



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: July 2020

Review Date: July 2021

## Equal Employment Opportunity

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Responsible to: Chief Executive Officer

Applies to: All Staff

Purpose: To ensure that employees and applicants are treated according to their skills, qualifications and abilities.

Definitions: Equal Employment Opportunities (EEO) covers a range of activities concerned with identifying and eliminating discriminatory practices. An effective EEO policy will create an environment which encourages and supports the full participation of staff and which will attract and retain a diverse staff.

An EEO programme as a strategy for change is a planned programme that sets out a series of steps and actions to identify and remove any discrimination that may occur in employment and then, through effective monitoring, ensures that no discriminatory practices recur.

## Policy

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1. Whānau Manaaki Kindergartens supports the development of an EEO programme, is committed to the goal of being free from discrimination and recognises the need for an active approach to the achievement of equal opportunities in employment.
2. An EEO programme will be developed and maintained in consultation with employees and will give particular consideration to employees from recognised EEO target groups.

## Procedures:

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1. Whanau Manaaki Kindergartens (WMK) shall collect information from employees on ethnic group, gender, age, experience and disability in order to identify employment patterns, assist in the review of WMK human resources policies and practices and to determine appropriate EEO objectives to meet the needs of target groups.
2. Regular review of human resources policies and practices shall be undertaken to ensure the acknowledgement of EEO principles in recruitment and selection, appointment, professional learning and development, career progression and conditions of service.
3. WMK management shall promote workplaces that are free from sexual and racial harassment and will actively encourage the use of non-sexist and non-racist language.
4. A system shall be put in place to monitor the EEO programme and the results will be reported annually.