



Save Youth Future Society
جمعية إنقاذ المستقبل الشبابي

Disability Policy





Introduction

Save Youth Future goal is to enhance access to employment of people with disabilities by ensuring equal employment opportunity. The organization aims to identify and remove any barriers to hiring, retaining, and promoting persons with disabilities.

The organization seeks to provide staff who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment.

This policy should be read in conjunction with the 'Equal Opportunity Policy'.

Guiding Principles and commitments

Save Youth Future Society base its approach to achievement of equality of opportunity in the workplace for persons with disability on three guiding principles:

- the creation of a working environment in which differences are respected and in which people; employees, clients and customers are valued as individuals;
- No employee or job applicant will receive less favorable treatment on the grounds of disability;
- practical facilitation of persons with a disability to avail of employment and career opportunities as far as it is reasonable.

In adherence with the guiding principles, Save Youth Future Society is committed to:

- To interview all applicants with a disability who meet the minimum criteria for a vacancy and consider them on their abilities;
- To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities;
- To make every effort when employees become disabled to make sure they stay in employment;
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work;
- To each year review the commitments in order to discuss what has been achieved and plan ways to improve on them.

Definition

Disability: The UN Convention on the Rights of Persons with Disabilities (2007) recognizes that disability results from the interaction between persons with impairments and attitudinal and environmental barriers. It recognizes persons with disabilities as those persons who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Discrimination on the basis of disability: Discrimination on the basis of disability refers to imposing any distinction, exclusion or restriction of persons on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, on all human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field. It encompasses all forms of unfair discrimination, whether direct or indirect, including denial of reasonable accommodation.

Reasonable Adjustments: Reasonable Adjustments refers to necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.

Examples of reasonable adjustments may include:

- Acquiring or modifying equipment or devices
- Job restructuring
- Part-time or modified work schedules
- Reassignment to a vacant position
- Adjusting or modifying examinations, training materials, or policies
- Providing readers and interpreters
- Making the workplace readily accessible to and usable by people with disabilities

Reasonable adjustments do not include:

- Eliminating a key component of a job;
- Lowering performance standards that are applied to all other staff members;
- Providing items such as prosthetic limbs, wheelchairs, eyeglasses or hearing aids;
- Changes causing “unjustifiable hardship” to the department or organization.

Undue hardship: Undue Hardship means that an accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the department or office. Among the factors to be considered in determining whether an accommodation would pose an undue hardship are the cost of the accommodation, the

employer's overall size, overall financial resources, and the nature and structure of its operation.

Implementation

Save Youth Future Society is committed to the principles and practices of equal opportunity and to the development of staff diversity in the workforce. These principles of equal opportunity ensure that fairness, equity, transparency and consideration of merit apply to all aspects of employment-related decisions, including the recruitment, selection, promotion and treatment of staff at the organization.

In particular, Save Youth Future Society aims to:

- eliminate, as far as possible, discrimination against persons on the grounds of disability in the area of employment and to encourage staff with disabilities to enhance their skills and qualifications;
- Where possible, ensure the provision of services necessary to enable staff and students with disabilities to achieve their maximum potential as members of the organization.

Staff Recruitment and Selection

- People with disabilities will be encouraged to apply for any post in the organization for which they are qualified and to have their applications considered on the basis of their abilities, qualifications and suitability for the work in question.
- Where possible job advertisements will explicitly welcome applicants from all sections of the community, including those with disabilities. Advertisements will read as follows: "Save Youth Future Society is an equal opportunities employer. We welcome suitably qualified applicants from all sections of the community".
- At interview, any reasonable adjustment must be made that is needed to ensure that a person with a disability is not at a substantial disadvantage compared to other applicants
- Prior to any offer being made an assessment will be carried out to determine adjustments that may need to be considered, and whether they are reasonable and practicable

Career Development

Employees with disabilities should enjoy the same opportunities as other staff to develop full and rewarding careers.

