



Te Aroha College Employment Policy

Rationale: Te Aroha College is committed to fostering a workplace environment that upholds the principles of being a good employer and providing equal employment opportunities. This policy aligns with New Zealand law, ensuring compliance with relevant employment legislation. We recognize that a diverse and inclusive workforce enhances the quality of education and services we provide.

Purpose: The purpose of this policy is to outline the principles and procedures that guide our employment practices to ensure fairness, equality, and compliance with New Zealand employment law. This policy aims to:

1. Promote a respectful, inclusive, and supportive work environment.
2. Ensure equal employment opportunities for all current and prospective employees.
3. Comply with all relevant New Zealand employment legislation.
4. Foster professional development and well-being of all staff members.

Procedures:

1. Recruitment and Selection:

- **Equal Opportunity:** All recruitment and selection processes will be based on merit, ensuring that all candidates are considered based on their skills, qualifications, and experience, without discrimination based on race, gender, age, disability, religion, marital status, sexual orientation, or any other characteristic protected by law.
- **Advertising:** Job advertisements will be placed in diverse media to reach a broad pool of potential applicants. All job postings will include a statement on our commitment to equal employment opportunities.
- **Selection Process:** The selection process will be transparent, consistent, and fair. Interview panels will be diverse, and all candidates will be assessed against the same criteria.

2. Professional Development:

- **Training Opportunities:** Te Aroha College will provide ongoing professional development opportunities to all staff members, encouraging continuous learning and growth.
- **Career Advancement:** We are committed to supporting the career advancement of our employees through mentoring, training, and providing opportunities for internal promotion.

3. Workplace Environment:

- **Inclusive Culture:** We will foster an inclusive workplace culture where all employees feel valued and respected. Harassment, bullying, and discrimination will not be tolerated, and any reported incidents will be addressed promptly and effectively.



- **Flexible Working Arrangements:** We recognize the importance of work-life balance and will consider requests for flexible working arrangements in line with operational requirements and New Zealand law.

4. Compliance with Legislation:

- **Legal Compliance:** Te Aroha College will comply with all relevant New Zealand employment laws, including but not limited to the Employment Relations Act 2000, the Human Rights Act 1993, and the Health and Safety at Work Act 2015.
- **Regular Review:** This policy will be reviewed regularly to ensure compliance with any changes in legislation and to reflect best practices in employment.

5. Employee Well-being:

- **Health and Safety:** We are committed to providing a safe and healthy work environment. Regular health and safety training and assessments will be conducted.
- **Support Services:** Te Aroha College will provide access to support services, including employee assistance programs and mental health resources.

6. Reporting and Addressing Issues:

- **Grievance Procedures:** Clear procedures are in place for employees to raise concerns or grievances. All issues will be handled in a confidential, fair, and timely manner.
- **Feedback Mechanisms:** There are systems in place for regular feedback from employees to continuously improve our employment practices and work environment.

Conclusion: Te Aroha College is dedicated to being a good employer by promoting equal employment opportunities and adhering to New Zealand law. This policy reflects our commitment to fostering a supportive, inclusive, and legally compliant workplace for all staff members.

Ratified: February 2024

Date of next review: February 2027