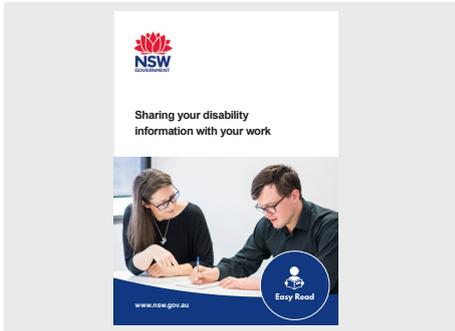




# Sharing your disability information with your work



# Sharing your disability information with your work



This info guide is about telling your work about your disability.



It is up to you if you tell your work.

This guide helps you understand why it might be good to tell them.



The information in this guide comes from the Public Service Commission.

**PSC** for short.



The PSC wants to make sure the NSW government is a safe and inclusive workplace for people with disability.



## What is a disability?

A disability is a condition you have for a long time or all of your life.



A disability can be

- Physical
- Intellectual
- Sensory which means deaf or blind



Mental health also counts as a disability if it lasts longer than 6 months.



Having a disability can make it harder for you to be part of the community.



## Why should I tell my work about my disability?

Knowing about your disability helps your work understand better what you need.



It helps them support you to do your work

- more safe
- the best way you can



They can help with things like

- Special equipment
- Flexible working hours
- Easy read emails after meetings
- Taking a longer time off

For some of these things you might need a letter from your doctor.



Sharing information about your disability with your work, helps make your workplace more inclusive.

Often people do not know a lot about disabilities.



If people understand more about your disability, they can include you better.



There are rules that make sure people with a disability are not discriminated at work.

These rules are written down in the

- Disability Discrimination Act (DDA)
- Anti-Discrimination Act (ADA)

Your workplace must follow these rules.



## What information should I share?

It is up to you how much you tell about your disability.

You can only say that you have a disability.



Think about what is important for your work to know about your disability.

Think about how they could support you better.



If something is hard for you at work because of your disability, you need to talk to the HR person.

HR means Human Resources.

They are the people that look after everything to do with staff.



## How do I share my disability information?

You choose if you tell your work about your disability.

You choose when you tell them.



You choose who you tell about your disability.

This can be

- HR
- Your manager
- A colleague



Other ways to tell about your disability

- Online when you apply for a job
- When filling in your paperwork at the start of a new job
- When doing a survey



You might need to share your disability info more than once.

This could be when you

- switch to another team
- move into another role



Information about your disability might be put into your work's database.

You can also add your disability info yourself into the database.

You can do that by ticking a box in the Personal Details part.

Your information is safe and private in the database.



Only HR can see your information.

You can ask to see your information at any time. You can also ask to change it.



PSC can use information from the database and from surveys.

They can only see the disability information.

They do not see who you are.



PSC uses the information to make working for the NSW government safer and inclusive.