

CWW DISABILITY POLICY

1.0 KEY POLICY

City West Water is committed to reducing barriers for people with a disability to access our services, facilities and employment. We are committed to eliminating discrimination against people with a disability consistent with legislation, public sector policy and good practice.

All employees are responsible for their own behaviour and should contribute to realising the objectives of this policy in their daily responsibilities.

2.0 OBJECTIVES

City West Water aims to meet its obligations under the Disability Act 2006 (Vic) and Disability Discrimination Act 1992 (Commonwealth) by taking actions identified in its Disability Action Plan to eliminate barriers for people with a disability to access our services facilities and employment.

3.0 SCOPE

The objectives, processes and responsibilities outlined in this policy apply to all City West Water employees.

4.0 RESPONSIBILITIES

4.1 COMPANY'S RESPONSIBILITIES

The Company will:

- develop, implement, review and report on its Disability Action Plan, in order to achieve the following outcome areas:
 - reducing barriers to persons with a disability accessing goods, services and facilities;
 - reducing barriers to persons with a disability obtaining and maintaining employment;
 - promoting inclusion and participation in the community of persons with a disability ; and
 - achieving tangible changes in attitudes and practices which discriminate against persons with a disability.
- devise programs with stakeholders;
- communicate effectively and openly with stakeholders, including customers and employees;
- review and evaluate policies and programs on a regular and timely basis;
- make reasonable adjustments to services and facilities consistent with CWW policy, legislation and good practice;
- ensure the clear accountability of employees to implement elements of the Disability Action Plan;
- ensure that the Disability Policy is readily accessible;

- ensure all complaints are treated seriously and managed in a timely and fair manner in accordance with company procedures; and
- as far as reasonable, ensure that all employees and contractors comply with the appropriate standard of conduct.

4.2 MANAGER'S AND SUPERVISOR'S RESPONSIBILITIES

All Company Managers and Supervisors are responsible for:

- supporting this Disability Policy and the implementation of the Disability Action Plan with stakeholders, including customers and employees;
- recruiting, promoting, training, developing and transferring employees on the basis of merit and performance, and free from any discriminatory assumptions;
- ensuring that all Human Resources practices are applied fairly, consistently and without bias; and
- treating all stakeholder grievances seriously, confidentially and with a sense of urgency.

4.3 EMPLOYEES' RESPONSIBILITIES

All Company employees are responsible for:

- understanding, respecting and applying this Disability Policy and the Disability Action Plan with stakeholders, including customers and employees;
- taking all reasonable steps to prevent all forms of unlawful discrimination, including disability discrimination; and
- reporting alleged or potential discriminatory practices or behaviour.

5.0 RELATED POLICIES AND DOCUMENTS

CWW Equal Employment Opportunity, Harassment and Bullying Policy
Disability Act 2006 (Vic)
Disability Discrimination Act 1992 (Commonwealth)
Equal Opportunity Act 1995 (Vic)
Charter of Human Rights and Responsibilities Act 2006 (Vic)
UN Convention on the Rights of Persons with Disabilities