



Tauawhi Charitable Trust

OPERATIONAL POLICIES

RECRUITMENT POLICY

PURPOSE

The Male Support Services Waikato ('MST') Recruitment Policy ('Policy') provides guidelines for the recruitment of trustees, staff and volunteers by MST.

The purpose of the Policy is to ensure that:

- Fair, consistent and robust recruitment practices are properly applied;
- The recruitment process is values based and applicants selected for interview are a good match to the organisational values and/or operating principles;
- All candidates are appropriately screened and reference checked;
- Selection procedures make certain that the best applicant for the position is appointed through a standardised and non-discriminatory process;
- Selection process and subsequent decisions are valid and based on merit and objective reasons; and
- The organisation's employment brand is maintained and enhanced through a high level of values based candidate care.

SCOPE

This Policy is intended to apply to the recruitment of all trustees, staff and volunteers engaged by MST in operational and/or governance roles.

PRINCIPLES

MST will recruit and select with a view to appointing the best person for the position.

Recruitment and selection processes are expected to:

- Adhere to the principles of good recruitment practice and legislative requirements i.e. Human Rights Act 1993 and Privacy Act 1993
- Be in accordance with the principles of fairness, equal employment opportunity and MST's commitment to the Treaty of Waitangi
- Align to the MST shared purpose of 'enabling the wellbeing of male survivors of sexual violence; and
- Reflect the following MST operating principles (values/behaviours):
 - ✓ **Hoaketanga | Purposeful** – Always on purpose: putting male survivors first and always seeking ways to improve their well-being;

- ✓ **Ngaio I Professional** – Always ethical, open and honest: acting authentically with integrity and without judgment, always aspiring to the highest standards of professional practice; and
- ✓ **Mahi tahi I Collaborative** – Always collegial; building meaningful relationships based on mutual value, trust and respect, and working together to achieve our ambition for the future.

OBJECTIVES

Applying this Policy will ensure that:

- MST Trustees and staff understand their obligations and responsibilities relating to the recruitment of people who will have governance and/or operational roles within their organisations;
- Recruitment processes comply with relevant legislative requirements, reflect best practice, pay appropriate attention to recruitment risk management and ensure that appointees are values aligned; and
- Candidates have a positive experience of the recruitment process that is reflective of MST operating principles and enhances their perception of MST and the work we do.

CORE ELEMENTS

The Policy addresses two critical aspects of the recruitment process that can present significant organisational risks if not properly managed:

1. Engaging with applicants/candidates

The way we engage in recruitment should always be fair and equitable and reflect the organisation's operating principles (values)

It is very important that the recruitment process **avoids discriminating against applicants** by:

- Pre-determining who should be offered the recruitment opportunity;
- Setting discriminatory terms on which the opportunity will be offered
- Denying specific people the opportunity to apply; and
- Not making reasonable allowance for applicant training or learning on the job.

The following process, reflects good recruitment practice and will help to minimise the risk of discrimination.

1. Draft a position or **role definition** prior to offering recruitment. Ensure that any specific requirements for the position relate to the skills and experience needed for the role and avoid references to personal attributes that may be regarded as discriminatory.
2. When **advertising the opportunity**, only include the requirements that relate to the skills and experience need for the role. Remember, the content of a job advertisement is critical if there is ever an allegation of discrimination.

Advertisements should be clear about the nature of the role and the conditions of engagement including:

- a. any minimum qualifications, experience or requirements;
- b. whether it's a full-time, part-time, permanent, fixed-term, casual or volunteer position
- c. any benefits, for example flexible hours, extra KiwiSaver payments;
- d. the things that make your organisation a great place to work; and
- e. how to apply.

Vague advertisements that are not clear about the nature of the role or other important details of employment may risk breaching New Zealand's consumer protection legislation.

3. Prepare a list of **questions for the interview** that relate directly to the role requirements. Avoid asking questions that may be presumed to be relevant only to certain people or questions that intrude into irrelevant details about a candidate's personal life. Focus questions on whether candidates can fulfil the key requirements of the role noting the skills and experience the role requires and the duties the candidate would be required to undertake if they were employed.
4. Evaluate the **interview responses** of all candidates on a pre-agreed fair and equitable basis to avoid bias towards any candidate. It is good practice to keep interview records that will evidence that the process was objective as well as fair and equitable.
5. Throughout the **recruitment process** you must be truthful and not mislead or deceive candidates about:
 - a. the terms and conditions of employment, such as the salary on offer;
 - b. the availability of work;
 - c. the work conditions and nature of work;
 - d. key duties; and
 - e. future employment prospects.
6. Always focus on **selecting the best person** for the position endeavouring to remove any bias or discrimination that could corrupt the process. It is appropriate to focus on the following considerations:
 - a. **relevant experience** – what level of training and or support will be required to enable their engagement?
 - b. **personality** – how will they fit in?
 - c. **values** – are their values aligned with the organisational values – purposeful, collaborative and professional?
 - d. **attitude** – do they seem passionate about the job?
7. Adopt similar procedures for **volunteering roles** to ensure that these individuals are not discriminated against when seeking to volunteer their time for your organisation.
- 8.

2. Screening applicants

Please Note: Disclosing information about a job applicant to anyone, even by accident, is a breach of the Privacy Act

Reference Checking

Reference checking shortlisted candidates is a critical recruitment-risk management practice that can only be completed with the consent of the candidate. It is a breach of privacy for a referee to provide information about a candidate if they have not been specifically authorised to do so. Candidate consent should be for a specific person to converse with their nominated referees for a specific role.

Pre-Engagement Checks

There are three other types of pre-engagement checks that can only be requested when they are specifically relevant to the position being recruited.

- **Criminal record checks** through the Ministry of Justice or the NZ Police vetting process, both of which require the consent of the candidate;
- **Drug and alcohol checks** but only where this is a condition of their appointment, is included in any employment agreement and is in accordance with an approved organisational policy;
- **Credit checks** but only where there is significant financial risk and the candidate has consented to the check; and

MST policy, which also reflects relevant legislative requirements, requires that criminal history record checks be completed in the following circumstances:

- The **appointment of trustees, directors and advisors to MST governance boards** requires the completion of a Police Criminal History report. Board members will be advised by the report and where they consider that the nature of any criminal record does not warrant disqualification of the candidate, they must formally record the rationale for their decision.
- The **appointment of peer-workers, counsellors, social workers and any other employees or volunteers**, including governance board and/or board committee members that will be working with:
 - o children
 - o older people
 - o people with special needs, or
 - o other vulnerable members of society

Entitlement to work in New Zealand

Where the recruitment involves a person who is not a New Zealand citizen and/or resident you will need to make sure they are **entitled to work in New Zealand**.

If you plan to engage a migrant who is in New Zealand, you must check their visa lets them work here before offering them a job. You can use Immigration New Zealand's **VisaView** tool to see a candidate's visa status.

If the person you want to engage doesn't have a visa that allows them to work in New Zealand, they'll need to apply for a work or resident visa – before they begin their engagement. You can find details about how to support someone you want to engage on the Immigration New Zealand Website.