EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION POLICY STATEMENT
Policy & Procedures

Last reviewed: June 2013

The school is required to articulate this policy under the terms of the Affirmative Action (Equal Employment for Women) Act 1986 as amended in 1992.

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.

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 Counselor, 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.