

Equal Employment Opportunities Policy of the Otago Regional Council

1. The EEO co-ordinator for the Otago Regional Council is the HR Manager.

2. Policy awareness and development

EEO policy is promoted through our recruitment and promotion processes. The policy is a co-operative approach by staff, Executive Management and the Council. Staff may at any time, comment on the policy or contribute to its further development, by contacting the HR Manager.

3. Staff procedures

a) Recruitment

All recruitment is based on a job description and a person specification that reflects the competencies and qualifications needed to perform the job. Our advertising of positions, job documentation and interview processes are designed to remove barriers and impediments to open and competitive applications and assessment on merit for the job.

b) Existing staff

Staff training, personal development, and promotion opportunities are monitored by Managers to ensure fairness for all staff.

Changing personal circumstances and needs of staff are positively responded to through the flexibility of employment contracts and job adjustments when they can be fairly met in relation to other employees.

4. Language

English language and communication skills are essential for the safe and effective conduct of the majority of our work. This does not preclude employment of persons for whom English is a second language or who have speech or language difficulties if the job description and person specification are met.

5. Culture, Ethnicity and Gender

Culture, ethnic and gender differences are a positive contribution to our work and workplace. We value employees as individuals in their own right and on their own merits. We do not operate affirmative action programmes or enquire as to cultural, ethnic, or social profiles of our staffing.

6. Disability

Where a job description and person specification do not identify impediments to job performance, persons with disabilities are employed on personal merit. Buildings and facilities will be altered to establish suitable working conditions for disabled persons where practical. All office changes will incorporate consideration for the physically disabled.

7. Client interaction

Client and peer interaction is important in most of our jobs. A tidy and personable presentation is expected of staff.

8. Parenting, partner, family, carers, personal support networks

Work performance and private life can impinge upon each other. Our employment conditions will have flexibility and reasonable opportunity for individual staff to meet their responsibilities in parenting, to partners and family, to carers and personal support networks.

9. Job sharing/work hours/flexibility

Flexibility of working hours and days is part of our employment contracts and will be supported wherever practicable and effective.

10. Employment Agreements

Employees have the choice of a Collective Agreement or an Individual Agreement. Our agreements will have common core conditions to promote fairness adequity.

11. EEO influence to our clients and community

Our EEO policy and attitudes are expected to be reflected in our dealings and policies with our clients and the Otago community.

12. Policy monitoring and appraisal

Each year our EEO policy will be reviewed for its effectiveness and relevance as part of the annual planning process. Improvements will be identified as necessary and practicable.

13. Breaches

Breaches of the policy will be analysed as to cause and policy adequacy. Breaches that materially impinge upon the personal rights and liberty of an individual will be treated as a disciplinary matter.

EEO Programme

The EEO statement for our Annual Plan reads:

“The Otago Regional Council has a commitment to the principle of equal employment opportunity, and to appoint staff on merit.

The Councils equal employment opportunity programme involves the application of policies and practices which encourage the enhancement of equal opportunity without bias or influence. These policies and practices are promoted in all areas of employment including recruitment, selection and appointment, training and development, career path planning and promotion.”