

## Council Policy No: 03

### GOOD EMPLOYER

#### General Statement

- 1 The Council expects the Vice-Chancellor to manage the University effectively and efficiently. The employment policy must be consistent with all the legal and other commonly accepted requirements of being a good employer. These include:

#### Policy, Law and Agreements

- 2 The policies of Council must be respected.
- 3 All employment practices at the University must be consistent with the requirements of the law.
- 4 Employment, promotion and termination procedures will be clear, fair and reasonable.

#### Fairness and Equity

- 5 Employment practices will be fair and provide equal job opportunities for all.
- 6 All permanent vacancies will be advertised and appointments and promotions should be on merit.
- 7 Staff will not be discriminated against on the basis of their race, sex, ethnic origin, disability, ethical belief, age, religion, politics, marital status, sexual orientation or union affiliation.
- 8 The particular employment needs of such groups as women, Māori and the disabled will be recognised.
- 9 Disciplinary processes will be prompt and impartial.

#### Good and Safe Working Conditions

- 10 Staff will have good and safe working conditions.

#### Personal Freedoms

- 11 The following will be honoured:
  - 11.1 An employee's personal time or freedom should not be unreasonably imposed upon.
  - 11.2 There should be no limit to freedom of speech except when employees speak on behalf of the University. Loyalty to the University is, however, expected.
  - 11.3 The privacy of all employees should be respected. This includes security of their personal files and their personal property. Ordinary courtesy is expected when unavoidable disruption to the workplace occurs.

#### Academic Freedom

- 12 All staff have a right to academic freedom as defined in the *Education and Training Act 2020*.

#### Training and Development

- 13 All staff will be given the opportunity to be:

- 13.1 Properly inducted into their jobs.
- 13.2 Trained on any new practice or equipment pertaining to their jobs.
- 13.3 Appraised, guided and given regular feedback on their job performance.

#### **Relations with staff and employee organisations**

- 14 Good staff relations should be maintained.
- 15 The role of the unions will be recognised and supported.
- 16 All staff will have access to the University's policies and procedures.

#### **Recognition of the Māori people**

- 17 The aims and aspirations of the Māori people will be acknowledged in the University's employment policy.

#### **Recognition of ethnic or minority groups**

- 18 The aims, aspirations and cultural differences of people from all ethnic and minority groups will be recognised in employment policy.

#### **Standards of Conduct**

- 19 Employees will be required to be honest, principled, and properly concerned for the wellbeing of the University, its members and the community.

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CHANCELLOR

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PRO-CHANCELLOR

#### **DOCUMENT MANAGEMENT AND CONTROL**

Date of adoption: 23 May 1991/5 January 2000 for AUT

Date this issue: October 2020

Policy owner: AUT Council