

REASONABLE WORKPLACE ADJUSTMENTS PROCEDURE

SCOPE

This procedure applies to all Monash University staff and prospective staff that require adjustments to the workplace or work duties due to illness, injury, psychological state or other reasons, herein collectively referred to as 'you' for the purpose of this procedure.

Contractors with a disability may also request a reasonable workplace adjustment.

PROCEDURE STATEMENT

Monash University is committed to providing an inclusive, accessible and safe work environment free from discrimination, bullying and harassment. To enable current and prospective staff with a disability or medical condition to safely participate in all aspects of employment, the University ('us', 'our' or 'we') seeks to provide these staff with reasonable workplace adjustments.

The purpose of this procedure is to detail the process to request workplace adjustments to accommodate a disability or medical condition.

1. Reasonable workplace adjustments

- 1.1 Reasonable workplace adjustments are changes to the work environment that allow individuals with a disability or medical condition to work safely and productively. A disability or medical condition may be permanent, temporary or fluctuating and may include:
 - physical impairments;
 - medical conditions;
 - intellectual disabilities;
 - learning disabilities;
 - mental health conditions;
 - neurological conditions;
 - vision impairments;
 - hearing impairments; and
 - mobility impairments.
- 1.2 If you are a current or prospective staff member with a disability or medical condition, reasonable workplace adjustments enable you to:
 - have equal opportunity in all areas of employment including selection, appointment, promotion, transfer, training and other employment opportunities;
 - perform the inherent requirements of the position;
 - enjoy equitable terms and conditions of employment with other staff members; and
 - participate in and benefit from work related facilities, programs or benefits.
- 1.3 In order to request a reasonable workplace adjustment, you will be required to disclose a disability or medical condition. All disclosures of disability or medical conditions will be treated in accordance with our [Data Protection and Privacy procedure](#).

2. Legislation and anti-discrimination laws

- 2.1 It is unlawful to discriminate on the basis of [disability](#) (Disability Discrimination Act 1992 and Equal Opportunity Act 2010). The law protects individuals who presently have a disability, have had a disability in the past and those who may have a disability in the future because of an existing medical condition. The law also protects those who are believed to have a disability.
- 2.2 Anti-discrimination legislation covers full-time, part-time, casual, and temporary staff, as well as prospective staff applying for a job.
- 2.3 The Equal Opportunity Act 2010 requires the University to make reasonable adjustment in employment for people with a disability.

3. Types of reasonable workplace adjustments

3.1 Workplace adjustments may be temporary or permanent and may include:

- physical changes to the work environment including building access modifications and height adjustable workstations;
- flexible working arrangements including changes to start/finish times in line with the relevant [enterprise agreement](#) and more frequent breaks;
- technological provisions including speech recognition and screen-reading software;
- provision of Auslan interpreters and seeing-eye dogs; and
- adjustments to methods used for assessment and selection.

3.2 If you require a flexible working arrangement to accommodate a disability, please refer to the [Flexible Working Arrangements procedure](#).

3.3 Under the Disability Discrimination Act (1992), we are required to make adjustments to accommodate your disability unless that adjustment would result in unjustifiable hardship or in the circumstance where you could not perform the genuine and reasonable requirements of the job even if the adjustments were made. To determine whether the adjustment would cause unjustifiable hardship, we will take into account:

- the effectiveness of the adjustment in assisting you to perform the job;
- the financial cost involved with the adjustment and the extent of our financial resources;
- whether the adjustment would have a negative impact on other staff and cause disruption to the work area; and
- whether an amendment to a physical building is possible or not due to council or other restrictions.

4. Requesting a reasonable workplace adjustment

4.1 It is expected that requests for workplace adjustments will be accompanied by supporting medical evidence describing the issue and adjustments required.

Pre-employment

4.2 In order to ensure that all applicants have equal opportunity to participate in the recruitment process, you can request a reasonable workplace adjustment when applying for a position at the University.

4.3 During the online application process, you will have the opportunity to disclose whether you have a disability or medical condition that requires a workplace adjustment and you will be able to provide details of the workplace adjustment required. This includes adjustments that may be required for you to participate in the interview process should you be successful through to that stage.

During employment

4.4 If you are a current staff member and you would like a workplace adjustment, we encourage you to first speak to your supervisor about your requirements. Alternatively, you may prefer to seek advice or discuss workplace adjustment issues with [Employee Assistance, Monash HR](#).

