

Open disclosure policy

1. Purpose

This policy aims to promote disclosure, normalise conversations between staff and managers and outline clear processes.

2. Scope

This policy applies to:

- a. All employees, volunteers, contractors and interns/work placements of RedR,
- b. RedR deployees, and
- c. Standby personnel/applicants.

3. Policy Statement

RedR aims to provide a safe and productive work environment in the achievement of RedR's vision, mission, and strategy to deliver effective humanitarian relief.

RedR is committed to providing a supportive workplace which values diversity, safety and equality. This is achieved by providing all employees with the right to disclose information, in confidentiality, to their manager and/or HR.

Disclosing such information will assist RedR with reasonable accommodations and/or workplace adjustments to support and manage individual circumstances, allowing for wellbeing and performance to be achieved by an employee. All information disclosed will be kept confidentially allowing employees the freedom to express their needs and concerns.

Information regarding factors that may be impacting their ability to meet the inherent requirements of their role or safe to self and others are encouraged to be disclosed by employees proactively.

Factors that may be disclosed include, but are not limited to:

- People living with a disability
- General health/welfare - chronic diseases, insomnia, allergies, menopause, drowsiness from medication
- Mental health - depression, experiencing loss and grief, behavioural disorder
- Degenerative conditions - eye sight, dementia, alzheimer's disease, arthritis
- Personal injuries - fractures, musculoskeletal conditions, sprains
- Experiencing addiction - recreational drugs, smoking, gambling, alcohol,
- Cultural considerations - religious or cultural practices during office hours, dietary needs
- Other - caring responsibilities, transitioning to retirement, dyslexia

4. Principles

- RedR encourages an environment which will foster open and honest exchanges of information between an employee and their manager or HR, in relation to the needs or help that an employee may require.
- All disclosed information provided to the RedR manager or HR will be treated with the utmost confidentiality, and will not be provided to third parties (all parties outside of the organisation, unless written consent is obtained from the employee).
- All employee concerns that he/she believes hinder their ability to conduct the duties outlined in their role description, to the best of their ability, are welcomed by RedR without prejudice or discrimination.
- All employee concerns that he/she believes is affecting their personal wellbeing is welcomed by RedR without prejudice or discrimination.
- Managers will take the initiative, on relevant issues, to discuss accommodations that will be needed to increase the performance and wellbeing of an employee. Discussions on how these reasonable accommodations can be provided efficiently and proactively organised, or identifying funding sources for them, will occur.
- RedR will monitor and review any systemic or procedural issues that result in employee discomfort or otherwise restrict the employee to operate within their role to the best of their ability, as part of RedR's continuous improvement process.
- RedR has a duty of care to take appropriate steps when there are matters impacting on the inherent requirements of the role or safety to self or safety of others.

Procedure

Employees may disclose information to their manager informally through either written or verbal communications. The following information is the process that they can follow/expect when disclosing information to a manager.

Step 1 – Initiate a discussion

The employee initiate a conversation to inform a manager of factors that they believe are affecting their wellbeing or job performance. The manager may also initiate a conversation about observations regarding observed behavioural changes or changes to performance.

Step 2 – Open discussion

The employee and manager have an open discussion without judgement. Conversations are underpinned by our values with an aim to build mutual understanding. The following may be examples of what may be discussed:

- identify reasonable workplace accommodations and/or workplace if needed
- provide information on RedR Employee Assistance Program
- flexible work arrangements
- management plan for personal injuries
- raise with HR for ongoing support
- allocate a workplace mentoring or buddy
- identify resources/agencies for the employee to connect with
- identify external services / agencies who can provide support and guidance

Step 3 – Follow up and checking in

The employee and manager have regular follow up conversations and 'checking in' discussions.

Employee Assistance Program (EAP)

Employees are encouraged to access the EAP program. EAP is a confidential counselling service available to employees. Employees can access this program directly with the nominated provider. Employees may access the service to seek advice on managing difficulties with work-life balance, job demands and pressures, family or personal pressures, dealing with change, relationship challenges, loss and grief or challenging behaviours.

For more information see, [Employee Assistance Program](#).

Inherent Requirements

RedR considers inherent requirements need to be determined in the circumstances of each job. They may include:

- the ability to perform the tasks or functions which are a necessary part of the job productivity and quality requirements
- the ability to work effectively in the team or other type of work organisation concerned
- the ability to work safely.

5. Related policy and documents

- RedR Code of Conduct
- EEO and Diversity Data Collection Policy
- EEO, Anti-Discrimination, Anti-Harassment, and Bullying Policy
- Social Inclusion and Diversity Policy
- Grievance Policy
- Occupational Health and Safety Policy

6. External Resources

Beyondblue	Information on depression, anxiety and related disorders, as well as online resources.
R U OK?	Information on how to help a friend, colleague or family member or someone you know who may be having difficulty.
Lifeline	A crisis support and suicide prevention service for all Australians.
SANE Australia	Telephone mental illness advice and referrals, weekdays 9am-5pm, as well as online resources and information.
Counselling Online (alcohol and drug concerns)	Counselling Online is a 24/7 online service where you can communicate with a professional counsellor about an alcohol or drug related concerns.
QUIT	Smoking
Relationships Australia	Relationships Australia provides relationship support services to enhance human and family relationships.
1800 RESPECT	1800 RESPECT is the national sexual assault, domestic and family violence counselling service for people living in Australia
Domestic Violence Resource Centre Victoria	Provide training, publications, research and other resources to those experiencing (or who have experienced) family violence.

Carers Victoria	Provides information and resources for carers and caring families in Victoria.
Job Access	An Australian Government initiative which provides free information and advice service about the employment of people with disability.
Jobs in Jeopardy Assistance	Assistance for people at risk of losing their job because of illness, injury or disability.

7. Document control

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