

**HEWETT HOUSE – NAPIER GIRLS’ HIGH SCHOOL**

**POLICY ON EQUAL EMPLOYMENT OPPORTUNITIES**

**Policy Statement**

The Board of Trustees will fully comply with the requirements of the State Sector Act relating to providing fair opportunities for all employees and potential employees to gain employment at the Hostel.

**Purpose**

To ensure that all employees and applicants for positions are given fair and equitable treatment according to their skills, qualifications, abilities and aptitude.

**Guidelines**

1. The Principal will be appointed as EEO convenor.
2. An employee database has been developed and will be maintained by the Hostel Manager so that gender, ethnicity, disability and age factors can be monitored.
3. The Principal is responsible for ensuring that EEO is implemented during the appointments process.
4. Positions advertised shall have an appropriate job description and person specification.
5. The Board of Trustees will recognise the aims and aspirations of Maori, the employment requirements of Maori and the need for greater involvement of Maori in education.
7. The Board of Trustees will recognise the aims, aspirations and cultural differences of ethnic and minority groups.
8. The Board of Trustees will recognise the employment requirements of women, men and the disabled.

Adopted April 2009