



DISABILITY INCLUSION POLICY

VERSION	2
PERSON RESPONSIBLE	Rozana Australia CEO
DATE OF BOARD SIGN OFF	27 April 2021
LAST UPDATED	1 August 2023
SCHEDULED REVIEW DATE	27 April 2025

POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English, Hebrew and Arabic.

Any suggestions about this Policy should be directed to the Rozana Australia CEO so changes can be considered. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document; including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table on the first page;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual eg. shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

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1. PREAMBLE

This policy was written by Rozana in Australia. It may be used as a template for use across all Rozana offices. Rozana operates five offices registered in each of Australia, USA, Canada, UK and Israel, which are part of the Rozana Global Alliance. In this policy, 'Chair' means Chair of Rozana International. Unless specified otherwise the 'Board' refers to the board of Rozana Australia.

2. INTRODUCTION

The document's content is informed by the [DFAT Disability Action Strategy 2017-2020](#), the [United Nations Convention on the Rights of Persons with Disabilities and its Optional Protocol \(2006\)](#) and consultations with PR Israel staff, disability organisations and other stakeholders in Israel and Palestine.

Rozana believes people with disabilities must have their human rights and fundamental freedoms protected, promoted and upheld, in accordance with domestic laws in Australian and international law, including the UN Convention on the Rights of the Child and the UN Convention on Rights of Persons with Disabilities.

Moreover, as an NGO focused on people-to-people peacebuilding through health, Rozana projects are informed by the following facts:

- Women and girls with disabilities are doubly disadvantaged, with their rights being ignored due to their gender and disability. This places them at greater risk of violence and exclusion.
- Children with disabilities have a greater risk of dying from neglect, abandonment and lack of access to health care. They are frequently not valued in their communities due to stigma or misconceptions around disabilities.
- Child mortality is significantly higher for children with disabilities than those without. Unsafe pregnancy and childbirth are major causes of disability for women.
- Women with disabilities often lack access to reproductive health care due to both marginalisation and assumptions that they will not have families.

3. PURPOSE

The purpose of this Policy is to ensure the inclusion of people with disabilities in the delivery of Rozana's work. This includes:

- Promoting staff awareness of disability inclusion and their responsibilities with regard to this policy.
- Ensuring the needs and rights of people with a disability are considered in the main activities of Rozana.

- Consideration of the ways in which the organisation can include people with a disability in its internal operations (i.e., logistics, administration, finance, governance and other roles).

4. DEFINITIONS

Disability: In line with the Convention on the Rights of Persons with Disabilities, and taken from the [Australia's Federal Disability Discrimination Act 1992](#) disability, in relation to a person, means:

- (a) total or partial loss of the person's bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the person's body; or
 - (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;
- and includes a disability that:
- (h) presently exists; or
 - (i) previously existed but no longer exists; or
 - (j) may exist in the future (including because of a genetic predisposition to that disability); or
 - (k) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

Reasonable Adjustments: Reasonable Adjustments as defined by the Disability Discrimination Act refer to workplace adjustments required to enable a person with disability to work effectively and enjoy equal opportunity with others. Reasonable adjustments may include: provision of appropriate equipment or assistance to ensure there is no barrier in the recruitment and selection process; provision of flexible work arrangements and job redesign (while still maintaining the inherent requirements of the job); training or retraining; providing essential information in accessible formats; modifications to equipment or the supply of specialised equipment, furniture or work related aids; alterations to premises or work areas. Reasonable adjustment required by the DDA need not include: changing the inherent requirements of the job concerned; maintaining a job which would otherwise be altered or abolished; assigning performance of some inherent requirements to another employee; creation of a different job; promotion or transfer to a different job except as part of a program of training or rehabilitation reasonably likely to enable the person to perform the requirements of the job concerned within a reasonable period.

5. GUIDING PRINCIPLES

Rozana's Disability Inclusion Policy and practices adhere to the following guiding principles:

5.1 Human Rights

Taking a human rights-based approach to disability inclusion, Rozana is committed to promoting equal rights for people with a disability, and their equitable inclusion in all aspects of society. This includes in its role as an employer, service provider, registered charity and incorporated organisation.

As well as ensuring equal opportunity for people with disabilities, human rights includes both respect and the absence of discrimination. Consideration for people with disabilities will be given in all Rozana activities and policies.

5.2 Awareness

All Rozana staff and representatives should have an awareness of disability inclusion, including understanding the needs of people with a disability who may interact with the organisation as primary stakeholders, employees, volunteers, partners, donors or members of the public.

5.3 Participation

Meaningful participation of people with disability is essential for genuine empowerment and change in the community. Meaningful participation ensures that people with disabilities participate and benefit from Rozana's development efforts and leads to broader benefits for families and communities.

Rozana acknowledges that people with disabilities and their representative organisations can provide perspectives based on their experiences of living with disabilities, to inform Rozana disability-inclusive activities.

5.4 Comprehensive Accessibility

Central to disability inclusion is the removal of 'barriers' to enable people with disabilities access to services, and opportunities to participate equally. Comprehensive accessibility ensures that barriers to access and participation are identified and addressed. Barriers can be related to the physical environment (e.g., stairs), communication (e.g., lack of information in multiple formats including Braille, no sign language interpreter in training workshops), institutional barriers (e.g., organisational policies) and attitudes (e.g., negative attitudes regarding disabilities).

