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:** |
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| **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
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| 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
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| **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.
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| **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.
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| **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.
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