

Document facilitator: Human Resources Manager

Senior document owner: Executive Director People & Capability

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Type: **Policy**

Name: **Equal employment opportunities (EEO)**

Purpose

The aim of this policy is to ensure that CCDHB supports every individual to set and achieve their goals. It is important that employees have access to career and development opportunities by ensuring that:

- all employees have the opportunity to set and develop their goals and are encouraged and supported to achieve them
- CC DHB fulfils its statutory obligations in respect of EEO and meets the requirements of a good employer
- all aspects of policies, procedures, and practices that are inconsistent with the principles of this policy either advertently or inadvertently will be eliminated
- the best person for the position is appointed irrespective of gender, race, ethnic or national origin, religious or ethical beliefs, disability, marital or family status, age, sexual orientation, employment status, or political opinion
- all communications, publications and material produced by CC DHB are consistent with EEO principles
- all employees and contractors are aware of and act in accordance with the CC DHB policy, *Equal Employment Opportunities*.
- EEO supports the outcomes that CC DHB is aiming to achieve through increased diversity in the workforce, and recruitment and retention of the right people for the job
- EEO supports the ability of the DHB to reflect in its staffing the diversity of the communities it serves.

Scope

EEO is an integral part of CCDHB's values. It requires all employees and contractors who are responsible for making decisions regarding the recruitment, promotion, training, development and conditions of employment of other employees or prospective employees to ensure that these principles are adhered to in all aspects of CCDHB's practices.

Policy content and guidelines

Capital and Coast District Health Board (CCDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

We aim to remove all forms of direct and indirect discrimination that may be reflected in our current environment, structure, culture, policies, behaviour and daily practices so that we achieve a workplace in which everyone can participate and compete

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equitably, develop to their full potential and gain recognition for their contribution regardless of gender, race, ethnic or national origin, religious or ethical beliefs, disability, marital or family status, age, sexual orientation, employment status, or political opinion.

CCDHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

Work practices and conditions

CCDHB will ensure that EEO is taken into account when policies are reviewed and new policies developed, e.g. every job description will include statements that reflect CCDHB's EEO principles and practices.

Programmes will be conducted where needs are identified to encourage and assist employees to develop to their full potential. Equal access, and consideration and encouragement in the areas of career development and promotion are available to all employees.

CCDHB will make such reasonable adjustments to premises, work practices and equipment, having regard to affordability, service user and other service delivery requirements, as are necessary to enable a disabled person to take up employment or a promotion opportunity within CCDHB.

Recruitment and selection

Recruitment and selection decisions will be based on clear and objective job related criteria to ensure that the best available person for the position is selected regardless of their gender, race, ethnic or national origin, religious or ethical beliefs, disability, marital or family status, age, sexual orientation, employment status, or political opinion.

Vacancies and opportunities will be advertised where appropriate to reach diverse, cultural and other target groups. Selection panels will include a gender balance and ensure where appropriate that the panel incorporates the relevant perspectives, e.g. professional, technical or cultural representation.

Procedures and practices will provide for the impartial selection of suitably qualified people for appointment. Differences that are not relevant to a person's ability to achieve the requirements of the position will not act as a barrier to employment.

Where do you go for more information?

Any employee who has a concern about EEO matters can discuss this with their manager/ team leader, or Human Resources. The Maori Health Development Group or Pacific Health Unit can also be contacted for concerns of a cultural nature.

Implementation

This policy will be registered centrally as part of Human Resources' policies contained on Capital Docs on the Intranet.

This policy will be included in the launch of the updated Human Resources Policies and Procedures exercise.

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All advertising for CCDHB will include a statement of our support for EEO in the workplace.

All existing employees and contractors will be informed of the policy's existence via email, Handover and HR Staff Information Circular.

CCDHB will develop guidelines to support the effective enactment of EEO principles. These guidelines will include direction for managers in supporting disabled employees. The EEO Policy and guidelines will be included in the Orientation Programme for Managers, Team Leaders and Clinical Leaders.

Success indicators

CCDHB has a diverse, flexible and highly skilled workforce that is reflective of the wider community.

The Equal Employment Opportunities Policy is readily accessible to all employees and contractors.

There is a high level of awareness amongst employees and contractors about the policy and principles of EEO.

References

NZ Public Health & Disabilities Act 2000

Human Rights Act 1993 and Amendments

New Zealand Bill of Rights Act 1990

State Sector Act 1988

Employment Relations Act 2000 and Amendments

New Zealand Disability Strategy

Capital and Coast District Health Board *Code of Conduct*

Capital and Coast District Health Board *Policy and Procedures*

Maori Health Development Group Policy *Participation of Maori on Senior Staff Interview Panels*

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