



Alkira Fuel is committed to equal opportunity and providing a safe, inclusive and supportive workplace where individuals and diversity are encouraged. Consistent with these values, Alkira Fuel supports the rights of people with disabilities to work in an accessible and inclusive environment, free from discrimination

Alkira Fuel covers the whole group and includes *Alkira Fuel Program Pty Ltd* and *Alkira Fuel Management Pty Ltd*.

DEFINITIONS

For the purpose of this policy:

- a. "disability", in relation to a person, means,
 - Total or partial loss of the person's bodily or mental function; or
 - Total or partial loss of a part of the body
 - The presence in the body of organisms causing disease or illness
 - The malfunction, malformation or disfigurement of a part of the person's body
 - A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
 - A disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disrupted behaviour

A disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability

- b. 'unlawful discrimination'. Under s.15 of the Commonwealth Disability Discrimination Act 1992 it is unlawful for an employer to discriminate against people with a disability in:
 - The arrangements made for the purpose of determining who should be offered employment
 - Determining who should be offered employment is offered and afforded
 - Denying or limiting access to opportunities for promotion, transfer or training or any other benefits associated with employment
 - Dismissing the employee

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- Subjecting the employee to any detriment
- c. An “employee with a disability” is a current employee of Alkira Fuel who has one or more of the disabilities listed above, who can perform the inherent requirements of the job, but who may require adjustment; and
- d. ‘reasonable adjustment’ refers to an administrative, physical or procedural alteration required to ensure equal opportunity for a person with a disability.

Policy Objective

The aim of this policy is to:

- Provide services to intergrade and assist employees, and prospective employees, with disabilities to achieve their maximum potential as members of Alkira Fuel; and
- Raise awareness with Alkira Fuel’s community regarding the needs and rights of people with disabilities.

This Policy applies to Alkira Fuel employees.

Content and Implementation

Employees with Disabilities have the same inherent rights as all members of Alkira Fuels community; to be treated with respect, courtesy, fairness and equity. In providing adjustments for employees and applicants for staff positions who have disabilities, Alkira Fuel endeavours to respect their rights to fairness to privacy and confidentiality.

Alkira Fuel undertakes:

- Foster and informed positive attitudes and supportive behaviour towards people with disabilities
- Eliminates harassment and discrimination on the grounds of disability
- Ensure equal opportunity principles are applied in recruitment, selection and promotion processes
- Design new building for access and use by people with disabilities
- Improve access to older buildings which do not meet current standards
- Provide designated parking for people with disabilities where they meet the Roads and Traffic Authority requirements for a disabled parking authority
- Make reasonable accommodations and/or adjustments for employees with disability; and
- Provide equitable professional development activities for employees with disabilities.

Reasonable Adjustments

Reasonable adjustments are workplace changes that enable an employee with a disability to perform their job effectively and enjoy equal employment opportunity.

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The legislation states that these workplace changes need only be made if necessary possible and reasonable to do so without imposing injustice hardship on the organisation. It does not define adjustments needed to prevent discrimination against employees with disabilities. Each case needs to be considered on its own merit.

Reasonable adjustments do not include:

- Eliminating a key component of a job.
- Lowering performance standard that are applied to all other employees.
- Providing item such as prosthetic limbs, wheelchairs, eyeglasses or hearing aids; and/or
- Changing causing 'unjustifiable hardship' Alkira Fuel.

The Commonwealth Disability Discrimination Act 1992 states that in some circumstance it is not unlawful for an employer to refuse employment to a person who is unable to perform the inherent requirements of a position. This would usually occur in situations where:

- No appropriate or effective adjustments can be made; or
- Where it is not reasonably practicable to amend the inherent requirements of a position.

Access to Assistance

In the first instance, employees who feel they may require assistance should contact the Disability Contact Officer Ashley Carroll on 0407 913 005.

Employees are required to provide the Disability Contact Officer with documentary evidence concerning their disability and the functional limitations it involves. Evidence may be provided by medical practitioners, psychologist and/or other relevant professionals as agreed to by the Disability Contact Officer.

If necessary, the Disability Contact Officer will arrange for professional advice to assist in assessing the employee's needs. The advice will specify:

- The nature of the disability/disabilities.
- The functional limitations placed on the employee by this disability.
- Whether the disability is likely to improve or worsen in the and may require review; and
- The workplace adjustments necessary to assist the employee in dealing with their disability. In establishing these adjustments, the Disability Contact Officer may consult with the employee's supervisor to ensure that the adjustment suggested is both safe and suitable.

In assessing the assistance required, the inherent requirements of the position are considered. The inherent requirements of the job are those activities, conditions and practices that are essential to the job and consideration must be given to whether the

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person could perform these requirements if reasonable adjustments were made to the work environment (for example, a person with vision adjustments may be able to perform clerical job with the assistance of voice-activate computer software).

Supervisors may see advice from HR Services to clarify the inherent requirements of a position. This is particularly important in the recruitment process to ensure that position descriptions and key selection criteria do not discriminate unlawfully against people with disabilities.

The Disability Contact Officer will ensure that supervisors receive any relevant information concerning adjustments required to an employee's work environment or duties.

Training

Alkira Fuel provides staff development and training opportunities to all employees. Disability Awareness training is provided to raise awareness and responsiveness of employees to the issues relevant to the equitable treatment of employees and prospective employees with disabilities.

All staff will complete a free online course at <https://disabilityawareness.com.au>

This Disability Awareness eLearning training resource seeks to challenge the ingrained culture and attitudinal barriers that perpetuate this discrimination and provides participants with general overview of the legislative framework which supports the inclusion of people with disability in Australia.

The training consists of four modules which must be completed in successive order. Each module ends with a short quiz to allow participants to demonstrate their understanding. Employees can complete the disability awareness eLearning training in their own space, the entire course should take an average of 90 minutes to complete.

Upon completion of this program, employees will be able to:

- Demonstrate an understanding of the legislative framework which supports people with disability in Australia
- Demonstrate an awareness of the barriers, both environmental and attitudinal, experience by people with disability and identify ways in which these barriers may be overcome
- Demonstrate an understanding of the concept of disability, both practically and theoretically
- Demonstrate an understanding of the lived experience of people with disability in Australia, particularly in relation to discrimination
- Demonstrate an understanding of inclusive language and communication principles

Documentation

Documentation relating to an employee's disability will be placed on a confidential file kept by the Disability Contact Officer.

If the employee believes a satisfactory solution has not been reached as a result of these discussions, they may elect to formalise their concerns in writing using the Complaints Handling Policy.

DOCUMENT CONTROL

Policy name	Employees with Disability Policy
Approved by	Alkira Fuel CEO
Date approved	December 2021
Frequency of review	Every two year
Last reviewed	December 2021
Next reviewed	December 2023