



KAIKORAI VALLEY COLLEGE

EQUAL EMPLOYMENT OPPORTUNITIES PROCEDURE

OBJECTIVES

1. To recruit high quality staff on the basis of merit and perceived ability to undertake the responsibilities of the positions applied for and to retain the employment of the same irrespective of; gender, age, marital and parental status, religious or ethical belief, sexual orientation, ethnic and national identity, and disability.
2. To work towards improving the access and movement within the school for any person and to ensure the same in the design of future buildings and layout.
3. To provide clear Equal Employment Opportunity guidelines and procedures for staff appointments and staff professional development (refer Staff Appointments Policy).
4. To provide guidance and training on Equal Employment Opportunities for Board and staff as required.

GUIDELINES

1. The Board will select or appoint a person(s) with the delegated authority to coordinate the development of the Equal Employment Opportunities programme and inform all employees of it.
2. A record of staff's personal and employment information will be maintained confidentially by an appropriate and designated person.
3. Concerns or issues related to Equal Employment Opportunities should be given in writing to the delegated Equal Employment Opportunities person(s). If the concern or issue cannot be resolved by the Equal Employment Opportunities person(s), the person(s) will make a report on the matter, in writing, to the Board of Trustees through the Principal.

Date of discussion by Policy Group	10 September 2008
Date of Confirmation by the Board of Trustees	10 September 2008
Reviewed	10 September 2008
Reviewed	09 November 2011
Changed to a procedure	27 April 2016
Reviewed	24 February 2020
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