



## **6. Personnel Policy**

The board delegates responsibility to the principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, the principal may not fail to:

1. ensure that employees are not discriminated against and use clearly job-related criteria, individual performance or qualifications in decision making.
2. ensure all employees their rights to personal dignity, safety and access to an approved and fair internal grievance process
3. ensure that all required staff are registered or have a current Limited Authority to Teach.
4. provide a smoke free environment
5. provide for all staff an employment agreement
6. provide a suitable professional development programme which takes into consideration the requirements of the strategic and annual plans
7. carry out annual performance appraisals
8. meet current employment legislation
9. take reasonable steps to protect staff from unsafe or unhealthy working conditions
10. meet the requirements of the Health and Safety in Employment Act 1992
11. provide Protected Disclosure protection

Review schedule: Triennially

### **Equal Employment Opportunities Procedures:**

The Tauriko School Board of Trustees, as a good employer, must provide equal access, consideration, and equal encouragement in areas of recruitment, selection, promotion, conditions of employment and career development. The Board of Trustees is a good employer, acting with fairness and with consideration for the uniqueness of each individual employee.

The Board of Trustees will comply with Equal Employment Opportunities as outlined in the State Sector Amendment Act 1989, Human Rights Act 1993 and The Education Act 1989.

Tauriko Primary School is staffed by competent teachers and ancillary staff, to enable it to meet Charter objectives and maintain the special school culture. It strives for an equitable representation of all ethnicities and genders on the school staff. Staff that are employed are appropriate role models for children.

All personnel policies and procedures adhere to EEO principles. The Principal is delegated responsibility for the development and implementation of the school's EEO programme. The EEO procedures are implemented in consultation with employees, particularly staff in the target groups: Maori, women, men, and persons with disabilities. All staff will be treated

equally and fairly, without being discriminated against on the grounds of race, gender, sexual orientation, age, ethnicity, race, religion or physical disabilities.

At Tauriko School we are committed to

- Employing the best person for the job
- Ensuring that all employees have the chance to contribute and succeed to the best of their abilities in their work

An annual statement about the school's EEO documentation will be shared with the Board of Trustees

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