



Hepatitis B Free

Disability Inclusion Guidelines

Version 1, dated 26 February 2024

Commitment:

Hepatitis B Free Ltd. (legal entity name) (HBF) is committed to the highest standards of integrity and conduct including its Board of Directors, staff, consultants and volunteers, whether in a paid or unpaid capacity.

Purpose:

This guideline is the framework for HBF commitment to disability inclusion across all our activities and within our organisation. It provides a clear vision and consistent messages regarding HBF's approach to disability in our development programs and health research. It sets standards to which HBF will be accountable.

Scope:

The guideline covers all HBF employees and volunteers in the course of their work and persons representing HBF, which includes:

- HBF board members;
- all HBF employees;
- contractors, sub-contractors;
- suppliers and volunteers;
- supporters, donors and other participants on field visits organised by HBF;
- any person representing the organisation at HBF's request.

This guideline applies to:

Any activities at any sites (including HBF related social functions, attendance at conferences or meeting) as well as program related work that involves encounter with community members both directly related or indirectly related to HBF.

Definitions:

Disability is part of human diversity. A disability may affect mobility, ability to learn things, or ability to communicate easily. Some persons may have more than one disability. A disability may be visible or hidden, may be permanent or temporary and may have minimal or substantial impact on a person's abilities. Disability can be exacerbated by an environment that creates barriers (adapted from the Australian Network on Disability).

Organisations of People with Disabilities are organisations managed by people with disabilities for people with disabilities.

Barriers affect opportunities for people with disabilities to participate in society. They may be physical or environmental barriers, communication barriers, policy barriers or attitudinal barriers.

Disability-specific initiatives are activities targeted to meet specific needs of people with a disability.

Disability-inclusive initiatives seek to mainstream disability into development programs, to include a disability perspective so that all aid interventions and programs are made accessible to people with disabilities.

Reasonable accommodation is the provision of support, modifications and/or adjustments that is practicable and that meet the individual needs of persons with disabilities to ensure they enjoy and exercise all human rights and fundamental freedoms on an equal basis to others.

'Person first' language is applying a person-centred approach, rather than viewing the person as their nominated disability, it views the person first before their disability (adapted from the Australian Network on Disability)

Guideline statement/overview:

- a. HBF is committed to creating a fair and equitable workplace for all staff and volunteers.
- b. HBF is committed to a “nothing about us without us” approach.
- c. HBF will provide a workplace environment free from discrimination and harassment and will take necessary action to eliminate any form of disability-based and intersectional discrimination.
- d. HBF is committed to accessible and inclusive recruitment, proactively connecting with candidates with disability and making reasonable accommodations as required.
- e. HBF ensures that internal and external communication is accessible, including meetings, events, digital and, if needed, hard copy communication.
- f. HBF is committed to raising the profile of people with a disability in external and internal communications. We are committed to fostering a positive and inclusive culture through the promotion of awareness days and events e.g. World Hepatitis Day.
- g. HBF ensures people with disabilities can participate in governance structures at national and international activities including our Board, committees and decision-making bodies. We commit to improving the representation of people with disabilities in leadership and management roles through appropriate interventions.
- h. HBF is committed to supporting the empowerment of people with disabilities in our development and health programs. We are committed to designing and delivering projects which are disability-inclusive, with equal and meaningful participation by people with disability in consultation and decision-making.
- i. HBF aims to foster and increase awareness of disability inclusion amongst staff, volunteers and partner organisations.
- j. HBF is committed to a fair and timely complaints process. Staff can raise concerns or complaints relating to disability inclusion issues with any member of Board, via email info@hepatitisbfree.org.au

- k. HBF ensures that this guideline is easily accessible for all members of the organisation.

Reporting:

Staff and volunteers can raise concerns or complaints relating to disability inclusion issues with HBF management where further escalation to the Chairperson of the Board can be made as required. A pathway to seeking legal counsel will be made. A record will be made of any issue so there is a factual account of the matter raised, with action taken and outcome or resolution.

Confidentiality:

HBF ensures that any disability-inclusion concerns raised are handled with procedural fairness, timeliness and impartiality. All concerns and the names of people involved are handled confidentially. Details will only be disclosed if required as part of an investigation.

Consequences:

Any breach of the HBF's Disability Inclusion Guidelines may lead to disciplinary action that may include termination of employment for staff or termination of association and/or contract from HBF. There will be no action taken against those who report, in good faith, concerns involving a breach of the Disability Inclusion Guidelines. If a person knowingly and wilfully reports false or malicious information regarding other HBF employees or representatives relating to disability inclusion, HBF may take disciplinary action.

Responsibility for implementation:

- a. All HBF employees and representatives have a responsibility to comply with these guidelines.
- b. The Board of Directors will add value to, approve and monitor disability inclusion strategies, initiatives and budgets developed by Management, to achieve HBF's vision. They ensure that risks are identified and managed.
- c. The Board of Directors is responsible for the application of this guidelines and will ensure that disability inclusion is regularly considered in Executive decision-making.
- d. The Board of Directors expect that all those associated with HBF are informed of their responsibilities under the Disability Inclusion guidelines.
- e. The Board of Directors are responsible for ensuring risk management and safe work procedures are prioritised to minimise the risk of harm to all staff and volunteers, including those with disabilities. They consult with staff and employees on joining HBF regarding their individual situation and capacity to follow health and safety procedures. They identify any specific adjustments people may need to make to ensure a safe work environment, and any assistance that an employee with disability may require in an emergency.
- f. The Gender Equality, Disability and Social Inclusion (GEDSI) principles are a priority for HBF and the Board and HBF Management promotes and contributes to compliance in relation to disability inclusion.
- g. The Safeguarding, Diversity and Inclusion principles have been tabled by the HBF Committee to ensure that disability inclusion initiatives are implemented.

- h. Country Representatives/Country Program Managers are responsible for in-country disability inclusion compliance within our health research and international development programs.
- i. Working Group Heads/Activity Leads are responsible for promoting awareness of these guidelines with people they manage and with project partners. They also are responsible for actively providing information to those working with the community on expected employee and contractor behaviours.

Related legislation:

United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
(<http://www.un.org/disabilities/default.asp?navid=12&pid=150>)

Australian Disability Discrimination Act 1992 (<https://www.legislation.gov.au/Details/C2018C00125>)

New South Wales Disability Act 2014 (<https://www.legislation.nsw.gov.au/view/pdf/asmade/act-2014-41>)

Australian Disability Network (<https://australiandisabilitynetwork.org.au>)

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Adapted from the Burnet Institute Human Resources Department

Policy authorised by

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