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Equal Employment Opportunity (EEO) Policy

Category: Human Resources
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Approval Authority: Director, Human Resources
Contact Person: Employment Relations Manager

Introduction

Equality of employment opportunity is crucial to the advancement of a diverse and tolerant University culture. It is important that the University of Canterbury is in the vanguard of policy and practice that removes discrimination, provides equal opportunity and values diversity among our staff. In doing so we recognise that there is work to be done and that continuous improvement is required. It is also recognised that there is a need to move proactively to meet the special needs of disadvantaged groups as an integral part of the drive for equal opportunity for all.

Definitions

Equal Employment Opportunity (EEO) is defined as a systematic, results oriented set of actions that seeks to identify and eliminate discriminatory barriers in the workplace so that equality of opportunity is provided.

Policy Statement

Purpose

The University of Canterbury is committed to a policy of equal opportunity in the provision of education of its students and employment for its staff.

The aim is to enable members of the University community to pursue and develop their studies and careers without their opportunities being affected by matters that are irrelevant to the requirements of those studies and careers. Matters normally considered to be irrelevant include gender, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

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The University recognises that the special needs of disadvantaged groups may have to be addressed before equality of opportunity can be attained.

This specific Policy applies to the employment of staff. The University is committed to monitoring its progress towards equal employment opportunity (EEO) as required by the State Sector Act (1988) and its amendments.

Organisational Scope

The Policy is University wide. It applies to all staff positions whether these are management, or involve academic or general staff roles, and includes staff in all employment categories.

Policy Content

The achievement of the policy goals and the content of programmes relating to EEO shall have the strong support of the University's Council, Vice-Chancellor and management, including the PVCs of Colleges and their Heads of schools or departments.

It provides opportunities to contribute ideas and suggestions through Union representatives, Committees, discussions in Colleges, Departments or Sections, or through respective Human Resources Advisors

Guiding Principles

The guiding principles shall be:

- staffing decisions based upon merit;
- support for those staff groups which can be shown to be disadvantaged.

The EEO Policy provides an opportunity for all staff to be involved in:

- the day to day operations and, where appropriate, collegial decision-making within the University as contributing members of its community;
- staffing decisions which affect their workplaces directly;
- the processes of change.

The EEO Policy requires everyone within the University community to be aware of what discrimination is, how it occurs, and to be committed to its elimination, as well as to the encouragement of equity and diversity in employment. The annual EEO Programme seeks to eliminate workplace discrimination, meet 'good employer' obligations and provide specific actions for targeted and disadvantaged groups.

The EEO Policy, and programmes derived from it, shall address a number of particular issues which impact on staffing decisions.

- More equal representation of gender in University employment, particularly in the senior ranks of both academic and general staff, is desirable. The positive encouragement of women to take advantage of training and study awards, recruitment policies and planning of career structures will be sought;

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- Consistent with its commitment to the principle of partnership expressed in the Treaty of Waitangi, the University believes that it is desirable goal to have increased numbers of Mäori staff members;
- The Pacific communities have links with the University and the Equal Employment Opportunity programme will seek to ensure that the numbers of staff from these communities in the University is increased;
- Childcare facilities will be provided by the University for the children of staff and adequately resourced;
- It is recognised that a policy of equal employment opportunity within a university is related to policies of Equal Educational Opportunity and the broader issues of Equity and Diversity;
- In making appointments to staff as well as internal appointments to committees, the University will seek to achieve broad representation among candidates and in groups which are charged with making recommendations to the Vice-Chancellor as the Employer;
- All publications relating to staff issues will be expressed in non-sexist and non-racist terms;
- The Director of Human Resources shall require that one of the staffing advisory committees shall have as a responsibility the function of advising him or her on EEO issues;
- The implementation of the contents of this Policy will occur through the development of a results-oriented annual EEO Programme. Such a programme is defined by the Education Amendment Act [1993] as one

  > *"……that is aimed at the identification and elimination of all aspects of policies, procedures and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality in respect to the employment of any person or group of persons."*

- The Policy is also implemented via systematic reviewing of other University policies and procedures in order to ensure that EEO standards are met.
- The evolution of EEO Policy and the EEO Programme should be informed by adequate data. Employees may be asked to provide Employee Audit data to enable the University to monitor its progress in EEO implementation, as provided for in legislation.

Related Documents and Information

For further information on the first three bullet points listed below, see the Human Resources website www.canterbury.ac.nz/hr/ or contact the HR Advisors

- The relevant Collective Employment Agreements between the Employer (the Vice Chancellor of the University of Canterbury) and the respective Unions.
- Individual Employment Agreements.
- The University's annual EEO Programme.
- The Employment Relations Act (2000).

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- The Treaty of Waitangi.
- The Human Rights Act (1993) and amendments.
- The State Sector Act (1988) and amendments.
- The Education Amendment Act (1993).

Notes

1. An EEO Policy was first adopted by Council on 6 July 1988.
2. The Sponsor for policy on Equity and Diversity is a designated member of the Senior Management Team.
3. In addition to the Contact Person specified in the introduction to this Policy, the following may be contacted in relation to it:
    a) the Director Human Resources;
    b) the HR Advisors in the appropriate Colleges and for Service Departments;
    c) the Disputes and Mediation Consultant;
    d) members of the appropriate contact network for harassment issues.

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
1.00	Review – minor changes	Employment Relations Manager	February 2012
2.00	Review	Employment Relations Manager	March 2013

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