Disability Employer Resource  
Checklist: Governance

**Outcomes:**

* Governance and HR policies, procedures and guidelines are disability employment confident.
* The requirements of employees with disability are included when policies, procedures and guidelines are reviewed and developed.

**Examples of policies to consider:**

* Equal Employment Opportunity
* Workplace Adjustments
* Occupational Health and Safety
* Return to Work
* Code of Conduct
* Grievance Policy
* Privacy Policy
* Harassment and Bullying Policy
* Emergency Policy
* Training, Development and Study Leave
* Performance Management and Appraisal Policy
* Motor Vehicle and Travel Policy

| **Strategies** | **Examples and Resources** | **Agency Readiness:** | |
| --- | --- | --- | --- |
| **Yes / No?** | **Actions Required** |
| Policies and procedures are accessible and **available to all staff.** | Examples:   * Available in a central location and easy to access * available in alternative formats upon request * documents available in Word format * follow accessible information guidelines * are written in plain English |  |  |
| Where applicable **appropriate legislation** is referenced and the rights of people with disability are included and referenced in policy. | Examples:   * United Nations Rights on the Convention on the Rights of Disabled Persons * WA Equal Opportunity Act * Disability Discrimination Act |  |  |
| **Stakeholder engagement** is undertaken during the development of new policies and people with disability consulted. | Examples:   * access to information, in appropriate formats, is available to people with disability * how the policy will impact on people with disability is heard * [principles for engaging people with disability](https://www.servicesaustralia.gov.au/organisations/about-us/publications-and-resources/protocol-engaging-people-disability) are followed. |  |  |
| **Feedback or complaints** can be made in a variety of different formats and methods. | Examples:   * verbal feedback and complaints are heard and recorded (in-person or via phone if required) * a support person is available and/or allowed to be present * feedback websites are accessible. |  |  |
| **Industry knowledge and assistance** is gained in the specific diversity area when needed. | Examples:   * if an access audit is required on an agency’s premises a disability access consultant is brought in, not using an employee that is a wheelchair user * if there is a consumer that requires Auslan interpreting, hire an Auslan interpreter, do not use an employee that knows Auslan. |  |  |