

THE NORTHCOTT SOCIETY

POLICY ON AFFIRMATIVE ACTION FOR PEOPLE WITH DISABILITIES

VOLUME:	2	Society Policy on Management & Organisational Issues
SECTION:	A	Human Resources
SUB-SECTION:	D	Equal Employment Opportunity
NEXT REVIEW DATE:		October 2008
BOARD APPROVAL:		Not required

Policy:

It is Northcott's policy that people with disabilities will be pro-actively supported so that they receive fair and equitable treatment in all work related processes.

Definitions:

Reasonable adjustment

This means that Northcott whenever it is necessary, possible and reasonable to do so, will take into account a person's disability and make appropriate adjustments to the work environment or job to lessen the impact of the disability.

Procedures:

- 1 Job adverts where appropriate, are sent to specialist employment services for people with disabilities.
- 2 Information on positions will be made available in alternative modes, such as audio tapes, on request.
- 3 Staff will ask applicants if they need any assistance with the interview process and reasonable adjustments will then be made to accommodate any requirements.
- 4 Training for Northcott staff will be provided on anti-discrimination issues.
- 5 An Occupational Health and Safety assessment will be made of the work site to address a new employee's needs such as access, parking, staff facilities, work station and aids/equipment.

- 6 If relevant, training will be provided to the staff in the area where a new employee with a disability will be working, to ensure there are no attitudinal barriers that could adversely affect the work situation of the person with a disability.
- 7 Training needs for the employee with a disability will be identified and discussed with their supervisor following their staff performance review appraisal. Training support will be provided as required.
- 8 Information and access to external supports such as advocates will be made readily available to ensure equal participation in all work related processes.

Supporting Policies:

Policy on Equal Employment Opportunity and Anti-Discrimination
Policy on Affirmative Action for Women
Policy on Anti-Harassment and Good Working Relationships
Policy of Code of Conduct and Ethics (Staff)
Policy on Discipline and Dismissal
Policy on Grievances (Staff)
Policy on Staff Recruitment & Selection

Authorised by:
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