



Equal Employment Opportunity Procedure

Procedure Number
WCDHB-HR-0006

Version Nos:
6

1. Purpose

The West Coast District Health Board (WCDHB) is committed to providing equality of opportunity in employment matters and to eliminate barriers to recruitment, retention, development and promotion of its employees, irrespective of age, ethnic or national origin, gender, sexual orientation, marital status, disability, religious belief and economic background.

2. Application

This Procedure is to be followed by all staff throughout the WCDHB.

3. Definitions

For the purposes of this Procedure:

Good employer is taken to have the same meaning as that contained within the State Sector Act 1998 and Amendments.

4. Responsibilities

For the purposes of this Procedure:

the **Human Resources Department** is required to:

- ensure all recruitment and selection Procedures are compliant with the principles of Equal Employment Opportunities.

5. Resources Required

This Procedure requires no resources.

6. Process

1.00 The purpose of this Procedure is to:

- a) ensure that all WCDHB staff members and applicants for employment and education are treated fairly and equitably;
- b) ensure the absence of direct, systemic and indirect discrimination on the grounds of gender, age, marital status, pregnancy, family responsibilities, ethnicity, sexual orientation, political belief, religious belief, intellectual or physical impairment and health status;
- c) ensure WCDHB adopts policies and strategies which support its commitment and obligation to the Treaty of Waitangi.

1.01 WCDHB will act to identify all aspects of policies, procedures and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality in respect of the employment opportunities of any person or group of persons;

- a) to ensure that appointments to staff positions are made on the basis of merit and that promotions maintain the principle of advancement by merit;
- b) to promote equal employment and educational opportunities as part of WCDHB policies, procedures and practices;
- c) to monitor, review and evaluate progress towards achieving equal employment opportunities.



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- 1.02 WCDHB is committed to the operation of human resource policies that comply with the principle of being a “good employer” (in accordance with Section 77a of the State Sector Act 1988 and Amendments). Consistent with this principle, these human resource policies will contain provisions generally accepted as necessary for the fair and proper treatment of staff members in all aspects of their employment, including provisions requiring:
- a) an environment free from harassment
 - b) the impartial selection of suitability qualified persons for employment;
 - c) recognition of the aims, aspirations and employment requirements of Maori;
 - d) recognition of the aims, aspirations and employment requirements of other ethnic and minority groups;
 - e) opportunities for the enhancement of the abilities of individual staff members;
 - f) recognition of the employment requirements of women
 - g) recognition of the employment requirements of persons with disabilities.
- 1.03 The Human Resources Department, in consultation with the Executive Management Team, will put in place immediately, an affirmative action programme to correct any Equal Employment Opportunity problem that comes to their attention.
- 1.04 All existing WCDHB policies, regulations and practices will be reviewed to ensure that they include the principles of equal employment and educational opportunity. All new policies, Procedures, regulations and practices will include the principles of equity.

7. Precautions And Considerations

- ➔ WCDHB will provide equality of opportunity in employment irrespective of age, ethnic or national origin, gender, sexual orientation, marital status, disability, religious belief and economic background.
- ➔ WCDHB is committed to the operation of human resource policies that comply with the principle of being a “good employer”(in accordance with Section 77a of the State Sector Act 1988 and Amendments).

8. References

There are no references associated with this Procedure.

9. Related Documents

State Sector Act 1988
Treaty of Waitangi
Human Rights Act 1993
New Zealand Bill Of Rights 1990
WCDHB Good Employer Procedure

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