

# WORKPLACE ADJUSTMENTS TO SUPPORT INDIVIDUALS NEEDS

We're committed to being inclusive when we hire people and understand that workplace adjustments are sometimes needed. A workplace adjustment is a change to a work process, procedure or environment, depending on the persons needs and circumstances, that allows an individual to:

- perform at their best
- work productively
- work in a safe environment
- feel included
- increase their engagement and motivation to improve performance.

Under the *Disability Discrimination Act 1992*, workplaces must provide workplace adjustments if requested. This Act provides an exception if the cost or difficulties of providing access will place an unjustifiable hardship on a person or organisation. You can find out more about unjustifiable hardship by reading the Human Rights Commission's online guide.

## **ASKING FOR AN ADJUSTMENT WHEN APPLYING FOR A JOB**

It is important to first note that you will not be disadvantaged if you ask for an adjustment when you apply for a role. We want all applicants to perform at their best and compete with other applicants equally so it is important we understand the adjustments required.

Most adjustments are simple and easy to arrange, while others may require more time to put into place. Some important things to know:

- If your request for an adjustment cannot be met, we will discuss with you how to best assist you to suit your needs
- Any personal information about your disability or needs that you share during the application process will only be used to provide adjustments you may need during recruitment
- There is no cost to you if you ask for an adjustment.

We recognise that adjustments will be different for everyone, so it's important that you let us know what you specifically need. Below are some examples of the type of recruitment adjustments that can be made.

## **RECRUITMENT ADJUSTMENTS**

- Be provided with interview questions before the interview
- Have the option of responding in writing to interview questions
- Opportunity to have a support person with you in the interview
- Making sure all written documents and tasks are accessible for your needs
- Be met by a staff member to take you to the interview room
- Making sure the interview and assessment room meets your needs e.g. good lighting or reduced noise
- Be able to use your own laptop or assistive technology e.g. screen readers, preferred screen settings, a vision board, or your own mouse
- Offer another interview location or method e.g. phone, videoconference
- Be offered different interview times or dates

## **FUNDING FOR ADJUSTMENTS**

If you need adjustments that require funding, the Employment Assistance Fund (EAF) through JobAccess will provide financial assistance to buy work related modifications and support for eligible people with disability.

For more information about Job Access visit JobAccess Employment Assistance Fund or phone 1800 464 800.