# Equal Employment Opportunities

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| First Produced: | 18/09/98 | Authorisation: | Te Kāhui Manukura |
| Current Version: | 05/12/25 | | |
| Past Revisions: | 18/09/98, 15/02/02, 28/7/06, 29/07/09, 21/08/12, 22/04/16, 01/04/20, 16/03/21 | Officer Responsible: | Director – People and Culture |
| Review Cycle: | 3-year cycle | | |
| Applies From: | Immediately | | |

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

## 1 Introduction

### 1.1 Purpose

The purpose of this policy is to ensure that Ara Institute of Canterbury Limited (Ara) colleagues and applicants for positions at Ara are treated equitably, irrespective of gender, age, ethnicity, sexual orientation, disability, or other grounds given protection by human rights legislation.

### 1.2 Scope and Application

This policy applies to all aspects of employment, including policies, procedures, and practices relating to recruitment, job performance, workload, progression, promotion, complaints, and harassment.

### 1.3 Formal Delegations

Deputy Chief Executives and People and Culture team according to the CPP120a Delegations Register.

### 1.4 Definitions

**Discrimination**: Basing workplace decisions or actions on issues which don't relate to the job, such as someone's personal characteristics, background, or beliefs. Discrimination can be direct or indirect.

**Equal Employment Opportunities (EEO)**: Ensuring that all job- seekers are considered for the employment of their choice and that they have the chance to perform to their full potential. EEO is about creating a versatile workplace that enables people to be productive and effective at work. It is based on fairness, merit, cost-effectiveness, active employee involvement and good business planning. EEO is about –

a Ensuring employers get the best person or team for the job

b Removing barriers so all employees have the chance to perform to their best

c Maximising the potential of New Zealand's diverse population

d Valuing people and respecting their abilities, backgrounds, and talent

**Harassment**: Harassment is any unwelcome comment, conduct or gesture which is insulting, intimidating, humiliating, malicious, degrading, or offensive, and is either repeated or an isolated incident which is so significant that it adversely affects someone's performance, contribution, or work environment.

| Related Ara Procedures and Forms | Related Ara Policies |
|---|---|
| • EEO Development Programme (held by People and Culture Division)<br>• CPP222a Guidelines to Assist with Addressing Bullying, Harassment and Discrimination<br>• CPP222b Examples of Bullying<br>• CPP222c Examples of Harassment<br>• CPP222d Unlawful Discrimination<br>• CPP222e Examples of Victimisation | • CPP203 Workload Assessment<br>• CPP207 Planned Retirement<br>• CPP214 People and Culture Management<br>• CPP211 Ara Code of Professional Practice<br>• CPP222 Addressing Bullying, Harassment and Discrimination |
| **Related Legislation or Other Documentation**<br>• Public Service Act 2020<br>• Education and Training Act 2020<br>• Human Rights Act 1993 and its amendments<br>• Ara Annual Reports<br>• Employment Relations Act<br>• Privacy Act 2020 | **Good Practice Guidelines** (People and Culture website)<br>• Flexible Work Arrangements<br>• Supporting Colleagues with Disabilities<br>• Employment of Staff via Subsidised Work Programme<br>• Recruitment, Selection and Appointment<br>• Diversity and Inclusion Working Group activities |
| **References**<br>• | |
| **Notes**<br>Various separate policies have been developed since the early 1980s, covering areas such as equal opportunities for women, for Maori and for people with disabilities. This policy replaced them in 1998.<br>A Diversity and Inclusion Working Group was established in late 2020. Their work is linked to the Ara Strategy via the priority of "Embrace Diversity: all are included and belong". They are developing a strategic roadmap. | |

# 2 Principles

2.1 Equal Employment Opportunities (EEO) is a philosophy embedded into all policies, systems, and practices of Ara.

2.2 A strategic priority for Ara is to "Embrace Diversity: all are included and belong". This is a mindset that should be reflected in our practices and decision making.

2.3 Ara respects every person's right to define their own next of kin and type of household; special and discretionary leave provisions will reflect this.

# 3 Associated procedures for Ara Corporate Policy on: Equal Employment Opportunities

**Contents:**


3.1 Prohibited grounds of discrimination
3.2 People and Culture Procedures
3.3 The EEO Development Programme


## 3.1 Prohibited grounds of discrimination

The Human Rights Act, 1993, Section 21 specifies the following prohibited grounds of discrimination –

a Sex, including pregnancy, childbirth, and sexual harassment.

b Marital status, meaning single, married, joined in a civil union, separated, divorced, widowed or de facto.

c Race and colour.

d Religious or ethical belief.

e Ethnic and national origins, including nationality and citizenship.

f Age, meaning any age from 16 years on.

g Disability, including physical disability or impairment; physical illness; psychiatric illness; intellectual or psychological disability or impairment; the presence in the body of organisms causing illness; any other loss or abnormality of structure or function; reliance on a guide dog, wheelchair, or other remedial means.

h Political opinion, including not having a political opinion.

i Employment status, meaning being unemployed or a beneficiary or receiving ACC.

j Family status, including having or not having responsibility for children or other dependents, being married, joined in a civil union, or living with a particular person, or being a relative or a dependant of a particular person or a member of a person's household.

k Sexual orientation, meaning heterosexual, homosexual, lesbian or bisexual orientation.

## 3.2 People and Culture Procedures

a All procedures developed by People and Culture are guided by the principles of this policy. Further details specific to activities e.g., recruitment is included in the People and Culture Management Policy and other policies and procedures. Additional information and resources are available on the Waituhi.

## 3.3 Equal Employment Opportunity Monitoring

a Te Kāhui Manukura recognises the importance of fostering diversity and inclusion in all areas of the organisation.

b People and Culture, through the Director – People and Culture, will monitor all employment procedures and processes to ensure that they are consistent with EEO legislation and associated frameworks. Further, they will ensure that processes are consistently aligned to Ara internal policies or initiatives related to supporting diversity and inclusion.