

# Policy about access and equity



**Plain English**

# Policy about access and equity

This is a **policy** for The Disability Trust.

A **policy** has rules everyone at The Disability Trust must follow.

This policy talks about **access and equity**.

**Access and equity** means that we treat everyone fairly and in the same way.

We want to support everyone who can get services from us to

- Do things on their own
- Live by themselves
- Take part in all things in their lives.

We also want to make sure that more people that need support can use our services and programs.



## Rules for The Disability Trust staff

Staff at The Disability Trust must treat all people that use our services or want to use our services fairly and in the same way.

They must also treat other staff members with respect.

Staff must not treat anyone in a different way because of things like their **religion, culture** or **gender**.

**Religion** means what you believe.

**Culture** means the way people do things because of where they or their family are from.

**Gender** is about how you see yourself. This might be different to the sex you were born with.



Staff must give people services and supports that respect their culture or language background.

Staff must respect the sex or gender of all people.

Managers at The Disability Trust need to make sure that goals for access and equity are part of their planning.

They need to check that what they do to make access and equity better works well.



## What we must do

There are 5 areas we must work on to make sure we treat everyone who can get services from us the same and fair.

1. We must do what we say we will
2. Support people from other culture and language backgrounds
3. Support First Nations people
4. Support people of all religions
5. Support people of all genders and sexualities.

We will tell you what we must do for each area.



# 1. We must do what we say we will

The Disability Trust has a brochure called **Your Rights Receiving Services**.

In this brochure we say what we will do to make sure all people are treated fair and the same way.

You can find the brochure on our website in English and other languages.

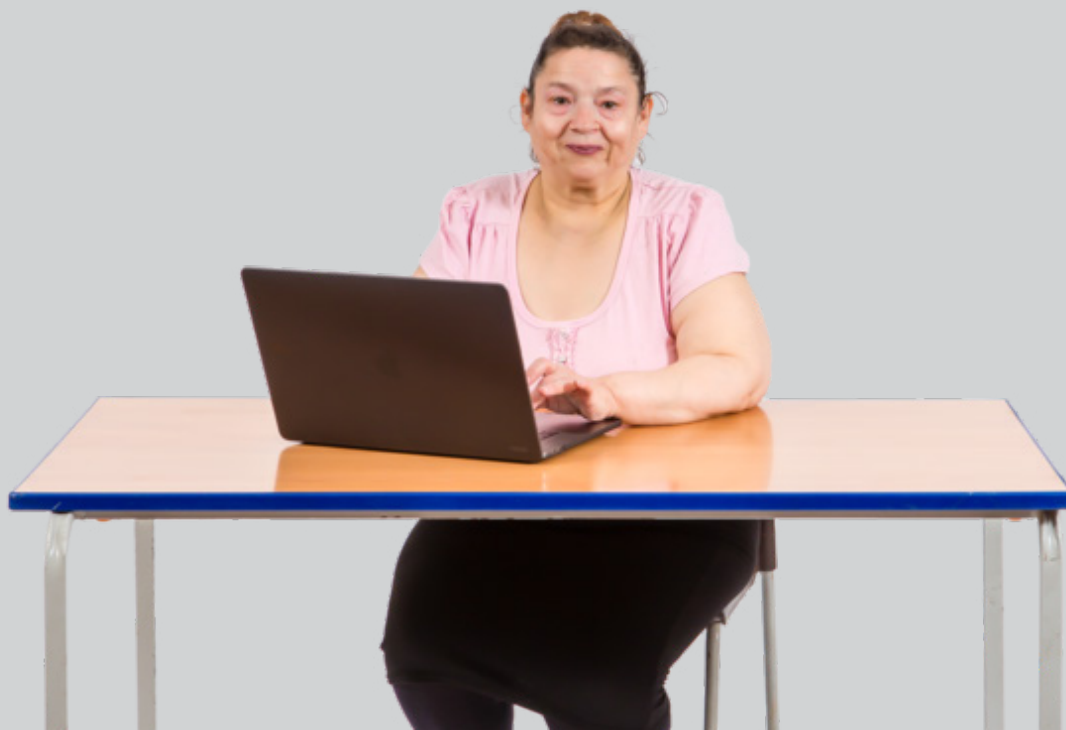
You can find the brochure on our website.

To read it go to **[www.disabilitytrust.org.au](http://www.disabilitytrust.org.au)**.

We have this Plain English policy about access and equity.

We also have some information about our policies in Easy Read with pictures.

We may add them to our information packs for staff or people who get supports from us.



All new staff and **volunteers** get information about the things that

- Are important to The Disability Trust
- We must do to treat everyone fair and the same way.

**Volunteers** are people that do jobs at The Disability Trust but do not get paid.

We also have a **code of conduct** for all our staff.

The **code of conduct** says how The Disability Trust staff must treat other people and what they must not do.

To read the code of conduct go to our website  
**[www.disabilitytrust.org.au](http://www.disabilitytrust.org.au)**.



## 2. Support people from other culture or language backgrounds

We want to make sure that people from **CALD backgrounds** can use our services and supports like everyone else.

**CALD backgrounds** means people that

- Come from other cultures or countries
- Speak languages other than English.

Our staff must always respect other people's cultures.

Staff need to know the laws and rules about **discrimination** of others and make sure they follow them.

**Discrimination** means to treat people different and in an unfair way because of things like their religion or culture.



We will have our information in ways many people can understand like in other languages, Plain English or Easy Read.

Staff must use an **interpreter** if

- The person they support has asked for it
- There is no other way to make sure everyone understands.

An **interpreter** is someone who speaks the person's language and had special training so they can do the job.

We will let people know before big public events or meetings that we have interpreters there.

We will try to have interpreters for all the languages people need.



The Disability Trust will keep talking to CALD communities about our services and what we can do better for people from CALD backgrounds.

We hire staff that is best for the job and welcome staff from CALD backgrounds.

Staff get training about other cultures and how to best support people.



### 3. Support First Nations people

We want to make sure that **First Nations people** can use our services and supports like everyone else.

**First Nations people** means Aboriginal and Torres Strait Islander people.

The Disability Trust pays their respect to the First Nations people and their elders on all the lands where we offer services and supports.

We want to work together with First Nations communities in our areas.

We support First Nations events in our communities.

We respect days and events that are important to First Nations people.

Our staff must always respect other people's cultures.



We support First Nations people who get services from us to

- Go to family events
- Visit places that are important to First Nations people
- Join First Nations events.

Staff learn about supporting First Nations people in the best way.

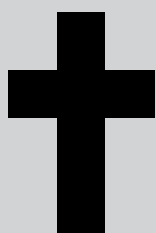


## 4. Support people from all religions

We want to make sure our staff and the people we support get their right to choose their religion.

Staff must ask people when they start a service or program if they have any needs to do with their religion.

This could be that the person prays at certain times.



## 5. Support people of all genders and sexualities

We want to make sure that everyone can use our services and supports no matter what their gender or **sexuality** is.

**Sexuality** means who someone likes in a sexual way.

This might be gay or lesbian or other.

We will collect information about the gender of the people we give services to.

We will use the information to make sure we get to our goals of giving services and supports to people of all genders.



**Sexual harassment** towards other staff or people we give support to is not ok.

**Sexual harassment** means doing or saying sexual things that the other person does not want.

We have a policy about sexual harassment that says what The Disability Trust must do if it happens.

You can ask us for a copy of this policy.



Council for Intellectual Disability made this policy Plain English. **CID** for short.

You need to ask CID if you want to use any pictures in this document.

You can contact CID at [business@cid.org.au](mailto:business@cid.org.au).