

Accessibility and Inclusion Plan



Easy English

2020 to 2022



Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**

- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book

- know what this book is about

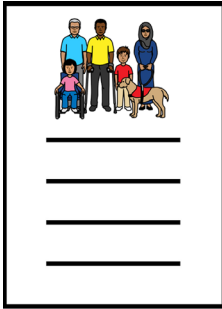
- find more information.



About this book

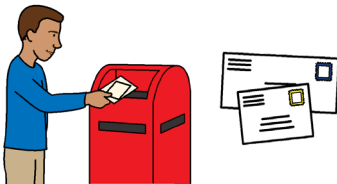


This book is written by Australia Post.

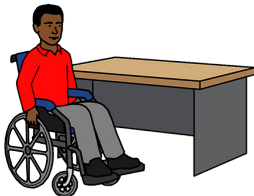


This book is about our **Accessibility and Inclusion Plan**.

Our Accessibility and Inclusion Plan says how we will make things better for people with disability who



- use our products and services



- work with us.

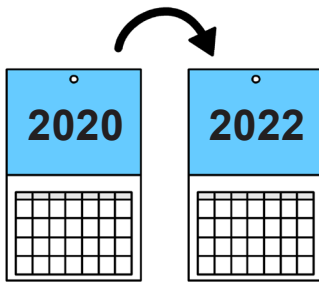
We will call it the plan.

This book is a summary of the plan.



You can read the full plan on our website

www.auspost.com.au



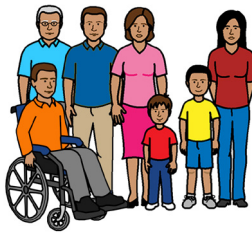
The plan goes from 2020 to 2022.

We made the plan with help from

- the Australian Network on Disability

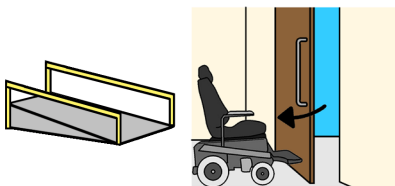


- our **Accessibility Matters Employee Reference Group**.



Our Accessibility Matters Employee Reference Group helps us make decisions and plans about how we can be more **accessible** and **inclusive**.

Accessible means places and things are easy for everyone to



- go to



- use.

Inclusive means everyone can be part of something.

What we do well now



A lot of people with disability work at Australia Post.



We make it easy to find jobs with us because

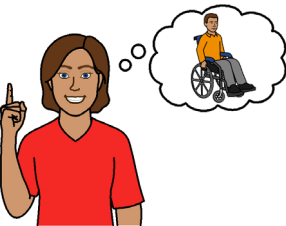
- we work with government groups who help people with disability find work



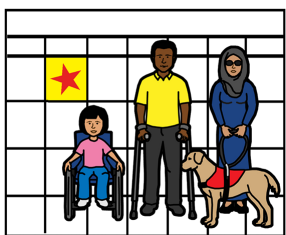
- we help people with disability to apply for our jobs.



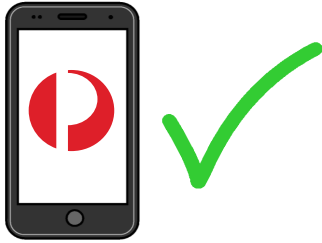
We ask for advice from people with disability to help us make our workplace better for everyone.



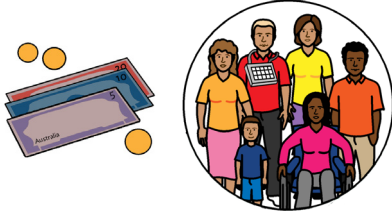
We help everyone who works with us to understand disability better.



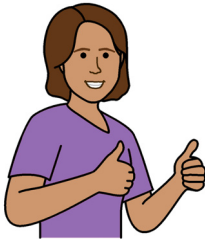
We celebrate International Day of People with Disability.



