

EQUAL EMPLOYMENT OPPORTUNITIES

Section	Human Resources		
Approval Date	11.05.09	Approved by	Directorate
Next Review	As required	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	4

PURPOSE

Nelson Marlborough Institute of Technology (NMIT) is firmly committed to the principle of non-discrimination. Our purpose is to ensure that all employees and applicants for employment have equal employment opportunities regardless of gender, race, religious belief, disability, marital status or sexual orientation.

The Institute is also strongly committed to a policy of appointing to all positions on the basis of merit and will challenge any practices that are shown to disadvantage or potentially disadvantage applicants or employees.

SCOPE

This policy applies to all staff across the whole Institute and will supplement it with reference to procedures that cover:

1. Recruitment and selection
2. Education and training
3. Probation, progression and promotion
4. Bullying and harassment

POLICY

The Institute affirms its commitment to all people regardless of their sex, age, race, ethnic or national origins, colour, marital status, sexual orientation, family responsibility, physical or sensory disability, political and religious beliefs and activities, unless those activities are contrary to the policies of the institute. It is opposed to any form of discrimination based on these criteria.

The Institute will operate an equal opportunities policy in the recruitment, selection and progression of staff throughout the organisation. Selection procedures will be monitored to ensure appointments are made on the basis of merit and can be shown to avoid discrimination according to the various, relevant acts. Staff will be given the opportunity to keep up to date with legislative changes and good practice.

As a provider of education the Institute will offer equal opportunities for access to its courses and pursue recruitment strategies and provide optimum access to all sections of the community.

The Institute will take appropriate legal or disciplinary action to protect staff and students from any discriminatory behaviour while at work.

Allegations of discriminatory behaviour by any member of staff or student will be dealt with under the appropriate procedure.

Equal opportunities affect all areas of the Institute's operation but has special relevance as an employer and the supplier of education services. NMIT's Council has ultimate responsibility for the implementation and monitoring of equal opportunities issues supported by the Directorate.

PRINCIPLES

1. NMIT acknowledges the special place of Māori as the Tāngata Whenua/Indigenous People of Aotearoa New Zealand, and recognises the special relationship and obligations that this entails. NMIT also acknowledges the Treaty of Waitangi as the founding document of Aotearoa New Zealand, and is committed to its duty of acknowledging the principles of the Treaty of Waitangi.
2. NMIT wishes to promote greater access to both the workforce and student body of people from the Pacific communities.
3. The Institute is proud of its progress towards more equal representation of the sexes throughout all sections of the organisation and will continue to monitor this on an annual basis.
4. The Institute wishes to ensure access to all parts of the campus by all staff, students and visitors regardless of physical ability or sensory appreciation. Regular audits will address access issues.
5. NMIT will ensure that all communications are expressed in an inclusive way ensuring non-sexist and non-racist language.
6. The Institute expects all employees to adhere to these principles when operating on behalf of NMIT.

EEO PROCEDURES

1 RECRUITMENT, SELECTION AND APPOINTMENT

NMIT will work towards removing barriers of equal access to the institution, its workforce and facilities by:

- ensuring a culturally appropriate and equitable recruitment, selection and appointment process.
- reviewing and addressing physical barriers to the Institute.
- monitoring all job descriptions to ensure they are based on a systematic analysis of job requirements.
- monitoring all person specifications to ensure they only include knowledge and skills essential to the position being filled.
- monitoring all recruitment advertisements against the established standards to ensure they are:
 - o marketed in a way that meets the needs of designated or target groups, eg: using a range of media in staff recruitment to ensure members of designated groups are reached.

- including information on parental leave, study leave, flexibility of work hours, part-time employment opportunities, etc in recruitment literature.
- ensuring only Personnel consultants committed to EEO are used by NMIT.
- HR Manager bi-annually (or as matters arise) review the interview and selection process to identify practices which disadvantage any specific group of applicants.
- establishing guidelines for all interview panels/personnel on the use of culturally appropriate and inclusive interview techniques.
- ensuring all interview panels/personnel have participated in an EEO awareness session and are able to apply the interview guidelines.
- having designated group members as contact people when recruiting staff.
- ensuring appropriate designated group members are represented on interview panels.
- complete an analysis on randomly chosen selection process to identify whether a diverse range of applicants passes each stage of the process.
 - application form
 - selection tests
 - selection interviews
- identifying and using structured interview questions which are relevant to the candidates ability to do the job.

2 EDUCATION AND TRAINING

NMIT will bring about change through education by providing:

- Te Tiriti o Waitangi workshops for staff as part of induction.
- Appropriate career counselling available for all staff.
- Appropriate professional development courses available for all staff.
- EEO awareness sessions held on request for full-time and proportional staff.
- A range of education courses which are non discriminatory and incorporate inclusive language.
- Education sessions for staff involved in selection panels on the use of culturally appropriate and non discriminatory interview techniques.
- Staff education courses offered at times that staff can attend.
- Courses which meet the education needs of designated groups.

3 PROBATION, PROGRESSION AND PROMOTION

NMIT will ensure all staff are supported throughout their time at NMIT by:

- A supportive probationary procedure to help their integration into the way the Institute operates.
- Formal promotion policy and procedures will be based on properly analysed needs.
- Wide publication of the promotion of policy to managers and staff.
- All applications for promotion will be analysed and compared to actual promotions to ensure promotions are not limited to one particular group.

4 GENERAL

NMIT will support all staff by ensuring a safe and equitable working environment which recognises their individual differences and particular needs by:

- requiring all full-time and proportional staff to either demonstrate their prior learning in the area of EEO or requiring them to complete a training programme on EEO and inclusive language within 12 months of commencing employment.
- requiring all staff employed in managerial positions to attend a bi-annual workshop to discuss their responsibility in promoting EEO.
- establishing an inclusive language policy and requiring all written and verbal communications to use inclusive language.
- requiring the EEO co-ordinator to action EEO complaints within 5 days of receipt.
- completing an annual staff profile as baseline data for EEO initiatives (profile to include salary, length of service, gender, full-time/part-time status, permanent/temporary status).
- acknowledging best practice of EEO within NMIT.
- EEO co-ordinator liaising with designated group employees.
- holding Directorate EEO progress meetings twice per year.

Additionally the Chief Executive will ensure the implementation of the EEO policy and procedures by:

- the development and implementation of an annual EEO plan.
- allocating adequate resources to achieve EEO objectives.
- monitoring the achievement of EEO objectives in all areas of NMIT.
- ensuring that staff with a specific responsibility to support under represented groups have access to supervision support and guidance from appropriate individuals.
- addressing issues of non compliance with the policy, non achievement of objectives and complaints from staff.

REFERENCES

INTERNAL

Staff Charter
 Staff Appointments
 Leave Management

EXTERNAL

The Treaty of Waitangi