
St Mary’s is committed to the goal of freedom from discrimination in employment on the grounds of gender, race or any other criteria which does not impact on a person’s ability to fulfil the appointed role effectively.

The school accepts its responsibility to
- provide equal employment opportunity for women
- provide equal opportunity for women to participate in positions of responsibility in the school.
- provide opportunities for professional development
- promote discussion in issues related to equal opportunity for women.

Merit is the basis of Equal Employment Opportunity and in selecting and promoting staff, only criteria related to the ability to do the job are used in selection procedures. Merit has always been at the heart of selection procedures used by St Mary’s and will continue to be the guiding principle.

In the light of the importance which the school places on this issue, the Principal will be responsible for ensuring that this policy is implemented effectively and reviewed as appropriate.

The school accepts that it has both a legal and moral obligation to provide a workplace free from discrimination and will continue to implement policies in co-operation with all staff, which make this a reality.

COMPLAINTS PROCEDURE

Employees who consider that the school is discriminating against them in any of the above mentioned areas should report the matter immediately to a School Counsellor, the Deputy Principal, Director of Finance and Administration, Dean of Students, Dean of Administration, Head of Boarding, Head of the Junior School or the Principal. The person making the report should document the occurrence and should clearly identify what action she or he considers should have occurred. The person to whom the report is made will ensure that all details are kept confidential until a subsequent review is conducted.

People making reports are assured that their concerns will not generate adverse job consequences.

A more detailed Complaints Procedure for staff is available on the staff section of the school’s document server.