We made our mobile phone app easier for people with disability to use.



We give money to community groups who support people with disability and their carers.

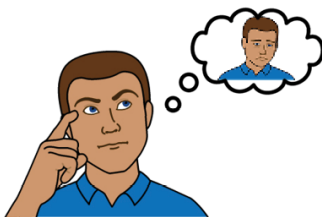


We support programs in Australia that help more people live better lives.



For example

- a national netball tournament for women with intellectual disabilities



- work with Beyond Blue to help people understand more about mental health



- a book program to help children in remote indigenous communities to read and learn.

Our goals in this plan

1	_____
2	_____
3	_____
4	_____
5	_____

We have 5 goals in the plan.



1. Our commitment

We will listen and talk to people with disability about what happens in this plan.



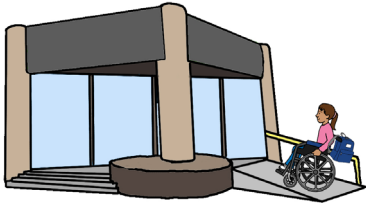
2. Our people

We will employ more people with disability and help our staff know more about disability in the workplace.



3. Our customers

We will make sure our products and services are accessible for all of our customers.



4. Our place

We will make Australia Post an accessible place for everyone.



5. Our community

We will work with the community and our suppliers to

- make our products and services accessible
- help people in the community understand disability better.

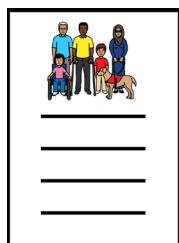
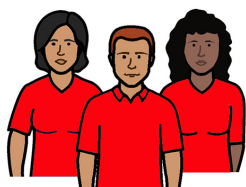


How we will make the plan happen

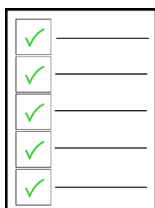
Goal 1 - Our commitment



We will have people in leadership groups who help us to work better for people with disability.



We will make sure our employees can work together to make the plan happen.



The Australian Network on Disability will check our work to find out if we meet our goals.

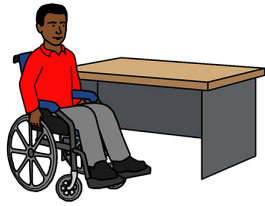
Goal 2 - Our people

We will make sure people with disability get the right support when they

- apply for our jobs

and

- work at Australia Post.



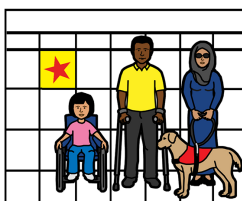
We will employ more people with disability.



The Accessibility Matters Employee Reference Group will help us make our workplace more accessible.

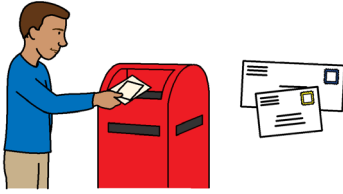


We will do more training with our staff about disability in the workplace.

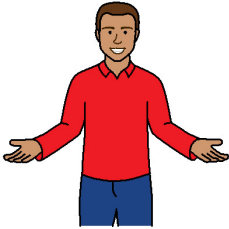


We will celebrate important days for the inclusion of people with disability.

Goal 3 - Our customers



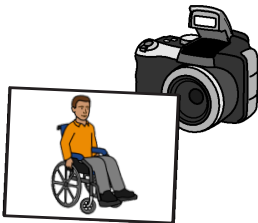
We will work to make our products and services more accessible.



We will make sure staff who work with our customers welcome people with disability.



We will start a service for customers to ask us questions about accessibility at Australia Post.

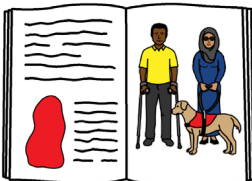


We will use pictures of people with disability in the information we use to tell people about our products and services.



