

## Equal Employment Opportunity (EEO) Policy

<b>Last Modified</b>	May 2018
<b>Review Date</b>	May 2021
<b>Approval Authority</b>	Executive Director, Human Resources
<b>Contact Officer</b>	HR Manager, Operations and Legal – Human Resources

### Introduction

Equality of employment opportunity is crucial to the advancement of a diverse and tolerant university culture. It is important that the University is in the vanguard of policy and practice that removes discrimination, provides equal opportunity and values diversity among its employees.

### Definitions

**Employee** – For the purpose of this policy, has the same meaning as set out in the State Sector Act 1988.

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

### Policy Statement

#### Purpose

An Equal Employment Opportunity (“EEO”) Policy was first adopted by the University Council on 6 July 1988, and the University continues to be committed to a policy of equal opportunity in the provision of education of its students and employment for its employees.

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.

This specific document applies to the employment of employees. The University is committed to monitoring its progress towards EEO as required by the [State Sector Act 1998 \(New Zealand Legislation website\)](#) and its amendments.

## Organisational Scope

This document has University-wide scope. It applies to all employee positions whether these are management, or involve academic or general roles, and includes employees in all employment categories.

The achievement of the policy goals and the content of programmes relating to EEO has the strong support of the University's Council, Vice-Chancellor and Senior Management Team ("SMT"). SMT are responsible for the operational implementation of this policy with assistance and advice from Human Resources.

The University provides opportunities to contribute ideas and suggestions via line management, committees, discussions in, departments/schools or sections, through Union representatives or through respective [Human Resource Advisors \(University Human Resources website\)](#).

## Guiding Principles

The guiding principles shall be:

- Selection of employees is based upon merit. and
- Support for those employee groups which can be shown to be disadvantaged.

The EEO Policy provides an opportunity for all employees 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 and development /career progression decisions which directly affect their immediate workplaces.

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 employment decisions:

- Equal representation of gender in University employment, particularly in the senior ranks of both academic and general employees, 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.

- Consistent with its commitment to the principle of partnership expressed in the Treaty of Waitangi, the University believes that it is a desirable goal to have increased numbers of bi-culturally competent and confident Māori employees.
- The Pacific communities have links with the University and the EEO programme will seek to ensure that the numbers of employees from these communities in the University is increased.
- Childcare facilities will be provided by the University for the children of employees 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 employee appointments as well as internal appointments to committees, the University will seek to achieve broad representation among candidates and in selection panels.

All publications relating to employee issues will be expressed in non-sexist and non-racist terms.

- 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 compliance documents 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.
- The Sponsor for policy on Equity and Diversity is a designated member of the Senior Management Team.
- In addition to the Contact Officer specified in the introduction to this policy, the following persons may be contacted in relation to it:
  - a) The Executive Director, Human Resources,
  - b) The [Human Resource Advisors \(University Human Resources website\)](#) in the appropriate colleges and for service departments,
  - c) Members of the appropriate contact network for harassment issues.

## Related Documents and Information

### Legislation

- [Education Act 1989 \(New Zealand Legislation website\)](#)
- [Education Amendment Act 1993 \(New Zealand Legislation website\)](#)
- [Employment Relations Act 2000 \(New Zealand Legislation website\)](#)
- [Human Rights Act 1993 \(New Zealand Legislation website\)](#)
- [State Sector Act 1988 \(New Zealand Legislation website\)](#)
- [Treaty of Waitangi Act 1975 \(New Zealand Legislation website\)](#)

### UC Policy Library

- [Equity and Diversity Policy \(PDF, 242KB\)](#)

### UC Website and Intranet

- [Human Resources Advisors \(University Human Resources website\) \(Staff only\)](#)
- [Human Resources Tool Kit \(University Intranet website\) \(Staff Only\)](#)
- [Rautaki Whakawhanake Kaupapa Māori: Strategy for Māori Development \(University Website\)](#)

### External

- [Treaty of Waitangi \(New Zealand History online website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Converted document onto new template and updated hyperlinks	Policy Unit	Oct 2013
1.01	Hyperlinks updated, general formatting	Policy Unit	Jul 2014
2.00	Scheduled review by Contact Officer	Policy Unit	Dec 2015
3.00	Scheduled review by Contact Officer, minor changes only, employee definition changed, reference to Maori Development strategy added, position title corrections, hyperlinks added.	Policy Unit	March 2017
4.00	Scheduled review by Contact Officer, minor changes and changes to reporting process, additional content added	Executive Director, Human Resources	May 2018

**This policy remains in force until it is updated.**