



Australian  
Human Rights  
Commission



IncludeAbility

# Inclusive workplaces



Easy Read

[www.humanrights.gov.au](http://www.humanrights.gov.au)

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## About this guide



This guide is about finding an inclusive workplace.



An **inclusive workplace** makes sure that everyone can work there and do their job well.



This guide will talk about

- Rules for workplaces
- What an inclusive workplace looks like
- The way an inclusive workplace hires people

# Rules for workplaces



There are laws that say that people with disability have the same rights as everyone else.



One of these laws is the Disability Discrimination Act.

**DDA** for short.



The DDA says that you cannot treat someone unfair because of their disability.



Many workplaces try to be more inclusive.



They want to have more people with disability work there.



They want to learn how to include them better.



This is good because most people at inclusive workplaces

- Stay there for a long time
- Are happy
- Work hard

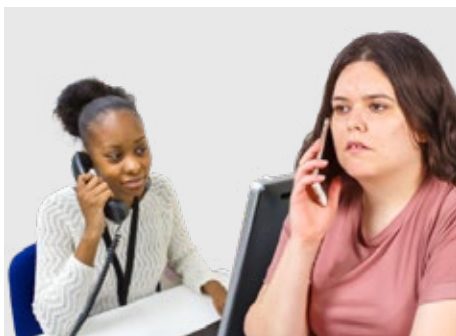
# What does an inclusive workplace look like



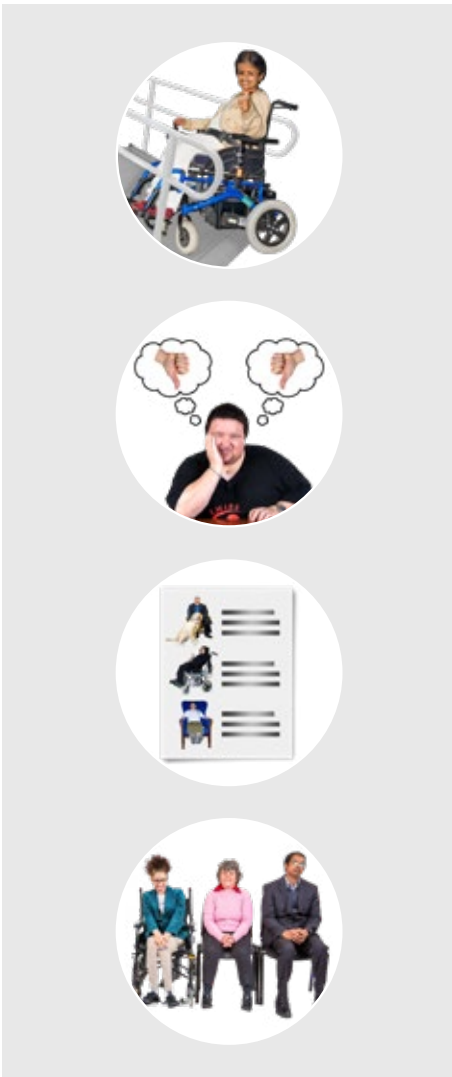
Make sure the workplace is inclusive before you say yes to a job.



You can look at their website.



You can call them and ask questions.



You should find out if the workplace

- Is accessible
- Has good values
- Has a Disability Action Plan
- Has a Disability Employee Network



**Accessible** means that you can easily get into the building and move around.

This could be because they have ramps or lifts.



Check if there is public transport nearby.



Find out about their values.

**Values** are the things that are important to a workplace.



Make sure their values say

- Inclusive
- Diverse
- Accessible
- Fair



**Diverse** means they want all different kinds of people to work there.





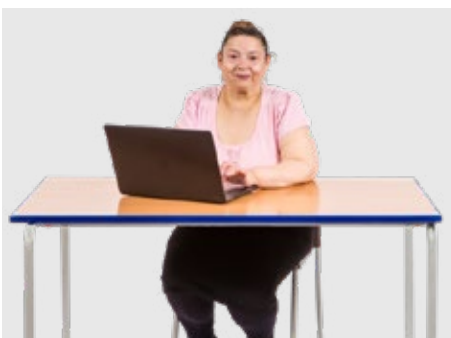
You can also check to see if the website

- Has information in Easy Read
- Uses pictures of different people



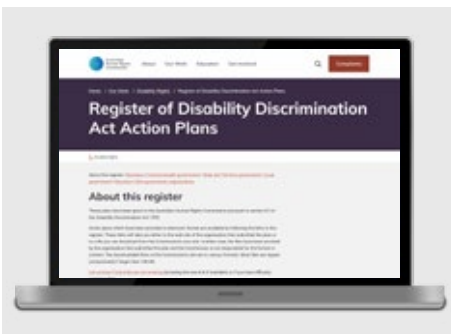
Find out if they have a Disability Action Plan.

A **Disability Action Plan** is a plan that says how they include people with disability.



If the workplace has a plan you can see it on

- Their website
- On the website of the Australian Human Rights Commission



Go to

**[humanrights.gov.au/our-work/disability-rights/register-disability-discrimination-act-action-plans](https://humanrights.gov.au/our-work/disability-rights/register-disability-discrimination-act-action-plans)**



Find out if there is a Disability Employee Network.



**Disability Employee Networks** are groups of people with disability.



They can

- Tell you about the workplace
- Support you
- Give you information



Some workplaces have information about Disability Employee Networks on their website.

# People with disability in the workplace



It is a good sign if a person with a disability already works at the workplace.



You can also see if the workplace has good relationships with the community.



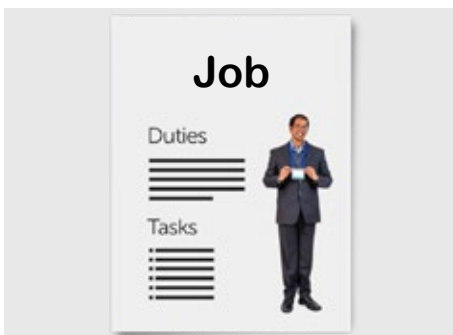
This could include

- Disability Employment Services
- Disability organisations
- Other community places

# The way a workplace hires people



A good way to tell if a workplace is inclusive is through the way they hire a person.



They might already talk about being inclusive in their job ad.



Some job ads will say that all people can apply for the job.



Talk to them about reasonable adjustments.

**Reasonable adjustments** are small changes a workplace can make so that you can work well



They might ask you if they need to make any reasonable adjustments for you.



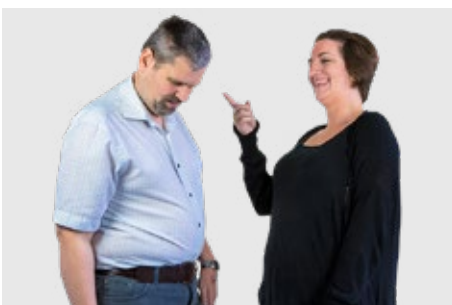
If they invite you for an interview you can ask them questions.



You can ask the workplace if they have ever supported a person with a disability.



This can help you know if the workplace will know how to support you.



A workplace is not inclusive if they

- Ask rude questions about your disability
- Do not want to make reasonable adjustments for you