

## Montessori Aotearoa New Zealand Good Employer Policy / Kaiwhakawhiwhi mahi papai

As a good employer MANZ will:

1. Provide equal and fair opportunities for employees and prospective employees. MANZ values diversity and does not discriminate against employees, potential employees, or any other person by reason of gender, ethnicity, religion, sexual orientation, marital status, pregnancy or childbirth, ethical belief, colour, race, disability, age, employment status, political opinion or family status (NZ Human Rights Commission).
2. Keep staff updated with the Mission, Vision & Values of the organisation.
3. MANZ acknowledges Te Tiriti o Waitangi as the founding document of our nation and will operate in a manner consistent with its values and principles (NZ Human Rights Commission).
4. Review employment conditions, job descriptions, salary and remuneration on an annual basis, providing opportunities for feedback and input from employees.
5. Show appreciation to employees by acknowledging special times throughout the year.
6. Allow opportunities for employees to use initiative and creativity.
7. Provide and support opportunities for continued learning appropriate to the employee's job to enable expectations and jobs to be completed effectively.
8. Provide opportunities for employees to be part of the wider Montessori Community.
9. Co-construct appraisal goals and provide regular and consistent feedback regarding performance related to individual development plans (appraisal).
10. Respect staff as individuals, taking into account and demonstrating manaakitanga towards their different cultures and practices as well as valuing personal circumstances and confidentiality.
11. Should a complaint be raised as a result of perceived non-compliance with this policy, the aggrieved party shall be referred to the Complaints and Concerns Policy (CC Policy).