

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?	Agency Readiness: Actions required
Policies and procedures are accessible and available to all staff .	Example to assist: <ul style="list-style-type: none"> • 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.	Example to assist: <ul style="list-style-type: none"> • United Nations Rights on the Convention on the Rights of Disabled Persons • WA Equal Opportunity Act • Disability Discrimination Act 		

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p>Stakeholder engagement is undertaken during the development of new policies and people with disability consulted.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • 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 are followed. https://bit.ly/2GdPrrQ 		
<p>Feedback or complaints can be made in a variety of different formats and methods.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • 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. 		
<p>Industry knowledge and assistance is gained in the specific diversity area when needed.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • 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. 		

This project is a NDIS Information, Linkages and Capacity Building (ILC) initiative.



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