress:**

The use of entrance interviews and formal induction programmes for staff and BOT representatives should be implemented with all new members.

Any members leaving our school community should be offered exit interviews.

Climate surveys could be used in a regular or planned manner to monitor EEO implementation.

Adopted by the Board of Trustees .....

Chairperson .....

Date .....

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