

Good Employer Report: a template

1. Workplace Profile

Enter data on the composition of your workforce.

GENDER WORKPLACE PROFILE							
	WOMEN			MEN			TOTAL WORKERS
	Full time	Part time	Av Salary*	Full time	Part time	Av Salary*	
Associate Professionals							
Professionals							
Office Clerks							
Personal & Protective Serv.							
Managers**							
Customer Services							
Science/Tech							
Trades							
Total							

* This could be the average annual salary or hourly salary depending on what information is more valuable for the organisation

**This could be divided into managers and senior managers if the organisation has both

The organisation may also want to examine open term and fixed term and perhaps casual workers if applicable

ETHNIC WORKPLACE PROFILE															
	Māori			Pacific Peoples			Asian (incl. Sth Asian)			Other Ethnic Groups			Pakeha /European		
	Full time	Part time	Av Salary*	Full time	Part time	Av Salary*	Full time	Part time	Av Salary*	Full time	Part time	Av Salary*	Full time	Part time	Av Salary*
Associate Professionals															
Professionals															
Office Clerks															
Personal & Protective Services															
Managers**															
Customer Services															
Science/ Technical															
Trades															
Total															

* This could be the average annual salary or hourly salary depending on what information is more valuable for the organisation

**This could be divided into managers and senior managers if the organisation has both

The organisation may also want to examine open term and fixed term and perhaps casual workers if applicable

2. Analysis

Describe the analysis (of the 7 Key Employment Elements) you undertook during the year to identify your progress, your successes and your problems in providing equal employment opportunities.

Key Employment Elements

1. Leadership, Accountability and Culture
2. Recruitment, Selection and Induction
3. Employee Development , Promotion and Exit
4. Flexibility and Work Design
5. Remuneration, Recognition and Conditions
6. Harassment and Bullying Prevention
7. Safe and Healthy Environment

You could provide information on:

- a) How you **consulted and engaged** with your staff to identify issues in your workplace when considering the seven employment elements listed above (e.g. surveys, focus groups; EEO committee etc)

- b) What other **methods of analysis** (eg HR statistics re turnover and absenteeism trends, workplace profile etc) you used to identify the EEO issues in your workplace

- c) What did your analysis identify that was working well for **women, māori, other ethnic groups, people with disabilities and other minority groups**?

- d) What did your analysis identify in each Employment Element that was an **issue** that needs addressing for **for women, māori, other ethnic groups, people with disabilities and other minority groups**?

1. Leadership, Accountability and Culture

2. Recruitment, Selection and Induction

3. Employee Development , Promotion and Exit

4. Flexibility and Work Design

5. Remuneration, Recognition and Conditions

6. Harassment and Bullying Prevention

7. Safe and Healthy Environment

3. Issues prioritised

From your analysis in Step 2 above, list your **priority issues** to be actioned during the year. How will you know the problem or issue has been addressed or fixed?

4. Actions taken

List the **actions taken** during the year to address the priority issues identified in Step 3 above.

5. Evaluation of actions taken

How effective were the actions taken over the year in progressing EEO? That is, what worked, and what didn't, and what were the outcomes?

6. Future actions

To continue to meet your 'good employer' obligations and achieve equal employment opportunities, describe the actions you are planning in the next year.