

# DIVERSITY AND INCLUSION POLICY



**Sunnyfield Disability Services**



**Easy English**

Registered  
NDIS  
provider





## 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 tells you about our Disability and Inclusion Policy.

The policy says what we will do to make sure everyone gets the same opportunities

when they

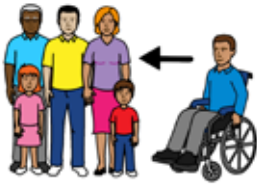
- use our services

or

- work for us.



For more information you can see the full policy on our website [www.sunnyfield.org.au](http://www.sunnyfield.org.au)



## Diversity and inclusion

We know that everyone is different.



The ways people are different could be

- race or ethnic background

- gender



- sexual orientation

- age

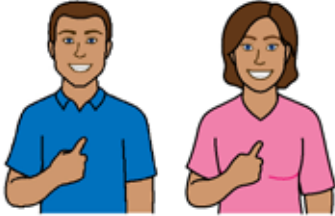


- religion

- physical and intellectual ability.

We want people to feel safe and happy about being different.

We want everyone to feel included in a group.



We will make sure we

- put people first
- give good support to people with disability.

We will support the needs of

- people who use our services



- families

- carers.



We will help the community to be inclusive.

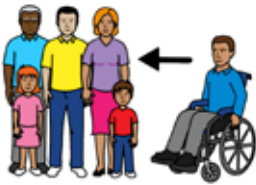


## What we will do

We will make sure everyone at Sunnyfield

- knows that people can be different

- treats everyone the same



- makes sure people feel included.



If you feel like you have **not** been treated well you can make a **complaint**.



A complaint is when you

- are **not** happy

and



- tell someone the reason.



Email [feedback@sunnyfield.org.au](mailto:feedback@sunnyfield.org.au)

There are 3 important things we will do to make sure we support a diverse and inclusive community.

## 1. How we treat people



We will treat everyone

- in a fair way
- the same
- with respect.



We will listen to you.



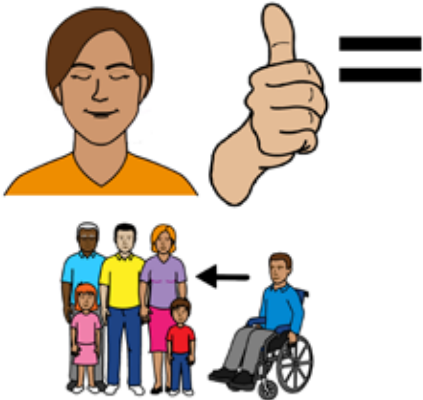
We will help you get what you need.

## 2. How we help people



We will help you be the best you can be.

We know people have different skills and qualities.



We will make an environment that is

- safe
- equal
- inclusive.

## 3. What our staff will do



Our staff will make sure that our workplaces

- are inclusive
- support diversity.



## Other information

We have other information on our website that supports us to make a diverse and inclusive community.



For example

- Person Centred Active Support Policy
- Privacy Policy.



You can read all of our policies and procedures on our website [www.sunnyfield.org.au](http://www.sunnyfield.org.au).



## Contact us

For more information contact Sunnyfield.



Call 02 8977 8800



Website [www.sunnyfield.org.au](http://www.sunnyfield.org.au)



Email [feedback@sunnyfield.org.au](mailto:feedback@sunnyfield.org.au)



National Relay Service

TTY 133 677

Then ask for 02 8977 8800

Speak and Listen 1300 555 727

Then ask for 02 8977 8800

Internet relay users connect to the NRS

Then ask for 02 8977 8800



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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in November 2018. [www.scopeaust.org.au](http://www.scopeaust.org.au)

To see the original contact Sunnyfield Disability Services.

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Sunnyfield  
disAbility Services

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