

**HAVELOCK SCHOOL BOARD OF TRUSTEES - MARLBOROUGH**  
**Policy Statement: Equal Employment Opportunity & Pastoral Care ~ 3.20**

**Rationale**

Equal Employment Opportunity (EEO) is a legal requirement that aims to ensure that all employees have equal access to work opportunities, training and development. Havelock School, being an EEO employer, will identify and eliminate policies, procedures or any other barrier that causes inequality in aspects of recruitment, career development, training and conditions of service of any person or group.

**Purposes/Goals**

- 1 To remove barriers to employment and enable all people to have equal opportunity, free of bias and based on merit.
- 2 To offer pastoral support for employees that recognises the varied and changing needs people have in their lives and workplace.

**Guidelines**

- 1 To provide equal access, consideration and encouragement in the areas of recruitment, selection, conditions of employment, access to training, career development and promotion.
- 2 To develop, utilise and reward all available talents, ensuring the application of merit principles in staff selection and appointment are without bias or discrimination.
- 3 The EEO/PC policy is reviewed triennially along with all other personnel policies/practices.
- 4 Annually review and analyse personnel practices via [Well-being Questionnaire](#).
- 5 Annually review the [EEO/PC Programme](#).
- 6 The Personnel Convener/Board Chairperson will be the EEO/PC Co-ordinator.

**Key Task**

- 1 To meet the objectives in the EEO/PC Programme.

**Conclusion**

By having a successful EEO programme and demonstrating a genuine commitment to the pastoral needs of staff and equality in the work place, the benefits of a positive working environment will be reflected throughout the school.

Original 1994. Updated 1997, 1998, 2001, 2004, 2007, 2008 and Dec 2013.

Formally Adopted:

Mar 2014

To be Reviewed:

2017/1