

Equal Opportunities

Rules

Principles of equity

The New Zealand Post Group is committed to providing equal opportunities in employment. Principles of equity will apply in the areas of recruitment, selection, conditions of employment and career development and advancement.

No current or prospective employee or contractor will be unfairly disadvantaged in employment based on:

- gender;
- marital status;
- religious or ethical beliefs;
- colour;
- race;
- ethnic or national origin;
- disability;
- age;
- political opinion;
- employment status; or
- sexual orientation.

Any employee or contractor who believes that they have been treated unfairly or been unfairly discriminated against, has the right to have the matter investigated by a manager in their business or the business group Human Resources Manager.

Guidelines

Equal employment opportunity is the provision of opportunities for individuals to fully participate in employment. It also refers to the right of an individual to be considered for a job for which he/she is skilled and suitably qualified. It is the chance to compete with others and be given due consideration without being excluded by unfair policies, procedures and attitudes.

The State-Owned Enterprises Act 1986 requires that the New Zealand Post Group be a good employer and offer equal opportunity employment programmes.

Human Rights Act 1993

The Human Rights Act 1993 makes it illegal to discriminate in all aspects of employment on the following grounds:

- sex - including pregnancy and childbirth;
- marital status - meaning single, married, married but separated, divorced, widowed or living in a relationship in the nature of marriage;

- religious or ethical beliefs - any practice used by an person holding a particular religious or ethical belief;
- colour;
- race;
- ethnic or national origin;
- disability - meaning physical disability or impairment, physical illness, psychiatric illness, the presence in the body of organisms capable of causing illness etc;
- age - meaning different treatment of anyone over the age of 16 years;
- political opinion - including the lack of political opinion;
- employment status - meaning being unemployed or receiving any kind of social security benefit or accident compensation;
- family status - meaning having responsibility for the care of children and other dependants, having no responsibility for the care of children or dependants, being married to, or in a relationship with a particular person or being related to a particular person; or
- sexual orientation - meaning heterosexual, homosexual, lesbian or bisexual orientation.

Responsibilities

Managers are responsible for:

- ensuring that current and prospective employees are not unfairly discriminated against;
- identifying areas where barriers exist which allow unfair discrimination to occur and taking action to remove those barriers;
- recognising potential within employees and encouraging their development; and
- resolving or escalating to the business group Human Resources Manager any EEO-related complaints and personal grievances.

Business group Human Resources Managers:

- develop effective programmes to promote and foster equal employment opportunities;
- investigate and report to the Chief Executive on any matter in which an employee believes that they have been treated unfairly or unfairly discriminated against; and
- monitor EEO-related personal grievances and report the incidence of this to the Group Manager HR.

End