



# DISABILITY INCLUSION POLICY

(Good Neighbours Australia)

ABN: 95 510 669 822

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
<b>0.1</b>	<b>3 April 2023</b>	<b>Prepared by Josephine Bitar/ HR and Administration Manager</b>	<b>Disability Inclusion Policy</b>
	<b>14 April 2020</b>	<b>Approved By Hyosil Lee / Executive Director</b>	

## **1. Introduction**

Good Neighbours Australia’s mission is to make the world a place without hunger, where people live together in harmony. Good Neighbours respects the human rights of our neighbours suffering from poverty, disasters and oppression, and helps them to be self-reliant and enable them to rebuild their hope. Our vision is a world in which all people can achieve a life free from poverty, with dignity and purpose. Inclusion of vulnerable and marginalised people, including Persons With Disabilities (“PWD”), in the provision of services aligns with Good Neighbours core values and mission.

## **2. Objective**

This policy demonstrates the commitment that Good Neighbours Australia makes to ensuring that PWD are not excluded or discriminated against based on their disability. This applies to both the workplace and provision of services offered by Good Neighbours Australia through its implementing partners. This policy outlines measures that reduce the risk of exclusion of PWD and promotes a culture of disability inclusion within the organisation. This policy also provides guidance on how to report any concerns or allegations of discrimination or exclusion on the basis of disability. This policy is guided by the United Nations Convention on the Rights of Persons with Disabilities (“UNCRPD”), Australia’s Disability Strategy 2021–2031 (the Strategy) for strengthening disability-inclusive development in Australia’s aid program and the Sustainable Development Goals.

## **3. Scope**

This policy applies to all associates engaged by Good Neighbours Australia but not limited to, employees, interns, volunteers, Directors, contractors, Ambassadors, community partners and stakeholders whether located in Australia or overseas.

## 4. Definitions

**4.1 Persons with Disabilities (PWD):** “Those who have episodic or long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”<sup>1</sup>. Impairments can limit functionality and include hearing and vision impairment, developmental delay, physical impairment and psychological impairments, which includes but is not limited to, depression, anxiety, schizophrenia and post traumatic stress disorders. Barriers to effective participation include attitudes and societal barriers, physical and environmental barriers, and policy and systemic barriers.

**4.2 Discrimination on the basis of disability:** “Any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field”<sup>2</sup>

## 5. Disability in the workplace

Good Neighbours Australia is committed to the inclusion of PWD and elimination of discrimination based on disability within the workplace. We are committed to ensuring a work environment that reasonably accommodates to PWD and provides current and prospective staff with disabilities equal access to employment opportunities and development. Good Neighbours Australia is committed to providing necessary and appropriate modifications to the workplace and/or work arrangements so that employees with disabilities are able to conduct work in an effective and comfortable manner and on an equal basis to others. Equal opportunities are inbuilt in our recruitment process. All jobs are open to personnel on the basis of merit, meaning that a

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<sup>1</sup> Australian Government Department of Foreign Affairs and Trade, Development for All 2015-2020.

<sup>2</sup> United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

person's disability does not bar them from applying or being properly considered for a role at Good Neighbours Australia.

The following measures are in place to ensure the inclusion of PWD in the workplace:

- Disability Inclusion Policy is reviewed regularly
- Reporting procedure in place for non-compliance to the Policy
- Staff training on disability inclusion policy, disability sensitisation issues, including mental health, and non-discriminatory practices is delivered at induction and at other times as deemed appropriate, including when the policy is reviewed or modified
- Periodic assessment of Good Neighbours Australia's disability inclusion practice
- Organisational commitment to make reasonable adjustments to employees upon request
- Recruitment advertisements are open to everyone regardless of circumstances
- Bullying, harassment and discrimination of people on the basis of their disability is prohibited in Good Neighbours Australia

## **6. Complaint Reporting Process**

Good Neighbours Australia has internal procedures for handling complaints, including those related to the discrimination of persons on the basis of their disability and/or for non-compliance with this policy.

The complaint can be made to the management team who can be contacted by email at [gnau@goodneighbors.org](mailto:gnau@goodneighbors.org) or alternatively send by post :

Complaints

Good Neighbours Australia

Level 1, 5 George St

North Strathfield NSW 2137

Any worker who engages in discrimination on the basis of disability will be subject to disciplinary action, which may include a warning, counseling, demotion or termination of employment depending on the circumstances.