4.5 After having an initial discussion with your supervisor about requesting a workplace adjustment, your supervisor should contact [Employee Assistance](#) for further advice and assistance.

4.6 Employee Assistance will work with you and your supervisor to identify what modifications or implementations can be made. Employee Assistance may engage other internal or external entities, for example the Chief Medical Officer, Occupational Health Physician or occupational rehabilitation providers.

5. Implementing a reasonable workplace adjustment

5.1 Once the reasonable workplace adjustment request has been reviewed and approved by Employee Assistance and an assessment of the area has been conducted, it is the responsibility of the supervisor to ensure that the agreed adjustments are implemented.

5.2 Costs for reasonable workplace adjustments belong to the relevant cost centre in which the individual is employed. Funding to implement reasonable workplace adjustments may also be available through the Australian Government's [Employee Assistance Fund \(EAF\)](#). If you require assistance submitting an EAF application, you may contact [Disability Support Services](#).

6. Ongoing support

6.1 You and your supervisor should jointly review shortly after the implementation of the workplace adjustment to ensure that the adjustment has been appropriate and effective. Reasonable adjustments should then be reviewed as required to ensure the adjustment continues to be successful in enabling you to work safely and productively.

6.2 You and your supervisor are responsible for keeping Employee Assistance fully informed of relevant information in a timely manner, including incidents, the requirement of further adjustments and any relevant medical information/documentation.

- 6.3 The [Employee Assistance Program \(EAP\)](#) is a professional counselling service available to all staff and their immediate family members. The service offers confidential, short-term support for a variety of work-related and personal problems that may be affecting you at work or at home. You can arrange to speak with a counsellor over the phone or make an appointment to see a consultant for a face-to-face session. An after-hours messaging service operates at all other times. You can access up to six sessions for each issue you require assistance for. If you decide to access the Employee Assistance Program, your details will not be passed on to anyone at Monash University. In addition, you can refer to the [Mental Health Procedure](#) for further guidance and information on the support available.

7. Grievances

- 7.1 Any grievances arising from discrimination or harassment on the grounds of disability should be resolved promptly and fairly using our [Resolution of Unacceptable Behaviour and Discrimination procedure](#).

8. Breach of procedure

- 8.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Disability	<p>The Disability Discrimination Act (1992) defines disability as:</p> <ul style="list-style-type: none">• total or partial loss of the person's bodily or mental function• total or partial loss of a part of the body• the presence in the body of organisms causing disease or illness• the presence in the body of organisms capable of causing disease or illness• the malfunction, malformation or disfigurement of a part of the person's body• a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction• a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behavior; <p>and includes a disability that:</p> <ul style="list-style-type: none">• presently exists; or• previously existed but no longer exists; or• may exist in the future (including because of a genetic predisposition to that disability); or• is imputed to a person. <p>To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.</p>
Employee Assistance Fund (EAF)	<p>The Australian Government provides financial help to eligible people with disability and mental health condition and employers to buy work related modifications and services. The EAF is available to people with disability who are about to start a job or who are currently working, as well as people who need help to find and prepare for a job.</p>
Inherent (genuine and reasonable) requirements	<p>The essential activities of the job: the core duties that must be carried out in order to fulfill the purpose of a position. The inherent requirements of a job are:</p> <ul style="list-style-type: none">• the fundamental tasks that define a job or category of jobs and that must be carried out in order to get the job done;• not all of the requirements of a job; and• about achieving results rather than the means for achieving a result.

GOVERNANCE

Parent policy	Leave and wellbeing
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> • Employee Assistance Program (EAP) • Flexible Work • Data Protection and Privacy • Resolution of Unacceptable Behaviour and Discrimination • Mental Health
Legislation mandating compliance	<p>Federal Legislation</p> <ul style="list-style-type: none"> • Disability Discrimination Act 1992 <p>State Legislation</p> <ul style="list-style-type: none"> • Equal Opportunity Act 2010
Category	Operational
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 12 June 2018
Endorsement	Director, Workplace Relations - 12 June 2018
Procedure owner	Director, Workplace Relations
Date effective	19 October 2018
Review date	12 June 2021
Version	4.2 (<i>minor amendments effective on 24 July 2021</i>)
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400