

DISABILITY PROCEDURE

1. Purpose

The purpose of this procedure is to document South East Water's support for employees with disabilities. This incorporates the inclusion of people with disabilities in employment and training to enable them to perform at their best.

South East Water' is committed to furthering inclusion of people with disabilities in a work environment that is free from discrimination. This includes ensuring accessibility in our physical and online environments and maximising employment participation for people with disabilities.

2. Scope

This procedure applies to all employees at South East Water.

3. Responsibilities

People and Safety

People and Safety are responsible for providing advice and assistance on this procedure.

People leaders

People leaders are responsible for approving, implementing, complying with, monitoring, evaluating, reviewing, sourcing and approving reasonable adjustments to the work environment.

Employees

All employees are responsible for complying with this procedure.

4. Definitions

For purposes of this procedure, unless otherwise stated, the following definitions apply:

Disability	<p>The definition of disability is very broad. It includes some conditions not usually thought of as disabilities. Disability includes:</p> <ul style="list-style-type: none">• Loss of physical or mental functions, for example, a person who has quadriplegia, brain injury, epilepsy or who has a vision or hearing impairment• Loss of part of the body, for example, a person with an amputation or a person who has had a pacemaker implanted• Infectious and non-infectious diseases and illnesses, for example, a person with AIDS, hepatitis or TB, a person with allergies or who carries typhoid bacteria• The malfunction, malformation or disfigurement of a part of
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a person's body, for example, a person with diabetes or asthma or a person with a birthmark or scar

- A condition which means a person learns differently from other people, for example, a person with autism, dyslexia, attention deficit disorder or an intellectual disability
- Any condition which affects a person's thought processes, understanding of reality, emotions or judgement or which results in disturbed behaviour, for example, a person with a psychiatric condition, neurosis, substance addiction or personality disorder

It also includes a disability that:

- Is present, or once existed but doesn't any more, for example, a person who has had a back injury, a heart attack or an episode of psychiatric illness
- May exist in the future, for example, a person with a genetic predisposition to a disease, such as Huntington's disease or heart disease or a person who is HIV positive

Adjustments / Accommodations

These are terms often used interchangeably to refer to the removal of barriers and changes made to almost any aspect of work to ensure that all employees with a disability have an equal opportunity to achieve their full potential as other employees. Adjustments may include the provision of support services (eg. sign interpreters), accessible facilities, (eg. parking close to buildings), assistive technologies, (eg. voice recognition software) and/or the application of flexible work practices so as to facilitate the performance of work by people with disabilities.

Reasonable adjustments will be made where such adjustments do not lessen work output requirements, lower work standards or otherwise place South East Water in a position of 'unjustifiable hardship' in relation to the management of its finances or the pursuit of its legitimate objectives. The criterion of reasonableness in the circumstances should be applied to all requests for adjustments and take into account all circumstances relevant to the job and the incumbent.

Assistive technologies

Refers to different kinds of equipment (eg. magnifying light), software (eg. voice recognition), hardware (eg. ergonomic keyboard or large screen monitor) or other equipment reasonably required to facilitate effective and efficient work performance by people with disabilities.

5. Procedure

South East Water seeks to provide staff who have a disability (whether temporary or permanent) with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment.

To this end, South East Water will make reasonable adjustments to accommodate staff with a disability. In considering such adjustments, regard must be given to the availability of resources, the number of staff seeking reasonable adjustments and its priorities.

5.1 Employment

South East Water will:

- Actively facilitate the employment of people with a disability in all suitable areas of employment
- Encourage people with a disability to apply for positions for which they are qualified
- Ensure that people with a disability are treated equitably during all stages of employment, including recruitment, selection, promotion, training and termination of employment
- Ensure that the needs of people with a disability, such as effective interaction, management and supervision, are recognised in the performance management process
- Ensure that people with a disability can contribute to and participate in the work environment

5.2 Environment

South East Water will seek to ensure that the physical environment, communication and other systems and resources are accessible to staff with a disability.

5.3 Education

South East Water will seek to raise the awareness of disability issues with all staff on and in particular, to provide specific training and development for People leaders in recognising and dealing with discrimination or harassment and supporting people with disabilities to maximise their potential in the workplace.

5.4 Disclosure

Employees are not required to disclose an impairment, health condition or disability in the normal course of employment, but may be asked to disclose and document a disability if requesting adjustments in the workplace.

5.5 Confidentiality

Information provided by an employee about his or her disability and health condition is kept strictly confidential. South East Water may only communicate this information to another person with the consent of the member of staff concerned.

5.6 Access to reasonable adjustments

Where an employee would like to request that a reasonable adjustment be made, they should follow the Reasonable Adjustments Procedure.

5.7 Grievances

Any grievances arising from discrimination or harassment on the ground of disability should be resolved promptly and fairly using South East Water's Grievance Procedure BS 2189.

6. Objectives and measures

The objective of this procedure is to ensure a framework is in place for employees with disabilities, through providing a framework which provides support and flexibility.

The measure of success of this procedure will be any employees accessing reasonable adjustment arrangements in the workplace have successfully been able to do so.

7. Related documents

BS 2189 Grievance Procedure
BS 2184 Anti-Discrimination and Equal Opportunity Policy

8. Compliance

Disability Discrimination Act (Cth) 1992
Occupational Health and Safety Act (Vic) 2004
Occupational health and Safety Regulation (Vic) 2007
Work Health Safety Act 2010
Work Health Safety Regulations 2011
Fair Work Act 2009
Equal Opportunity Act (Vic) 2010

9. Safety requirements

A risk assessment will need to be conducted when providing reasonable adjustments for a person with disability to ensure that the person remains safe from harm.

10. Environmental requirements

N/A

11. End of procedure

Revision status

Date	Description	By	Approval by
07/09/2012	Procedure reviewed	CH	CH
19/11/2014	Updated language	GR	BJ
13/04/2016	Procedure reviewed	BT	BT