

# Kaupapa here | National Diversity, Equity and Inclusion Policy

## Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) all employees of Te Pūkenga, including those on fixed-term agreements (collectively referred to as **kaimahi** in this policy); and
- b) where appropriate, Ohu Kaitiaki, which extends to all those operating at a governance level, including Council members and members of Council's advisory committees.

This policy applies to all Te Pūkenga employment activity including (but not limited to) recruitment, remuneration, learning and development, career progression and promotion, wellbeing and safety, workplace culture and dealing with external parties.

This policy is a national policy adopted by Te Pūkenga during its transition phase. It is intended to be an overarching policy that applies to Te Pūkenga head office but also sits across the policies and procedures of each business division of Te Pūkenga. In accordance with the Transitioning (Grandparenting) Former Subsidiaries Policies, the policies and procedures of a business division will continue to apply to the operations of the business division to the extent they are consistent with this policy. This policy will be reviewed, monitored and amended as the People, Culture and Wellbeing functions in each business division (and at Te Pūkenga head office) transition into the organisational design for the national People, Culture and Wellbeing function.

## Mokamoka whakaaetanga | Approval details

<b>Version number</b>	1	<b>Issue date</b>	11 October 2022
<b>Approval authority</b>	Te Pūkenga Council	<b>Date of approval</b>	11 October 2022
<b>Policy sponsor (has authority to make minor amendments)</b>	Chief People Officer	<b>Policy owner</b>	Chief People Officer
<b>Contact person</b>	Keri-Anne Tane	<b>Date of next review</b>	11 October 2024

## Ngā whakatikatika | Amendment history

<b>Version</b>	<b>Effective date</b>	<b>Created/reviewed by</b>	<b>Reason for review/comment</b>
1	11 October 2022	Keri-Anne Tane and Joy Whiteman	New national policy

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## Kaupapa-here | National Diversity, Equity and Inclusion Policy

### 1. Pūtake | Purpose

- 1.1. The purpose of this policy is to provide a framework to ensure all Te Pūkenga kaimahi and prospective kaimahi have equitable opportunities in all matters pertaining to their employment and are empowered to develop their full potential, while being celebrated for the unique background and characteristics they bring to Te Pūkenga.

### 2. Ngā Mātāpono | Principles

- 2.1. Te Pūkenga will act as a good employer and operate an employment policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment. That will include those matters specified in section 597 of the Education and Training Act 2020, including:
  - a) good and safe working conditions
  - b) an equal employment opportunities programme; and
  - c) the impartial selection of suitably qualified persons for appointment; and
  - d) recognition of:
    - the aims and aspirations of Māori; and
    - the employment requirements of Māori; and
    - the need for greater involvement of Māori in the education service; and
  - e) opportunities for the enhancement of the abilities of individual employees; and
  - f) recognition of the aims and aspirations and employment requirements, and the cultural differences, of ethnic or minority groups; and
  - g) recognition of the employment requirements of women; and
  - h) recognition of the employment requirements of persons with disabilities.
- 2.2. Mindful of its wider statutory obligations, Te Pūkenga will actively engage and apply Equal Employment Opportunities (EEO) to ensure we reflect a Te Pūkenga workforce that comprises those best suited to the relevant positions while also representing our equity and Te Tiriti o Waitangi commitments.
- 2.3. Te Pūkenga will recognise, encourage and celebrate diversity while demonstrating equitable outcomes and being free from unlawful discrimination. In accordance with our Charter obligation in relation to equity, we will work towards equity for ākonga and kaimahi of different genders, ethnicities, cultures, and abilities.
- 2.4. Te Pūkenga will develop, implement, monitor and review a diversity, equity, and inclusion programme that meets our obligations under the Education and Training Act 2020, the Crown Entities Act 2004 and our Charter.

