AUSTRALIAN DISABILITY NETWORK

# 10 TIPS

## for Inclusive Organisational Change



Workplace change can bring uncertainty, especially when roles, teams or ways of working change. Planning for accessibility helps employees with disability and neurodivergent employees stay informed, supported and included.

These tips will help leaders, HR professionals and change teams make organisational change fairer and easier for everyone.

### 1. Share information in different ways

Make sure everyone can access and understand information about change.

- Use plain language and avoid unnecessary jargon.
- Share written summaries after meetings and provide information in accessible formats.
- Give people advance notice of meetings and important announcements.

### 2. Be clear about what is happening

Clear communication helps people know what to expect.

- Explain what has been decided and what is still being worked out.
- Share key dates, next steps and how decisions will be made.
- Provide a contact for questions and updates.

### 3. Protect workplace adjustments working

Changes to roles, managers or technology may affect existing adjustments.

- Ask employees privately whether their adjustments need to change.
- Get consent before sharing adjustment information with a new manager, and protect confidentiality.
- Make sure incoming managers understand how to arrange and support adjustments.

### 4. Focus on skills, not assumptions

Consider each person fairly when roles or responsibilities change.

- Assess people against the actual requirements of the role.
- Speak with employees about their skills, interests and possible adjustments.
- Do not use disability or adjustment information to make assumptions about suitability.

## 5. Make new opportunities accessible

Everyone should have a fair chance to apply for a new or different role.

- Check that applications, interviews and assessments are accessible.
- Offer workplace adjustments throughout recruitment and redeployment.
- Let people show their skills in different ways where possible.

## 6. Support managers to check in

Managers can make a real difference during change.

- Encourage regular, private conversations with employees.
- Ask what support would help, rather than making assumptions.
- Make sure managers know where to find information about adjustment and wellbeing support.

## 7. Consider wellbeing

Change affects people in different ways.

- Offer flexible work arrangements or temporary changes to workloads where appropriate.
- Share information about employee assistance and wellbeing services.
- Allow time for questions, support and adapting to new routines.

## 8. Make it easy to have a say

Give employees accessible ways to provide feedback.

- Offer written, verbal and anonymous feedback options.
- Share consultation information in advance and allow enough time to respond.
- Involve Disability Employee Networks where available, without expecting them to speak for everyone.

## 9. Help people learn new ways of working

New systems and processes may take time to learn.

- Provide accessible training and practical guides.
- Allow enough time to practise and ask questions.
- Check back after changes are introduced to see what extra support is needed.

## 10. Check for fair outcomes

Once the change is in place, look at the results, not just the process.

- Compare outcomes such as role changes, promotions and resignations for employees with disability.
- Protect privacy when reviewing this information, especially in small teams.
- Fix any unfair outcomes and tell employees what has changed.

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Inclusive change starts with listening, clear communication and accessible processes. Small, practical steps can help everyone take part and move forward with confidence.

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