

Employee Disability Charter

What is a disability?

A disability is the consequence of an impairment that may be physical, cognitive, mental, sensory, emotional, developmental or some combination of these. A disability may be present from birth or occur during a person's lifetime. A disability can be permanent (eg deafness) or temporary (eg a broken arm). The severity of a permanent disability can change over time (eg increased loss of vision over time).

Reasonable Adjustments

The Company has an obligation to ensure its practices do not disadvantage employees with disabilities or ongoing medical conditions. The Company will make 'reasonable adjustments' to its practices in order to meet the needs of these employees. All adjustments are based upon documented evidence of the employee's disability or medical condition. In making any adjustments, it is important to note that work standards are maintained, the needs of staff are considered and that equity for other employees is assured.

You can expect The Company to:

- **Respect your rights** to privacy and confidentiality of information.
- **Support you** with the availability of Disability Liaison Officers.
- **Respect your right** to services, facilities and equipment which maximise independent and equitable participation at work
- **Ensure access** to relevant education programs
- **Develop and maintain an environment** that is safe and provides the same ease of access for all employees.
- **Develop and offer an inclusive training program**, modify or substitute learning tasks to meet the needs of employees with disabilities, without compromising standards.
- **Provide equipment and facilities** which prevent or overcome barriers to your participation in work activities.
- **Develop and/or maintain policies** and systems within the Company that are inclusive and/or responsive to the needs of employees with disabilities.
- **Provide the opportunity** for you to seek redress if you feel that the adjustments or support provided are not satisfactory or if they feel they have been discriminated against on the basis of disability.

The Company expects you to:

- **Disclose** on your Health Declaration form if you have a disability and may require support.

- **Register with the HR Officer** at the time of acquiring a disability if you are likely to require support.
- With as much advance notice as possible, **provide information** to assist assessment of and support for your disability, either to the HR Officer or to a relevant staff member.

- Specify which people you give **permission** to have access to information about your disability.
- **Provide documentation** from a medical or other health professional confirming you have a disability and require accommodations to be made.
- **Give advance notice** to your support worker or the HR Officer if you will be late or unable to attend work.
- **Show consideration and respect** towards access and support staff and, where necessary, explain clearly personal needs and preferences, eg. abbreviation to be used, layout of notes, or attendant care needs.
- **Inform** your HR Officer if support is not meeting your needs.