

DISABILITY ACTION PLAN & POLICY

BIC Policy 006 - Issue Date: 04.06.2021

Purpose

B.I.C. Services Pty. Limited (BIC) is committed to ensuring that all people with disabilities have an opportunity to work for BIC.

Two of BIC's core values is for a safe workforce and one in where everyone feels valued, supported and has the opportunity to participate. To do this we will:

- Focus on achieving equality of outcome for individuals and groups;
- Be compassionate and embrace diversity;
- Follow Modern Slavery legislation and ensure BIC's workforce receive their full legislative entitlements;
- Follow BIC's Human Rights Policy; and
- Follow BIC's Equal Opportunity & Diversity Policy.

Objectives

The objectives and the strategies detailed in this Disability Action Plan (DAP) aim to eliminate discriminatory practices that result in people with disabilities being treated less fairly than those without a disability. BIC is willing to make reasonable adjustments to rectify the situation where possible without causing hardship to the company.

The Disability Discrimination Act states that discrimination will not be unlawful where the elimination of all discriminatory practices would impose "unjustifiable hardship on a person or business".

BIC recognises that this is the start of the process and a number of challenges remain when developing and implementing a DAP. These challenges include:

- Employing people in cleaning positions that requires extreme mobility;
- Giving people access to buildings that are not under BIC control; and
- Modifying offices in buildings that are not under BIC control.

The DAP covers both strategic and operational requirements in outlining the journey from where BIC is now to where we want to be, and the steps needed to get there. It is BIC's intention that in addition to meeting the statutory requirements, this DAP shall also serve as a guide in promoting disability awareness and equality issues amongst employees at BIC.

BIC has developed this DAP in response to obligations with respect to relevant legislation to ensure that people with disabilities are not subjected to discriminatory practice.

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BIC provides a commercial cleaning and maintenance service throughout Australia. It services approximately 3,200 sites and employs over 2,000 staff.

BIC supports Federal and State Government strategies to eliminate any discriminatory practices that may result in people with disabilities being treated less fairly than those without a disability.

BIC is aware that its employees should not:

- Discriminate against people with disabilities;
- Treat people with disabilities less fairly; and
- Fail to make reasonable adjustments.

Objective	Actions/Tasks	Responsibility	Time Frame
HR is aware of the process to support applicants who have a disability	Review recruitment procedures on an ongoing basis	Human Resources	Annually
Have policies and practices in place to support staff with a disability	Review and maintain policies and practices that support employees with a disability	Human Resources	Annually
Staff involved in recruitment have the capability to support colleagues with a disability	Work with the employment partner to ensure tasks are manageable and support systems are in place to suit the individual	Human Resources, employment partner and responsible manager	On recruitment and prior to commencement
Ensure employment materials are available in accessible formats	Review employment materials to determine if they are available in a variety of formats	Human Resources	Annually
	Develop a process to support prospective staff so they can access information in a format suitable to their individual needs	Human Resources	As required on a case-by-case basis

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Objective	Actions/Tasks	Responsibility	Time Frame
Promote the way BIC welcomes and encourages people with a disability to apply for positions	Review how BIC promotes being a welcoming and inclusive employer	Human Resources	Annually
Develop and maintain a reasonable adjustment of workplace to suit the individual	Develop reasonable workplace adjustments in partnership with the employment partner	Human Resources and employment partner	As required on a case-by-case basis



Tony Gorgovski

Chief Executive Officer – 04.06.2021