

NZ-EMPpol04

## **Equal opportunities and non-harassment policy**

**[Company name]**

**[Company logo]**

**Effective from:     [date]**

## Equal opportunities and non-harassment policy (EONHP)

# Introduction

- A. [Company name] aims to be an equal opportunity employer.
- B. The EONHP applies to all aspects of employment, from vacancy advertising, selection recruitment, promotion, training and development.
- C. Through this policy [Company name] will support and develop staff by providing everyone with access to facilities, personal and career development opportunities and employment on an equal basis regardless of race, national or ethnic origin, sex, age, disability, sexual orientation, marital status, religion or belief, and any other protected characteristics.
- D. This policy is made under the following laws and any other relevant amendments:
- i. the Employment Relations Act 2000,
  - ii. the Harassment Act 1997,
  - iii. the Human Rights Act 1993,
- E. This policy is not intended to be complete or all inclusive. The Company continues to rely on the good sense of members of staff to ensure compliance with this policy.

## 1. Principles

The policy is intended to:

- 1.1. develop and promote a culture of fairness, ■■■■■■■■■■ ;
- 1.2. making the best use of the range of talent and experience available ■■■■■■■■■■ ;
- 1.3. ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need ■■■■■■■■■■ ■■■■■■■■■■ .

- 1.4. support all staff, regardless of race, national or ethnic origin, age, disability, gender, sexual ■■■■, ■■■■■■■■■■, ■■■■■■■■■■, ■■■■■■■■■■; ■■■■■■■■■■;
- 1.5. prevent and deal with all forms of discrimination ■■■■, ■■■■■■■■■■ ■■■■■■;
- 1.6. build a culture that encourages dialogue.

## 2. Scope of the policy

The current policy applies to all applicants for posts with [Company name], to all staff employed on a full time ■■■■■■■■■■ - ■■■■■■■■■■, ■■■■■■■■■■ ■■■■■■■■■■.

## 3. Policy implementation

- 3.1. [All directors / Managing Director] will be responsible for the ■■■■ ■■■■■■■■■■.
- 3.2. Information on the policy will be:
  - 3.2.1 circulated to all staff
  - 3.2.2 provided to all new employees;
  - 3.2.3 [included in Human Resources policy].

## 4. Vacancy advertising

- 4.1. Wherever possible, ■■■■■■■■■■ ■■■■■■■■■■.
- 4.2. Steps will be taken ■■■■■■■■■■ ■■■■■■■■■■.
- 4.3. Wherever possible, vacancies will be notified to job centres, careers ■■■■, ■■■■, ■■■■, ■■■■, ■■■■, ■■■■■■■■■■ ■■■■■■■■■■, ■■■■■■■■■■ ■■■■■■■■■■ / ■■■■ ■■■■■■■■■■.
- 4.4. All vacancy advertisements ■■■■■■■■■■ ■■■■■■■■■■.

## 5. Selection and recruitment

- [illegible]

## 6. Promotions and career development

- [illegible]

## 7. Personnel records

- 7.1. In order to ensure the effective operation of the equal opportunity policy ( ) ,
- 7.2. Where necessary, employees may request to , ,
- 7.3. Such records will .

## 8. Disability discrimination

[Company name] will not discriminate in its recruitment or promotion .

## 9. Employees' obligations

- 9.1. The cooperation of all employees is essential for the success of this policy. Employees are expected to comply both as / , , ,
- 9.2. Examples of activities which contravene the policy include:
- 9.2.1 victimisation;
  - 9.2.2 sexual harassment;
  - 9.2.3 bullying;
  - 9.2.4 unfair exclusion.

## 10. Sexual harassment

[illegible][illegible]

Harassment may be:

10.3. Verbal, for example:

10.3.1 comments about appearance, body or clothes;

10.3.2 indecent remarks;

10.3.3 questions or comments about your sex life;

10.3.4 requests for sexual favours;

[illegible]

10.3.6 promises or threats concerning a person;

10.3.7 employment conditions in return for sexual favours.

10.4. Non-verbal, for example:

10.4.1 looking or staring at a person's body;

10.4.2  $\dots$   
 $\dots$

10.5. Physical, for example:

**10.5.1 ■■■■■■, ■■■■, ■■■■, ■■■■■■■■■■■■;**

### 10.5.2 sexual assault;

[illegible]

## 11. Age discrimination

[illegible]

11.2. 

## 12. Complaint procedure

[illegible][illegible][illegible]

## 13. Consultation

[illegible][illegible]

## 14. Review of the policy

[illegible]

[illegible]

Signed: [signature]

Date: [date]



### Explanatory notes:

## Equal opportunities and non harassment policy

- [illegible]

## End of notes