

1.3 Employment Inclusion Action Plan

This plan outlines the actions your business can take to begin the process of making your workplace more inclusive of employees with intellectual disability. Refer to your completed Business Inclusion Checklist to assist you in developing the plan.

Case Study:

John is a café owner who is struggling to find reliable part-time staff. His lunch time traffic has increased since he opened, and he and his team are having difficulty keeping up with demand. As a result, the tables are not being cleared in a timely manner and the café looks like a mess. John needs an additional staff member and is thinking about employing a person with intellectual disability to help at the busiest times of the day.

John has read the Business Inclusion Checklist and has listed what he can do to make his business more inclusive.

Example:

What we will do	Who will do it	When will it be done
Make staff aware that the business is taking steps to be more inclusive and what that will mean for everyone involved.	John to talk to staff	15 May
Meet with staff about employing a person with intellectual disability. Highlight the positives for everyone involved. Be open to answering questions.	John	1 June
Provide online disability awareness training to staff.	All staff	All staff to complete training by July
Share communication tips from CID.	John to share with all staff	August
Make time to have a discussion about communication tips with staff.	John and staff	September

Template:

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