



Equal Employment Opportunity (EEO) Policy

NAG 3

June 2008

Purpose

- **The Board of Trustees is committed to ensuring the best possible employees and applicants are selected to promote the quality of the teaching and learning programmes within the school.**
- **To ensure that all employees and applicants for employment are treated appropriately recognising their skills, qualifications, abilities and aptitudes in accordance with the State Sector Amendment Act 1989 and applicable subsequent amendments without bias or discrimination.**

Procedures

- The board shows commitment to meeting requirements of the State Sector Amendment Act 1989 and applicable subsequent amendments without bias or discrimination.
- The board shows commitment to equal opportunities in all aspects of employment including, recruitment, training, promotion and conditions.
- The board ensures employment and personnel practices are fair and free of any bias.
- In making appointments, the board will ensure that the selected person is the most suited to the position in terms of skills, experience, qualifications and aptitude.
- Boards of Trustees have a statutory responsibility to be a good employer and to meet the needs of staff that are disadvantaged in the workplace.

Signed

Board Chairperson

On behalf of and with the authority of the Board on _____



EEO Database Questionnaire

DATE: _____

This CONFIDENTIAL questionnaire is designed for use by the Warrington School BOT EEO coordinator. The questionnaire will be used to maintain an EEO database which is required by law (section 77(D) of the State Sector Act 1998).

The purpose of collecting the information is to ensure that Warrington School does not discriminate against employees on the basis of disability, age, gender, ethnicity, marital status or religious beliefs. The details are outlined in the Human Rights Act 1993, and can be obtained from the EEO coordinator.

Thank you for the time to fill out this survey.

1. **Gender** Male Female
2. **Age** 20-30 years 30-40 years 40-50 years 50+ years
3. **Ethnicity** NZ Pakeha/European Asian Maori
Pacific Islander Other
4. **Have you been employed for the full year?** YES NO

If no, please give details of employment:

5. **Job description** Principal Full time teacher (permanent or relieving)
Teacher aide Part time teacher (permanent or relieving)
Support staff (including clerical / grounds person, cleaner etc)

6. **When did you begin your employment at Warrington School?** _____

If you have any questions regarding this survey please do not hesitate to contact me. As the EEO coordinator, I am available to discuss any EEO issues on a confidential basis. You may return this form to me directly or mail to me directly (Box 121, Warrington). This information will be kept confidential and only used to update the EEO database of Warrington School.

Thank you

Tim Locker
EEO Coordinator
Warrington School