

**November 2010, 8 September 2016, reviewed 12 September 2019**

## **NZRAB Personnel Policy**

### **Purpose**

1. This policy provides principles by which the NZRAB will be a “good employer”, as required by the Registered Architects Act 2005.

### **Principles**

2. The NZRAB will appoint and employ staff in accordance with the requirements of New Zealand’s employment and related law, fairness, and the good employer principles set out in section 38 of the Schedule to the Registered Architects Act 2005.
3. The workplace will be family-friendly and supportive.
4. The NZRAB will report on its compliance with this policy in its *Annual Report*.

### **Details**

5. Staff will have a healthy and safe working environment, as set out in the NZRAB Health and Safety Policy.
6. Appointments will be based on the impartial, evidence-based selection of suitably qualified persons without assumptions being made based on stereotypes.
7. The aims, aspirations, employment requirements and needs of all staff will be recognised where appropriate and ascertained at the time of each staff member’s annual performance review, as will the value to the NZRAB of diversity among its employees.
8. Staff shall have Individual Employment Contracts and shall have performance appraisals and salary reviews annually.
9. Any performance issues shall be dealt with impartially in accordance with the requirements of natural justice and with any conflicts of interest properly managed.
10. Staff will know what is expected of them and will receive regular feedback in terms of whether or not expectations are being met.
11. An inclusive work culture and open communications will be promoted.
12. By mutual agreement staff will be permitted to organise their work hours flexibly where practicable, to assist them to meet their family, cultural and other obligations.