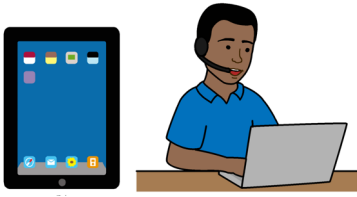
For example

- on our website



- in our brochures.

Goal 4 - Our place



We will make sure our technology is easy for everyone to use.

For example



- online learning programs

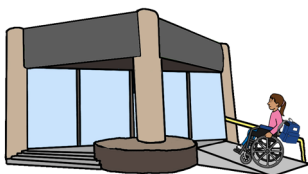
- the systems we use to do our work



- our website



- our mobile apps.

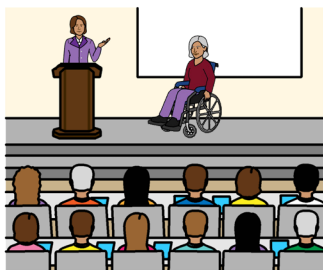


We will make sure all of the places that we work in are easy for everyone to use.

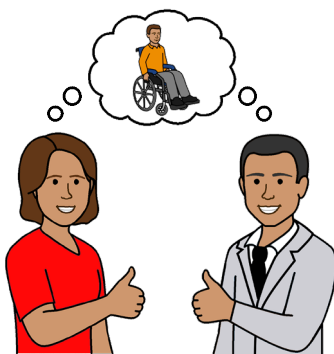
Goal 5 - Our community



We will work with different groups in the community to support people with disability.

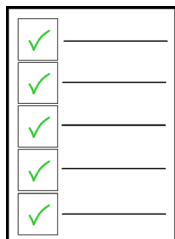


We will make sure our events are accessible for everyone.



We will make sure businesses who give us products and services work in ways that are accessible and inclusive.

How do we know if the plan works?



The **Accessibility Steering Group** will

- make sure all parts of the plan happen

and

- make reports about the work.



The Accessibility Steering Group is made of people from all of our business areas.



Reports about the plan will go to

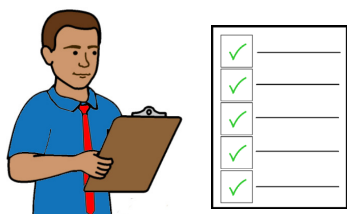
- our board



- the Executive General Manager, People and Culture



- the Accessibility Matters Employee Reference Group.



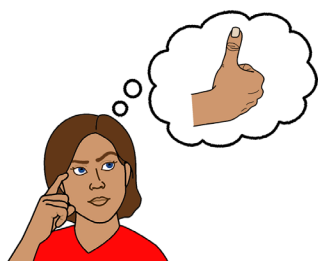
The Australian Network on Disability will check our work to find out if we meet our goals.



We will find out

- if we have made things better

or



- if we need to do more work to make things better.



We will make a new plan if there is more work to do.



More information

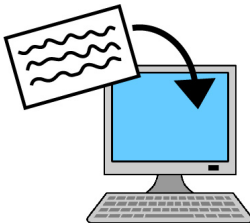
For more information about our Accessibility and Inclusion Plan contact Australia Post.



www.auspost.com.au



13 76 78



DiversityandInclusion@auspost.com.au



If you need help to speak or listen

Use the National Relay Service.

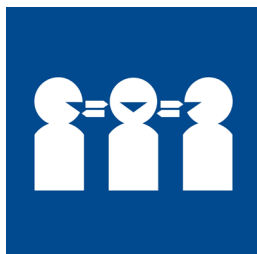
communications.gov.au/accesshub/nrs



Call 1800 555 660



Give the relay officer the phone number you want to call.



If you need help with English

Contact the Telephone Interpreting Service.

Call 131 450

Australia Post acknowledges the Traditional Custodians of the land on which we operate, live and gather as employees, and recognises their continuing connection to land, water and community. We pay respects to Elders past, present and emerging.

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