



North Harbour Hockey Association

Diversity & Inclusion

Te Kanorau me te Whai Wāhitanga

Policy

Author: Sustainability & Policy Subcommittees
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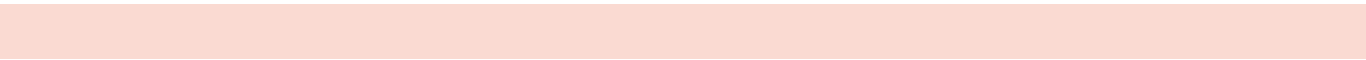
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NORTH HARBOUR HOCKEY – DIVERSITY & INCLUSION POLICY OBJECTIVE

This policy outlines the terminology North Harbour Hockey Association (NHHA) recognises, our commitment and responsibilities to diversity and inclusion in the workplace with particular commitment to working with Iwi/Mana whenua.

NHHA is focused on developing the talents of all our people regardless of race, gender, sexual orientation, socio-economic status, culture, religion, age, physical and neurological abilities, national origin, or education.

This policy applies to all NHHA personnel including employees, contractors, players, coaches, and anyone who undertakes work or projects for NHHA while executing their contractual obligations, or in a voluntary capacity.

POLICY PURPOSE

To ensure that all employees work in a harmonic and productive environment where diversity and inclusion are encouraged, respected, and embraced in day-to-day operations.

Our goal is to create an environment that encourages and nurtures diverse thinking, recognising that individual and cultural differences may affect activities and interactions between people, and to always be tolerant and understanding of these differences.

We want all our employees to thrive, they are our greatest resource and key to the success of NHHA.

POLICY

POLICY APPLICATION

This policy applies to all NHHA personnel including employees, contractors, players, coaches, volunteers and anyone who undertakes work or activities for NHHA outside the workplace environment including working at home, NHHA-related activities, work undertaken remotely such as conferences or training, and any work-related activities or social events.

The policy owner is the NHHA CEO and the NNHA Board.

DEFINITIONS OF TERMS

NHHA has identified six key terms and the application and/or the definition and meaning when used. While these are general categories, these are not considered exhaustive.

- **Diversity** - refers to our individual differences and how these provide a unique mixture of knowledge, skills and perspectives from our members. For NHHA diversity includes but is not limited to characteristics such as cultural background and ethnicity, age, gender, gender identity, differences in physical and cognitive abilities, sexual orientation, religious beliefs, language and education.
- **Inclusion** - a culture of inclusion is one where every member feels valued and respected and can fully contribute to the ultimate goals of NHHA. It is about removing barriers to make sure everyone can fully participate in the workplace.
- **Equal Employment Opportunity** - is the principle of ensuring that all people have the same access to enter NHHA and to grow within it, free from discrimination and biases.
- **Equity** - refers to fairness and justice within a safe, inclusive, and equitable work environment that enables talented people to achieve their potential and ultimately contribute to achieving NHHA's strategic objectives.
- **Equity groups** - are specific groups of individuals who based on their perceived characteristics have historically experienced one or more barriers to accessing and succeeding in the workplace.
- **Discrimination** - is any practice that makes distinctions between individuals and groups, based on their distinctive characteristics, which disadvantages some people and/or advantages others.

OUR COMMITMENT

1. We regard diversity and inclusion (D&I) as essential to successfully and sustainably achieving NHHA's objectives.
2. We respect and value the contribution of each team member.
3. We regard discrimination and harassment as unfair, unacceptable and unlawful so we will not tolerate its active practice and are dedicated to eliminating its passive practice.
4. We recognise our key role in educating all our employees about the business benefits of D&I, how to recognise discrimination and unconscious bias and know what action to take.
5. We acknowledged the importance of creating common ground in which individuals pertaining to equity groups can develop and thrive equally in a culture of inclusion.
6. We are committed to creating and implementing the best possible policies, strategies and interventions to make NHHA an inclusive place where all employees are equal, productive, engaged and satisfied with their jobs.

7. Our employment policies and procedures are designed to ensure fairness and equal opportunities for all.
8. We acknowledge and will address key D&I concepts including equal employment opportunities, equitable pay, flexibility and work life balance, developing capability and a greater understanding of Te Ao Māori and The Treaty of Waitangi/Te Tiriti o Waitangi, and Cultural / Rainbow Community sensitivity & celebration.
9. We are committed to follow these principles in all our daily activities including recruitment, training opportunities, and career development.

OUR RESPONSIBILITIES

NHHA recognises that the culture of its workplace is created by the behaviour and conduct of all its employees. We believe that there's real power in all of us working together to make progress in order to effect change.

Individual responsibilities include:

- Our CEO will be responsible for setting and guiding the culture using appropriate tools and resources for monitoring and ensuring NHHA's commitment to D&I is being achieved through developing the talents of our people
- The Sustainability Committee and the NHHA Board will be responsible for ensuring the commitment to D&I is monitored and regularly reviewed (minimum 2 yearly) with feedback provided to the CEO and the Board
- Managers will be responsible for encouraging and nurturing diverse thinking and ensuring their team members are always tolerant and understanding of these differences in all interactions
- All employees will be responsible for actively contributing to a harmonic and productive environment where D&I are encouraged, respected and embraced in day-to-day operations.

OUR INITIATIVES

We regularly review internal processes to ensure the design and application of a D&I approach is the cornerstone of our endeavours. This could include:

- Relevant training for employees such as Te Tiriti O Waitangi workshops, tikanga workshops, unconscious bias training and Rainbow education programmes
- Recruitment processes to enable a diverse workforce
- Hockey programmes and initiatives to engage with groups in our community that are under-represented in our membership base.

OUR MEASURES

NHHA monitors D&I using appropriate measures and targets including:

- regularly reviewing staff training records to ensure commitment to D&I education is embedded in our culture
- monitoring the diversity of our workforce by gauging gender, ethnicity, age and cultural backgrounds and highlight findings to the CEO and Board
- promptly dealing with concerns and deciding whether a low-key approach or a formal approach is appropriate, taking into account the wishes of the complainant as detailed in NHHA's Harassment Policy.

RELEVANT LEGISLATION

This Policy considers the following legislation:

- Employment Relations Act 2000
- Harassment Act 1997
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Births, Deaths, Marriages, Relationships Act Review August 2022

RELEVANT POLICIES

Other relevant NHHA policies:

- NHHA Harassment Policy (Policy in Draft only as at issue date)
- NHHA Mental Health and Wellbeing Policy
- NHHA Code of Conduct
- NHHA Reporting Concerns and Complaints and Whistleblower Policy (Policy in Draft only as at issue date)
- NHHA Social Media Policy

QUESTIONS AND FEEDBACK

If you have any questions or feedback about this policy, please contact the NHHA CEO.