

AFFIRMATIVE ACTION POLICY ERJ 6.17.1

INTRODUCTION

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

PURPOSE

The purpose of this document is to state the Edmund Rice Justice Aotearoa New Zealand Trust's position on Affirmative Action and to document the processes which will be adopted to ensure gender discrimination does not occur in the workplace.

CORE POLICY

The Edmund Rice Justice Aotearoa New Zealand Trust policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.

The Edmund Rice Justice Aotearoa New Zealand Trust will consult our employees and volunteers about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.

All decisions in the Edmund Rice Justice Aotearoa New Zealand Trust will be based on merit.

This document applies to all employees, volunteers and contractors.

AUTHORISATION

Chair

17th March 2014

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 6.17	Version	1
Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2016

AFFIRMATIVE ACTION PROCEDURES ERJ 6.17.1

RESPONSIBILITIES

It is the responsibility of the CEO to ensure:

- the implementation of this policy;
- that they are available as a point of contact for information, advice or complaints;
- that this program is continually being developed and reviewed;
- if the organisation is [covered](#) by the Equal Opportunity for Women in the Workplace Act 1999, that the annual report to the [Equal Opportunity for Women in the Workplace Agency](#) is completed and submitted.

PROCESSES

To ensure that <Name of Organisation> our organisation provides effective opportunities for women, the organisation shall:

- develop and review policies and practices regularly;
- analyse our employment profile and other workplace statistics;
- consult employees and volunteers about their needs;
- establish appropriate goals and plans; and
- review the organisation’s performance against those goals and plans.

If required by the *Equal Opportunity for Women in the Workplace Act 1999*, the Edmund Rice Justice Aotearoa New Zealand Trust will submit an annual report to the Equal Opportunity for Women in the Workplace Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees and volunteers who believe they are being treated unfairly as a result of gender discrimination should notify their manager or the CEO.

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RELATED DOCUMENTS

- Discrimination Policy
- Equal Employment Opportunity Policy
- Sexual Harassment Policy

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