The following guidelines apply in relation to career development;

- In assigning duties to employees with a disability, care should be taken to ensure, to the greatest extent possible, that they are given the same opportunities as other employees to acquire the range of skills and experience necessary for future career development.
- While it is appreciated that some employees with a disability may not be able to undertake the duties of all posts in their grade, every effort should be made to afford them the same opportunities as other employees to broaden their experience through staff mobility arrangements and provision of reasonable accommodations.
- Employees with a disability should be offered the same access to training as other staff and measures should be taken to ensure that they are not inhibited from availing of such opportunities by problems of physical or sensory access to training centre's or conference rooms or by the format of training materials, etc.
- Employees with a disability should be positively encouraged to apply for promotion where it appears that they may be reluctant to do so because of their disability

Retention

Where an employee has become disabled, or has a disability which has worsened, the organization will actively explore the potential for retention in the existing employment field. Alternatively, the manager and employee may consider alternative types of employment within the organization, with or without reasonable accommodation.

Reasonable Adjustments

Save Youth Future Society recognizes the right of staff and volunteers with disabilities to request adjustments that will facilitate their full and equal participation. The organization will seek medical confirmation of an impairment where a request for the provision of adjustments warrants this. In such cases supporting documentation will be provided to the organization.

When a qualified employee with a disability requests an accommodation to assist in the performance of a job, the senior management, using a problem-solving approach, should:

- Analyze the particular job involved and determine its purpose and essential functions (as distinguished from marginal functions).
- Consult with the individual with a disability to determine the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable adjustments.
- In consultation with the individual to be accommodated, identify potential adjustments and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.
- Consider the preference of the individual to be accommodated and select the adjustments that best serves the needs of the individual and the employer.

Save Youth Future Society is not obliged to provide reasonable adjustments if doing so would cause an undue hardship.

Harassment and other forms of unlawful discrimination

Save youth Future Society has several policies in place to eliminate harassment of disabled people that is related to their disabilities or to the disabilities of others associated with them. Harassment may take the form of verbal abuse or other actions which make an individual feel uncomfortable, intimidated or degraded.

Any employee who considers that s/he has been treated unfairly, discriminated against or harassed on the grounds of their disability may raise a grievance through the internal complaint procedure.

NOTE: It is important to note that Save Youth Future Society may refuse to employ, transfer or promote a person to a job or lawfully terminate a person's employment in a job if the person cannot meet the 'inherent requirements' of the job and/or this cannot be remedied by making a 'reasonable adjustment'

Responsibilities

Save Youth Future Society

- The organization is responsible for the wellbeing of all staff, including those with a disability
- The organization has clear policies and complaint mechanisms in place to eliminate discrimination of all forms
- Provision of regular training and awareness sessions

Managers and Supervisors

- Familiarize themselves with SYFS' Disability policy;
- Uphold it as an integral part of their work;
- to be alert to significant changes in health of staff, even when not notified, and to take appropriate advice and action
- Be mindful of any special needs expressed by disabled staff;
- Bring this policy to the attention of all employees;
- Intervene in any instance where discriminatory behavior is observed or brought to their attention.

Human Resources

Human Resources staff will advise on the implementation of this policy and should be involved with the manager when it is known there is an applicant with a disability for a vacancy, and when an employee declares a disability or an employee's disability worsens. HR will also assist to co-ordinate the implementation of reasonable adjustments and should maintain regular contact with the employee to facilitate his/her integration into the workforce, particularly in the initial stages of employment.

All staff

Staff of Save Youth Future Society are expected to be aware of this policy and to treat those with disabilities with respect and in accordance with these provisions. Regular mandatory training and awareness sessions will be offered.

Staff who become disabled while employed, are invited to inform HR.

Disclosure and Confidentiality

A member of staff is not required to disclose an impairment, health condition or disability in the normal course of employment, but he/ she may be asked to disclose and document a disability if requesting adjustments in the workplace. Information provided by a member of staff about his/ her disability and health condition is kept strictly confidential. The organization may only communicate this information to another person with the consent of the member of staff concerned.