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EQUAL EMPLOYMENT OPPORTUNITIES

Section	Human Resources		
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PURPOSE

To outline Nelson Marlborough Institute of Technology's (NMIT) firm commitment to the principle of non-discrimination.

To ensure that all employees and applicants for employment have equal employment opportunities regardless of gender, age, race, ethnic or national origins, marital status, sexual orientation, family responsibility, physical or sensory disability, political and religious beliefs and activities (unless those activities are contrary to the policies of the Institute) or any other criteria.

To outline NMIT's strong commitment to a policy of appointing all positions on the basis of merit. The Institute will challenge any practices that are shown to disadvantage or potentially disadvantage applicants or employees.

SCOPE

This policy applies to all employees across the whole Institute and will supplement it with reference to procedures that cover:

1. Recruitment and selection
2. Education and training
3. Probation, progression and promotion
4. Bullying and harassment

POLICY

The Institute affirms its commitment to all people regardless of their gender, age, race, ethnic or national origins, marital status, sexual orientation, family responsibility, physical or sensory disability, political and religious beliefs and activities (unless those activities are contrary to the policies of the Institute) or any other criteria. It is opposed to any form of discrimination based on these criteria.

The Institute will operate an equal opportunities policy in the recruitment, selection and progression of employees throughout the organisation. Selection procedures will be monitored to ensure appointments are made on the

basis of merit and can be shown to avoid discrimination according to the various, relevant parliamentary Acts. Employees will be given the opportunity to keep up to date with legislative changes and good practice.

As a provider of education, the Institute will offer equal opportunities for access to its courses. The Institute will pursue recruitment strategies and provide access to all sections of the community.

The Institute will take appropriate legal or disciplinary action to protect employees and students from any discriminatory behaviour while at work.

Allegations of discriminatory behaviour by any employee or student will be dealt with under the appropriate procedure.

Equal opportunities affect all areas of the Institute's operations but have special relevance as an employer and the supplier of education services. NMIT's Council has ultimate responsibility for the implementation and monitoring of equal opportunities issues, with support from the Directorate.

PRINCIPLES

1. NMIT acknowledges the special place of Māori as the Tāngata Whenua/Indigenous People of Aotearoa New Zealand and recognises the special relationship and obligations that this entails. NMIT also acknowledges the Treaty of Waitangi as the founding document of Aotearoa New Zealand and is committed to its duty of acknowledging the principles of the Treaty of Waitangi.
2. NMIT wishes to promote greater access to both the workforce and student body of people from the Pacific communities.
3. The Institute is proud of its progress towards more equal representation of the genders throughout all sections of the organisation and will continue to monitor this on an annual basis.
4. The Institute wishes to ensure access to all parts of the campus by all employees, students and visitors regardless of physical ability or sensory appreciation. Regular audits will address access issues.
5. NMIT will ensure that all communications are expressed in an inclusive way ensuring non-sexist and non-racist language.
6. The Institute expects all employees to adhere to these principles when operating on behalf of NMIT.

EEO PROCEDURES

1 RECRUITMENT, SELECTION AND APPOINTMENT

NMIT will work towards removing barriers of equal access to the Institute, its workforce and facilities by:

- Ensuring a culturally appropriate and equitable recruitment, selection and appointment process.
- Reviewing and addressing physical barriers to the Institute.
- Monitoring all job descriptions to ensure they are based on a systematic analysis of job requirements.
- Monitoring all person specifications to ensure they only include knowledge and skills essential to the position being filled.
- Monitoring all recruitment advertisements against the established standards to ensure that they:
 - Are marketed in a way that meets the needs of designated or target groups, e.g. using a range of media in employee recruitment to ensure members of designated groups are reached.
 - Include information on parental leave, study leave, flexibility of work hours, part-time employment opportunities etc. in recruitment literature.

- Ensure only recruitment consultancies committed to EEO are used by NMIT.
- The Manager, People and Organisation Development bi-annually (or as matters arise) reviewing the interview and selection process to identify practices that disadvantage any specific group of applicants and amend them accordingly.
- Establishing guidelines for all members of interview panels on the use of culturally appropriate and inclusive interview techniques.
- Ensuring all members of interview panels are aware of NMIT's EEO policy and are able to apply the interview guidelines.
- Having designated group members as contact people when recruiting employees.
- Completing an analysis on randomly chosen selection process to identify whether a diverse range of applicants passes each stage of the process.
 - application form
 - selection tests
 - selection interviews
- Identifying and using structured interview questions that are relevant to the candidates' ability to do the job.

2 EDUCATION AND TRAINING

NMIT will bring about change through education by providing:

- Te Tiriti o Waitangi workshops for employees as part of their induction.
- Appropriate career counselling for all employees upon request.
- Appropriate professional development courses for all employees.
- EEO awareness sessions on request for full-time and proportional employees.
- A range of education courses that are non-discriminatory and incorporate inclusive language.
- Education sessions for employees involved in selection panels on the use of culturally appropriate and non-discriminatory interview techniques.
- Employee education courses at times that employees can attend.
- Courses that meet the education needs of designated groups.

3 PROBATION, PROGRESSION AND PROMOTION

NMIT will ensure all employees are supported throughout their time at NMIT by:

- A supportive probationary procedure to help their integration into the way the Institute operates.
- Formal promotion policy and procedures that are based on properly analysed needs.
- Wide publication of the promotion of policy to managers and employees.
- All applications for promotion being analysed and compared to actual promotions to ensure promotions are not limited to one particular group.

NMIT will support all employees, ensuring a safe and equitable working environment that recognises their individual differences and particular needs by:

- Establishing an inclusive language policy and requiring all written and verbal communications to use inclusive language.
- Requiring the Manager, People and Organisation Development to action EEO complaints within five days of receipt.
- Completing an annual employee profile as baseline data for EEO initiatives (profile to include salary, length of service, gender, full-time/part-time status, permanent/temporary status).
- Acknowledging best practice of EEO within NMIT.
- EEO co-ordinator liaising with designated group employees.
- Holding Directorate EEO progress meetings twice a year.

Additionally, the Chief Executive will ensure the implementation of the EEO policy and procedures by:

- The development and implementation of an annual EEO plan.
- Allocating adequate resources to achieve EEO objectives.
- Monitoring the achievement of EEO objectives in all areas of NMIT.
- Ensuring that employees with a specific responsibility to support under-represented groups have access to supervision support and guidance from appropriate individuals.
- Addressing issues of noncompliance with the policy, non-achievement of objectives and complaints from employees.

REFERENCES

INTERNAL

Staff Charter
Staff Appointments
Leave Management
Performance Appraisal
Academic Employee Progression
The Treaty of Waitangi