



# PELORUS COMMUNITY PRESCHOOL

## Equal Employment Opportunity Policy

**Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47**

**Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7**

### **Rationale**

The Board of Pelorus Community Preschool support the development of an equal employment opportunities programme to create an environment that encourages and supports the full participation of all staff

Our preschool is committed to the goal of freedom from discrimination (free of sexual and racial harassment and actively promote the use of non-sexist and non-racial language) and recognise the need for an active approach to attract and retain a diverse staff. This is consistent with our commitment to Te Tiriti o Waitangi.

The purpose of this policy statement is to ensure that all employees and applicants are treated according to their skills, qualifications and abilities on an equal basis.

### **Objectives**

To identify and eliminate discriminatory practices:

- The opportunity to raise any employment concerns will be provided for at staff meetings.
- Staff will be invited to complete an annual EEO questionnaire inviting anonymous feedback on employment conditions.
- If a member of staff feels they are being discriminated against then they should follow the centre complaint procedures. Such action can include the use of mediation from outside agencies.

To attract and retain a diverse staff:

- Job vacancies will be advertised through a variety of publications.

- There will be an interview held for all appointments – support people including whanau will be welcome to attend.
- Access to and participation in professional development and personal growth opportunities are encouraged and supported by the PCP Committee. Funding is made available annually for this.
- The annual EEO survey will be designed to help identify any retention issues that can be acted upon.
- Staff will be invited to an exit interview when they cease employment to help identify any employment/retention issues.

To create an environment that encourages and supports the full participation of all staff:

- Staff religious, spiritual and ethnic beliefs will be supported as far as practically possible.
- Annual EEO survey results will be considered in the following EEO plan.
- Pelorus Community Preschool will develop an environment that supports the use of tikanga and te reo Maori.
- ***The PCP Committee in consultation with the Senior Teacher will be as supportive as practically possible with all requests for leave for personal and professional reasons.***

**Refer:** Human Rights Act 1993  
Treaty of Waitangi  
Education Act 1989  
Staff Professional development Policy  
Staff Performance Appraisal Policy

### **Licensing Criteria**

Suitable human resource management practices are implemented (GMA7).

**Adopted:** December 2007  
**Review Date:** July 2008  
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**Review Date:** May 2017

## **POLICY IN ACTION**

If this policy is being implemented effectively, then you should see the following happening in at Pelorus Community Preschool:

- Staff will have attended appropriate professional development courses,
- An EEO survey form will have been filled in by all staff,
- Any job vacancies will have been advertised in the appropriate media,
- There will have been interviews held for all positions.