- 2.5 Te Pūkenga recognises that the success of this approach to equity requires the development of systems and processes that function in accordance with our legislative obligations and, to the extent legally permissible, address implicit biases and privileging.
- 2.6 Te Pūkenga recognises meeting its priorities requires a workforce that is representative of those priorities. Whilst cognisant of the need for all roles to be filled by those best skilled for them, regard must be had to the need to have a diverse workforce, representative of priority groups. Lived realities and experience will strengthen the ability of Te Pūkenga to authentically partner with communities, stakeholder groups, Māori, Pacific and people with disabilities.
- 2.7 Te Tiriti o Waitangi partnerships require a workforce that is highly competent and confident to engage authentically and safely for roles where that engagement is a core requirement. Equal Employment Opportunities (EEO) programmes nurture and enable a diverse workforce, reflecting community diversity at all levels of Te Pūkenga.
- 2.8 To the extent legally permissible, Te Pūkenga will apply equal employment opportunities to all conditions of employment and will seek to identify and eliminate aspects of policies, procedures and practices which may directly or indirectly lead to inequitable outcomes or unlawful discrimination and do not embrace diversity and manaakitanga.
- 2.9 Te Pūkenga recognises diversity among people to enable and promote a safe, supportive, and responsive environment that enables people to perform and enhance their abilities. Te Pūkenga expects all kaimahi to treat others with respect and dignity to enable diversity, equity and inclusion outcomes in an environment that empowers people to carry out their duties.

### 3. Ngā Haepapa | Responsibilities

Role	Responsibilities
<b>Te Pūkenga</b>	<ul style="list-style-type: none"> <li>• Ensure a working environment that encourages employment of all and provide processes that ensure diversity, equity and inclusion</li> <li>• Ensure organisational structures, policies and procedures reflect the principles set out above</li> <li>• Provide continuous quality improvement mechanisms for developing, implementing, and monitoring, to address behaviour contrary to these principles</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Model behaviour and decision-making that displays and encourages diversity, equity and inclusion in their teams</li> <li>• Create an environment where all kaimahi are treated with respect and dignity</li> <li>• Address behaviour that does not support the principles set out above</li> <li>• Create safe environments to strengthen equity confidence and competence.</li> </ul>
<b>Kaimahi</b>	<ul style="list-style-type: none"> <li>• Support equity, diversity and inclusion initiatives</li> <li>• Actively ensure that other kaimahi and stakeholders are treated fairly and with respect and dignity</li> <li>• Challenge and/or report behaviour that does not support the principles set out above</li> <li>• Engage in continuous quality improvement practices, to safely learn and grow</li> </ul>

#### 4. Ngā Tikanga | Definitions

Term	Means
<b>Diversity or diversity</b>	Refers to all the characteristics that make our kaimahi different from one another. They include attributes or characteristics based on factors including, but not limited to, gender, race, ethnicity, marital status, age, disability, sexual orientation, family status, religious or ethical beliefs, political opinion, employment status, domestic violence or union affiliation.
<b>Equal Employment Opportunities (EEO)</b>	The elimination of barriers to ensure that all are considered for the employment of their choice in an equitable manner and can develop and perform to their full potential through an equal employment opportunities programme that is aimed at the identification and elimination of all aspects of policies, procedures, and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality with respect to the employment of any persons or group of persons; for example (but not limited to) inequality of opportunity arising out of gender, ability, sexuality, beliefs, values, principles, worldview, or ethnicity.
<b>Equity or equity</b>	Embracing the diversity and cultural richness of our communities and ensuring that all people can achieve their full potential. Recognition that lived realities and experience strengthens Te Pūkenga.
<b>Inclusion or inclusion</b>	Encouraging practices and behaviours within Te Pūkenga to ensure all our kaimahi feel empowered to be included in the activities that affect and interest them at work. It involves both the action of offering everyone the same opportunities; and the outcome of kaimahi feeling that they belong.

#### 5. Ngā Hononga ki Tuhinga kē | Links to Other Documents

<p><b>Ngā Kaupapa Here e Hāngai ana   Related Policies</b></p> <p>Recruitment Remuneration and Benefits Learning and Development</p>
<p><b>Ngā Tukanga me ngā Hātepe   Processes, Procedures</b></p> <p>Recruitment Remuneration Benefits Reward and Recognition Learning and Development Complaints</p>
<p><b>Ture whai take   Relevant legislation</b></p> <p>Crown Entities Act 2004 Education and Training Act 2020 Human Rights Act 1993</p>