



Australian
Human Rights
Commission



IncludeAbility

Being a person with a disability in the workplace



Easy Read

www.humanrights.gov.au

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CID made this document Easy Read.

You need to ask CID if you want to use any of the pictures.

Contact CID at **business@cid.org.au**.

About this guide



This guide is about sharing information about your disability with your workplace.



It is up to you if you share information about your disability.



This guide will talk about

- Telling a workplace about your disability
- Questions a workplace can and cannot ask
- Reasonable adjustments



Reasonable adjustments are changes a workplace can make so you can do the job.

When should a workplace know about your disability



Sometimes it is important for your workplace to know about your disability.

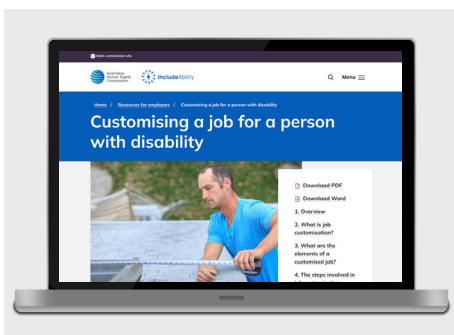


This could be when your disability makes it hard to do

- Some parts of the job
- The job at all



A workplace does not have to give you the job if you cannot do all the tasks.



To find out more about how a workplace can support a person with disability go to

www.includeability.gov.au/resources-employers/customising-job-person-disability

This website is not in Easy Read.

Why you might not want to share your disability information



There are different reasons why you might not want to tell a workplace about your disability.



Your disability might not affect your work.

You can do your work as well as everyone else.



You may not need any support to do the job.



You are worried about what will happen if the workplace knows.



Your disability may only be for a short time or happen sometimes.

Why you might want to share information about your disability



Sometimes it is good to tell your workplace.



This could be if you want your workplace to make changes so that you can work well.



Sometimes things change at your workplace.



It could be that you have to do new tasks that are hard to do because of your disability.



It could be that your office moved to a new building that is not accessible.



This might be reasons that you need to tell your work about your disability.



Some people choose to tell a workplace about their disability.



This could be because people can see their disability.



They might want to change the way people think about disability.



They might want to make workplaces more inclusive.



If you worry about telling a workplace about your disability ask someone to help you.

This could be

- Someone you know at work
- Your family or a friend
- Your support worker

Why a workplace could ask about your disability



There are times when a workplace might ask about your disability.



They might want to know if your disability will affect the work you do.



They might ask you

- In your job interview
- On a form
- When someone checks in with you



A workplace might ask about your disability to know more about the people who work there.



They might use this information to make the workplace safer and more inclusive.

Find out information about a workplace



It is good to find out information about the workplace to know if they are inclusive.



You can often find this information on their website.



Some workplaces have inclusion plans.



An **inclusion plan** says how a workplace will make sure that everyone is included.



Things to find out about a workplace

- Do they give people with disability important roles?



- Do they let people with disability learn new things?



- Do they hire lots of different people?

Asking questions about your disability



In a job interview a workplace can only ask you questions about the job.



They are not allowed to ask you questions about your disability.



They are also not allowed to ask questions about your gender or your age.

What a workplace can ask you



Your workplace is allowed to ask you questions like

- How you can work in a safe way with your disability?



- How you can do the job with your disability?



They can ask you questions about making changes to support you like

- What changes would help you to do your job?



- How can we change your work times to help you do your job?



They can ask questions about keeping the workplace safe for you and everyone else.



They can ask about medication you take that could make it unsafe for you to do tasks.



They can ask if there is a training you would like the workplace to do.

What a workplace cannot ask



A workplace is not allowed to ask questions about your life and your disability.



This could be questions about your health.



They cannot ask you how often you go to the doctor.



They cannot ask what your doctors says to you.



They cannot ask if you take medication for your disability.



A workplace cannot

- Tell others about your disability without asking you first
- Treat you in an unfair way

Reasonable adjustments



You can ask a workplace to make changes that will help you do your job.



Changes like that are called **reasonable adjustments**.



Some workplaces might ask you if you need any reasonable adjustments before an interview.



This is to make sure you get the right support

- In the interview
- If you get the job

Reasonable adjustments can be



- Different working hours or working from home



- Changes to some of the tasks so you can do them better



- Training



- Information in a way you can understand like Easy Read

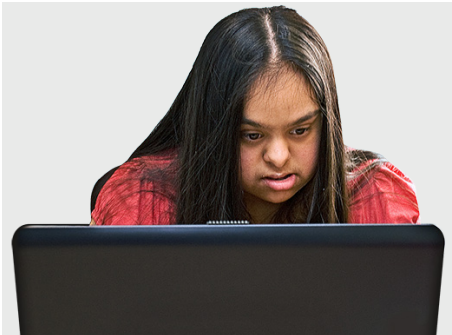


- Special things for your computer like screen readers



- A desk or chair that can be changed so that you can work better

More information



This is a tool that helps you with sharing information about disability.



To see this tool go to

www.headsup.org.au/your-mental-health/talking-about-a-mental-health-condition-at-work/disclosure-tool