

Workplace Adjustments Policy

Policy Number:	PODI-01	Original Issue:	22/12/2022
Responsible Officer:	Coordinator, Diversity & Inclusion	Current Version:	01/02/2023
Authorised Officer:	Chief Executive Officer	Due for review:	Bi-annual 22/12/2024

Disclaimer: Printed hard copies of this document are uncontrolled. For the current version, please refer to Policy Central.

Purpose

This policy demonstrates GOTAFE's commitment to provide an inclusive and accessible workplace, ensuring staff with disability can participate fully in the workplace, without barriers.

The policy applies to all employees and potential employees (candidates) and is consistent with GOTAFE's obligations under the *Disability Discrimination Act 1992 (Cth)*, *Equal Opportunity Act 2010 (Vic)*, *Disability Act 2006 (Vic)*, *Fair Work Act 2009 (Cth)* and *Privacy Act 1988 (Cth)*.

Policy Statement

GOTAFE, through the Social Justice Charter and Accessibility Action Plan commits to equity, fairness and respect for all people, including people with disability, and demonstrates this by:

- implementing workplace adjustments to enable existing and potential employees with disability to perform the requirements of their position
- supporting the employment and retention of skilled and talented candidates with disability
- consulting with the person requiring adjustments on what is required and implementing in a timely manner
- ensuring adjustments are in place to facilitate professional development and growth.

Roles and Responsibilities

People and Culture are responsible for:

- ensuring that recruitment processes include correspondence about workplace adjustments and how these can be made in the interviewing process
- proactively providing managers with workplace adjustment information, advice and guidance while assisting managers with assessment and implementation of these adjustments.

Managers of staff are responsible for:

- understanding the requirements of them to implement workplace adjustments when needed
- seeking assistance from People and Culture regarding job requirements and workplace adjustments after an employee requests a workplace adjustment
- working with the employee, in consultation with People and Culture and/or JobAccess to find a solution, and implement the workplace adjustments.

All staff are responsible for:

- Sharing relevant information about the adjustments required with their Manager or People and Culture, when their disability impacts their ability to perform the requirements of the position and/or creates a health and safety risk.

Recourse and Complaints

If you have requested a workplace adjustment, it has been denied and you are unhappy with the decision – in the first instance please seek advice from your Executive Director.

Monitoring, Evaluation and Reporting

People and Culture are responsible for monitoring and reporting on de-identified data regarding implementation of workplace adjustments. This data will include the raw number of adjustments, retention of employees, costs of adjustments and satisfaction.

Documentation and regulation

GOTAFE Workplace Adjustment Procedure - PRDI-01

GOTAFE Workplace Adjustment Request Form – FDI-01

GOTAFE Flexible Working Arrangements – POHR21

GOTAFE Social Justice Charter

GOTAFE Accessibility Action Plan 2021 – 2025

Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 2010 (Vic)

Disability Act 2006 (Vic)

Fair Work Act 2009 (Cth)

Privacy Act 1988 (Cth)

Definitions

Term	Definition
Workplace Adjustment	Whatever is necessary and achievable to enable an employee to perform their job role efficiently and to the best of their ability.
Disability	Any impairment, abnormality, or loss of function of any part of the body or mind. It includes physical, sensory, intellectual and psychiatric disabilities, as well as serious illnesses. The definition also covers conditions that exist now, have existed in the past, may exist in the future, or which the person is assumed to have.