

Disability Sensitisation in the Workplace

In April 2025 the new BEE sectoral targets for businesses in South Africa was gazetted. The target for persons with disabilities has been increased to 3% across all 18 business sectors. Designated employers (more than 50 staff) are expected to set the new targets in their Employment Equity plans and reports from September 2025.

An inclusive workforce is imperative for the economy to thrive. It enables diverse ideas and creativity, which improves performance, processes and productivity. Diversity, equity and inclusion of persons with disabilities should be indispensable for every organisation

The following 4 components of the *Disability Sensitisation in the Workplace Program* have been developed to assist organisations in providing a favorable and safe workplace environment for persons with disabilities and help organisations meet Employment Equity sectoral targets. The 4 components of the program can be combined in the best way to meet the organisation's needs:



1. **Diagnostic & self-awareness Surveys:** Gain insight into your staff's current attitudes, perceptions and behaviour.
2. **Training:** Provide training to suit your needs. Training can include eBooks, face-to-face and virtual training sessions, online assessments and certification. The training programme is accredited by the SABPP.
3. **Policy Consulting:** Review/develop policies that foster an inclusive, supportive and accessible work environment.
4. **Workplace Environment Surveys:** Assess/advise on the accessibility of your buildings/facilities.

On completion of the program, your organisation will benefit from:



- Diversity, inclusion and active participation of employees with disabilities.
- Higher attraction for job applicants and customers with disabilities and improved retention and advancement of employees with disabilities.
- Removal of barriers that impede equitable access to opportunities and optimum performance of individuals with disabilities.
- Increased employee disability status disclosure.
- More confident employees when interacting with colleagues and customers with disabilities.

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Disability Sensitisation in the Workplace Training

Training program includes

- E-Book with 8 Modules on various topics/themes relating to disability
- Self-awareness assessment (s)/quizzes
- Links to additional readings and resources
- Contact details of disability organisations
- Activities that will assist in developing the knowledge and skills stipulated in the specific outcomes
- Online assessments for each module
- Summative integrated assessment at the end of the program
- A certificate of completion after submission of online assessments/attendance of awareness raising sessions

Focus areas

Module 1 - Defining and understanding disability; Removal of barriers to access and participation; Prevalence of disability and the business case for diversity and inclusion.

Module 2 - Constitutional, policy and regulatory frameworks, Key international and national treaties and protocols.

Module 3 - Discrimination and negative stereotypes in the workplace, Overcoming discriminatory practices in the workplace.

Module 4 - Appropriate etiquette when interacting with persons with disabilities.

Module 5 - Appropriate and inappropriate language and terminology.

Module 6 - Reasonable accommodation support measures: provision and requirements.

Module 7 - Recruitment, retention and progression of employees with disabilities.

Module 8 - Disability status disclosure and confidentiality: encouraging disability disclosure, considerations and benefits of disclosure, confidentiality.

Outcomes

On completion the learner will:

- Understand the concept of disability and of disability in the workplace.
- Understand and apply constitutional prescripts and national frameworks that support job applicants/employees with disabilities.
- Identify and use a variety of strategies to address discrimination and stigma that persons with disabilities face.
- Apply corrective action steps when interacting inappropriately with job applicants/employees/customers with disabilities.
- Use inclusive language and demonstrate awareness of inclusive communication principles beyond the world of work.
- Understand the needs and the roles of the various stakeholders in the provision of reasonable accommodation for job applicants/employees with disabilities.
- Understand and appreciate recruitment, retention and progression of employees/job applicants with disabilities.
- Explain the process and benefits of disability status disclosure and confidentiality of information as well as creating an environment for more disclosures within the organisation.

Target audience/participants:

- Management, especially Human Resources Management
- People working in the disability sector/supporting persons with disabilities
- Public and private sector employers
- Employee organisations protecting the rights of employees with disabilities.
- All employees with and without disabilities

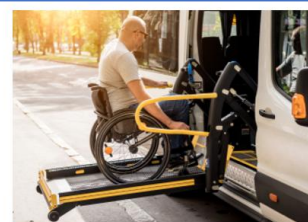
The program is run by Dr Seutloadi, who is a social scientist working with and for persons with disabilities. She has a deep understanding of disability matters, particularly empowerment and issues regarding rights of persons with disabilities and their inclusion and access to services and facilities. She has consulted locally and internationally to foundations, government, NGOs, NPOs, business and tertiary institutions. She partners with Eduflex to deliver her program.

Table 8.1 Fears surrounding disclosure and reasons for non-disclosure.

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|---|---|
| • Unclear objectives for disclosure. | • Procrastination. |
| • Inadequate information on which to act | • Being viewed as less capable by managers/employer. |
| • Denial of benefits and career advancement opportunities e.g. promotion. | • Possible discrimination/stigmatisation/negative reactions of colleagues/employer. |
| • Being treated differently. | • Unavailability of trusted people to tell. |
| • Reliving past unpleasant experiences. | • Lack of need for reasonable accommodation. |
| • Orientation towards problems rather than opportunities. | • Lack of provision of reasonable accommodation. |
| • Gossip | • Lack of association with disability. |
| • Being considered a liability. | • Judgement. |
| • Lack of understanding of rights. | • Confused responsibilities. |

Accessible transport:

- Provide accessible transport or give a transport allowance so that employees with disabilities can travel independently to and from work.



Management processes:

- Allow larger tasks to be divided into small ones.
- Provide a personal assistant, for instance a writer for someone who has difficulty writing, especially during the interview process, during training or during an appraisal or performance review.

Module assessment

You have completed Module 3 and are now required to complete an online assessment via the VirtualAssessor system. To do this:

- Log into VirtualAssessor using the link below
<https://va.eduflex.com/diabalwa/login>
- Open the folder called Disability Sensitisation in the Workplace Training Programme Assessments
- Select the assessment called: **Module 3 - Discrimination and stereotypes in the workplace**