1.2 Business Inclusion Checklist

The Business Inclusion Checklist can help you think about how inclusive your workplace is and what goals you may have to create a more inclusive environment.

Step 1. Fill out the Business Inclusion Checklist.
Step 2. Identify areas of strength and areas you want to work towards achieving.
Step 3. Develop a plan of action for areas that can be improved by filling out the Employment Inclusion Action Plan.

PHYSICAL ACCESSIBILITY

☐ **ACCESSIBLE FRONT AND BACK ENTRANCE**

Ramps or sloped walkways, wider doorways, handrails.

☐ **ACCESSIBLE TOILETS**

Wider doorways, grab bars, lowered fixtures, clear floor space, accessible flush controls, larger stall space, accessible sinks, emergency alarm, adequate lighting and signage.

☐ **ACCESSIBLE CAR PARK**

Designated spaces.

☐ **ACCESSIBLE FACILITIES LIKE THE, KITCHEN, OFFICE/MEETING SPACE**

Shelving and storage easy to see and reach, countertops low and clear, open shelving, sink easy to operate and reach.

☐ **ACCESSIBLE WORKSTATIONS**

Height adjustable desks, clear knee space, adaptable workstations, aisles and pathways clear and wide.

☐ **ACCESSIBLE FLOOR SPACE**

Adequate open floor space to accommodate wheelchair users and allow for easy maneuverability.

COMMUNICATION

☐ Written communication is delivered in a way that all staff understand for example all-staff emails and key relevant documents are in plain English or Easy Read where possible.

☐ Verbal instructions are supported by written and visual instructions in a way the person can understand.

☐ Workplace signage is clear and in Easy Read with accompanying pictures where required.

☐ During staff meetings, use plain English and stick to the agenda. Provide breaks if needed.

☐ You can share these CID communication tips with your team.
cid.org.au/resource/inclusive-commu-nication-tips/

Business Inclusion Checklist

Think about how inclusive your workplace is and what goals you have to create a more inclusive environment. If you can tick off 70% of the list you are doing well.

WORKPLACE CULTURE

☐ The workplace is diverse and inclusive of all cultures, genders, religions, people with disability, and people who identify as LGBTQIA+.

☐ There are mechanisms in place to support the health and wellbeing of all staff.

☐ There are opportunities to work with different staff, not just the same group of people.

☐ There are regular team building activities.

☐ Workplace events are inclusive of all staff, meaning they are held at accessible locations and everyone is invited.

☐ Staff feel valued through recognition of good work and their positive contributions to workplace culture, as well as the celebration of of birthdays.

☐ Respectful communication is encouraged and acknowledged.

RECRUITMENT PROCESS

☐ Job advertisements are available in Easy Read.

☐ Interview questions are provided in advance.

☐ Reasonable adjustments are made to the interview process by asking the person what adjustments they require. These might include; extra time to answer questions, having a support person in the interview, or allowing the interviewee to show you what they can do rather than tell you.

ORIENTATION

- ☐ Get to know the person, their strengths and skills. Find out what motivates them, how to best communicate with them, what supports they need to do the job. Make use of a one page profile.

- ☐ Develop a reasonable adjustment plan.

- ☐ Introduce the person to the other employees. Make time for them to get to know people.

- ☐ Assign a work buddy who is easily accessible to the new employee and actively checks in with them.

- ☐ Set up support systems. For example, weekly check-ins with manager to review how things are going.

- ☐ *For government employees, Personal Emergency Evacuation Plans (PEEP) need to be in place for employees with accessibility requirements.*

WORKPLACE PRACTICES

- ☐ Equal training opportunities for all staff.

- ☐ Diversity training for all staff.

- ☐ Fair and equal pay rates for those working in the same roles.

- ☐ Support systems in place such as buddy systems for new staff.

- ☐ Break down tasks, model, and repeat new information. Use visuals and Easy Read materials to support independence.

- ☐ Regular support sessions in place for all staff.

- ☐ All staff provided with opportunities for career progression within the workplace.

- ☐ Reasonable adjustments available to all staff.

- ☐ Regular staff check-ins with managers.

- ☐ Frequent reviewing of support systems – what needs to change to better support the person?

- ☐ Staff meeting agenda and minutes in Easy Read and can be accessed by all staff.

- ☐ Workplace adjustments put in place where required.

⬇ **You can download this resource on our website: www.cid.org.au/businessguide**