

# Equal Employment Opportunities Management Plan

## **Charter for Diversity (Incorporating EEO Policy)**

(Reference to the Local Government Amendment Act No. 2, 1989 Section 119f and 119g).

### **Diversity**

The Christchurch City Council is committed to a culture of diversity aimed at recognising, acknowledging, valuing, celebrating and utilising the diversity of people in our organisation and community.

Elements that contribute to diversity include age, aspirations, class, country of origin, gender, learning styles, personality, physical ability, language, professional experience, race, religion, beliefs, sexual orientation, socio-economic backgrounds, ethnicity and work styles. Diversity includes all ways in which people differ.

Processes and procedures will be regularly reviewed in terms of method and output for recognising, acknowledging, valuing, celebrating, utilising, and benefiting from the variety of backgrounds of people employed in such a way as to add value to the work of the Council.

Our organisational culture “Giving Value – Being Valued” is the written statement of the way we aim to do things and the way we aim to work together which promotes, values and advances diversity within the organisation.

### **Principles of Diversity**

Christchurch City Council’s Charter for Diversity establishes the principles of our understanding and approach to diversity in the organisation as follows:

- All of us in Christchurch City Council should have an equal opportunity to contribute to, and participate in, the objectives of the Council’s work.
- Each of us in teams and units should accommodate and respect the diversity, culture, language and religion of each other within the organisation.

- Each of us has the opportunity to realise the full potential of our own individual development in the context of the Council’s activities through participation in, and contribution to, the Council’s services to the community.
- Individuals, teams and units should recognise the diversity of our people as a valuable resource and utilise and promote it to maximise our contribution to the people and community of Christchurch.

### **Diversity and Good Management**

Managing for diversity requires a focus on three broad areas.

- Valuing diversity
- Employment equity
- Good management practice

### **Valuing Diversity**

Valuing diversity means promoting and utilising the advantages and benefits of differences within the workforce.

The outcomes of valuing diversity include improved - team work, individual performance, customer service, customer relations, staff relations and the reduction of conflict.

People and organisations who value diversity are interested in identifying and overcoming barriers that prevent effective interaction between people, and in creating a work environment which welcomes and fosters diversity.

### **Employment Equity**

Employment equity means recognising, supporting and promoting the right of all people to have genuine access to all levels and types of employment in our organisation. It also recognises that our aim is to make decisions in our workplace which will be fair and equitable.

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## Good Management Practice

Good management practice encourages, emphasises and acknowledges the benefits of diversity within the workforce.

Managers, teams and people who operate effectively do so by implementing strategies for the utilisation of diversity.

We all need to be prepared to embrace diversity and accept change as a norm in order to realise the full potential of diversity for our future.

Christchurch City Council supports flexible work practices and employment arrangements to support diversity in the workplace.

## Equal Employment Opportunity (EEO)

Effective diversity management practice is fundamental to achieving EEO outcomes for people at work. EEO objectives should include:

- A level of cultural diversity in our organisation that reflects the cultural diversity of our community.
- Promoting ethnic diversity within the Christchurch City Council reflecting the ethnic diversity of our community.
- Providing equal access to information for all people including promotional opportunities, job related benefits, and training and development opportunities
- Workplaces free of discrimination and harassment
- Aiming for all our people to have the necessary communication and management skills to work in culturally diverse environments

## Objectives for 2002/03

Continue refocusing the organisation on diversity and its integration with the principles of GV-BV and the HR Strategy

To complete Christchurch City Council Diversity Charter

### Training

- Develop a diversity (incorporating EEO) training programme for all new staff to the organisation and to anyone who has not completed EEO training
- Provide diversity awareness workshops within teams
- To include a diversity component in Team Leader Development Programme

Refocus Referral Advisors and clarify role and responsibilities around harassment prevention, diversity/EEO, disability and the 'Staff Support Programme'

## Performance Indicators

- Implementation of the Diversity Programme to be completed by 5 August 2002
- Diversity Charter to be completed by 5 August 2002
- Advertised/circulated
- Conduct 16 workshops by 30 June 2003
- Train staff to provide a diversity awareness workshop at team meetings in 6 Units
- Diversity is integrated in Team Leader Development Programme by August 2002
- Consolidate roles of referral advisors/contact people into one single group of referral advisors by August 2002
- Ensure that 4 meetings per year for information sharing, networking and skills development