

Disability inclusion plan on a page

For leadership, HR and D&I teams. Good intentions don't survive a busy year without an owner, a plan and a budget. Check your basics, then fill in one page your leadership team can sign off.

Step 1. The five-minute policy check

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| ☐ We have a published equal opportunity policy that covers persons with disabilities | ☐ It names a person responsible for disability matters, with contact details |
| ☐ It explains how to ask for reasonable accommodation | ☐ It sets out how disability-related complaints are raised and resolved |
| ☐ Leave, travel, insurance and flexible work policies have been checked for gaps | ☐ Everyone hears about it at induction, and it's reviewed every year or two |

The RPwD Act, 2016 asks every establishment to publish an equal opportunity policy. This list is a pointer, not legal advice.

Step 2. Our plan for the next 12 months

Senior owner

Reports progress to leadership on

Where we are today (BELONG score and stage)

Budget set aside for the year

Three goals for the year, and how we'll know we got there

GOAL

MEASURE

1	_____	_____
2	_____	_____
3	_____	_____

What happens each quarter

ACTION

OWNER

Q1	_____	_____
Q2	_____	_____
Q3	_____	_____
Q4	_____	_____

How we'll hear from employees or students with disabilities

Stuck on goals? Start with your two lowest BELONG areas.

One goal per area, plus one about listening, is a solid first year. Small and finished beats big and stalled.

Want help building the plan?

Take the free BELONG self-assessment, or book a free call to talk through a full BELONG review.

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