Negative attitudes and prejudice towards people with disabilities are often the most significant barriers. Rozana will work to reduce barriers faced by people with a disability, to improve access to services as well as encourage participation within all levels of Rozana; from Board management, implementing staff, volunteers and representatives.

5.5 Twin-track

A twin-track approach aims to ensure that Rozana is both inclusive of, and benefits people with disabilities. A twin-track approach involves implementing two concurrent initiatives through main-stream and targeted efforts:

1. Disability mainstreaming: ensuring that the organisation and its programs include a disability perspective and are fully accessible to and inclusive of people with disability.
2. Disability-specific initiatives: activities specifically targeted at people with disability, in order to increase their empowerment and participation (e.g., conducting outreach with Disabled People's Organisations, supporting individuals to access specific medical/rehabilitation interventions where available to manage injuries/and or impairments, funding specific rehabilitation programs which can assist people with disabilities to lead a more participatory life).

Rozana recognises that without adequate support and access to health services, injuries sustained may become permanent impairments.

6. POLICY

Rozana:

- a) Is committed to ensuring people with a disability have equal access to our services.
- b) Acknowledges the diversity that disability brings to all areas of the organisation.
- c) Recognises that the physical and social contexts of people with a disability are diverse and will consider these in the operationalisation of disability inclusion. For example, the way the policy is implemented in Australia may be different to the way it is implemented in Palestine.
- d) Acknowledges that failure to uphold the human rights of people with disabilities is more likely to occur where an organisation lacks the culture, ethics, leadership, policies and professionalism to promote disability inclusion.
- e) Recognises that staff and representatives are all responsible for ensuring our disability inclusion approach is understood and integrated into all areas of our work and our organisation's ethics and culture.
- f) Will work with our partners to increase understanding and knowledge of disability and the rights of people with disabilities, including advocacy to service providers to enable people with disabilities to gain access to services and facilities.
- g) Recognises that that people with disabilities and disabled people's organisations can provide perspectives on the experience of living with disabilities and ultimately are the experts on disability inclusion. Rozana will seek to draw on their knowledge.

7. PROCEDURES

The following mechanisms will be used to implement Rozana's Disability Inclusion Policy:

- a) Training and induction: All staff and representatives will be familiarised with the Disability Inclusion Policy as part of their induction process. In line with the needs of their roles and responsibilities, Rozana will offer staff and representatives training on Disability Inclusion.
- b) Recruitment and employment: Acknowledging the diversity that people with a disability can bring to an organisation, Rozana will encourage and support the employment of people with a disability within the organisation. This will include:
 - i) a statement on job advertisements and on the organisation's website stating that Rozana is committed to fostering an inclusive work environment for all people, including those with a disability. For example, "People with a disability are encouraged to apply for all roles and positions within the organisation and, where possible, Rozana will make reasonable adjustments to ensure people with disabilities have an equal opportunity to participate."
 - ii) adjusting recruitment processes to ensure a person with a disability is able to equally participate in the recruitment process (i.e., conducting interviews in an accessible location or enabling participation via phone).
 - iii) where feasible, making reasonable adjustments to the work, or work environment, to enable the participation of people with a disability (some examples could include flexible work arrangements, adjustments to workstations and lighting, provision of assistive software, ensuring accessible office buildings, conference rooms, toilets etc).
 - iv) provide training and assistance on inclusive ways of working to existing staff so they can work effectively with people with disability in the workplace. Ensure existing staff are comfortable and well equipped to orient new employees and cater for any specific requirements they may have.
 - v) where possible offer mentoring for new employees with disability, as a way to support self-development and contribute to development of the culture and values of Rozana.
- c) Project management: Rozana will make all possible arrangements to ensure that people with a disability are able to access the services provided by Rozana and its partners and feel respected and supported. Examples include ensuring wherever possible that services provided through our programs have disability-inclusive services and facilities. Rozana recognises that accessibility is not only about physical access, but also includes these concepts:
 - i) Approachable: people with disabilities know services exist and feel comfortable to approach them

- ii) Affordable and available.
- d) Data collection and reporting: We will seek to include people with disabilities in our client satisfaction survey samples, recognising that service improvement must be informed by people with disabilities who have used our service. Rozana will endeavour to provide information on its primary stakeholders with disability in its internal reports. This will also assist Rozana to track if more people with disability are accessing our services.
- e) Outreach and communication: Rozana will ensure inclusion of people with disability in its outreach and community awareness sessions and seek to conduct outreach sessions specifically for people with disability. They will be organised in partnership with local disability organisations in Israel and Palestine wherever possible.

8. MONITORING AND REVIEW

Monitoring of the implementation of this Policy is the responsibility of all staff, led by the CEO and overseen at the highest level by the Board. It will be reviewed and updated as required.

9. DOCUMENT CONTROL INFORMATION

Date	Version	Revised Description	Reviewed/ Updated by
27 April 2021	V1	Created	Board of Directors
28 April 2021	V2	Broadened definition of 'disability' and 'reasonable adjustment' in line with Australian Disability Discrimination Act.	Executive Director
01 August 2023	V2	Reviewed. No changes	Board of Directors