

Autism Spectrum Australia (Aspect) recognises that the most important resource of the organisation is its people, and is committed to providing a respectful, collaborative and professional workplace that promotes the work health and safety of all staff. Aspect is committed to the principles of equal opportunity, diversity and gender equity for staff and strives for equal access to opportunities, resources and rewards on the basis of merit and fairness.

Aspect aims to recruit, attract and retain high performing, quality staff who share Aspect's vision, mission and values and who have the technical competencies and behavioural capabilities to meet the requirements of Aspect, the workplace and the job. Staff are recruited on the basis of their strengths, abilities and commitment to placing the people we support at the centre of everything we do. Aspect applies consistent recruitment processes across the organisation that ensure the most suitable candidates are recruited to vacant positions; comply with principles of fairness, equal opportunity and transparency; and meet all legislative obligations. This includes compliance with mandatory requirements to undertake staff background, police and working with children/ vulnerable people clearance checks in the jurisdictions in which it operates to meet Aspect's obligations to protect people who use our services and supports.

All staff are inducted and their period of probation is managed to ensure they are able to participate effectively in Aspect and be successful in their roles. The induction program benefits both Aspect and its employees by providing each new employee with a broad understanding of Aspect, its vision, mission and values and what is expected of them. The probationary period for all new employees is six months.

Aspect is committed to ensuring that each staff member receives effective support to enhance their performance in carrying out the requirements of their position, meet Aspect's strategic objectives and achieve best outcomes for participants / students and their families. Staff are supported in their day-to-day work through management support and supervision, annual performance planning and reviews, learning and professional development opportunities, competitive remuneration and biennial surveys of their views. Aspect recognises the importance and benefit of continuing education for its employees and for Aspect's service provision and supports staff in their studies through generous study leave provisions. Additionally, Aspect provides internal support & education for staff regarding person centred cultural competency and working with people on the autism spectrum. This ensures service delivery and supports that are reflective in practice and based on contemporary evidence that supports the best possible outcomes for individuals.

Aspect places high importance on its Work Health and Safety (WHS) responsibilities and is committed to ensuring Aspect workplaces are safe. This is reflected in the inclusion of WHS in

Aspect's governance structures, management priorities, strategic planning and the commitment of resources to ensure Aspect's compliance with relevant WHS legislation and regulations.

Autism Spectrum Australia (Aspect) recognises that volunteers are an integral part of the organisation and values the contributions of volunteers working with Aspect staff.

External Framework

The Working at Aspect policy demonstrates Aspect's adherence to workplace related legislative and regulatory frameworks as expected by National Standards for Disability Services Standard 6: Service Management. The policy outlines Aspect's accountability to this through sound governance of human resources management and work health & safety practices, which enables services and supports to be delivered in a safe environment by appropriately qualified and supervised personnel in a culture of quality service delivery and continuous improvement.

Critical Definitions

Staff - refers to all paid and unpaid personnel engaged by Aspect, including employees, contractors and volunteers.

Legislation References

Age Discrimination Act 2004
Anti-Discrimination Act 1977 (NSW)
Discrimination Act 1991 (ACT)
Disability Act 2006 (VIC)
Disability Discrimination Act 1992
Disability Standards for Education 2005
Fair Work Act 2009
Human Rights and Equal Opportunity Commission Act 1986
National Standards for Disability Services 2013
Occupational Health and Safety Act 2004 (VIC)
Occupational Safety and Health Act 1984 (WA)
Prohibited Employment Act 2000
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Equal Opportunity Act 1995 (VIC)
Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
Work Health and Safety Act 2011 (ACT)
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Act 2011 (QLD)
Work Health and Safety Act 2011 (SA)
Work Health and Safety Act 2011 (TAS)
Workplace Gender Equality Act 2012