

Disability Sensitisation in the Workplace

Building an inclusive, accessible and human-centred workplace goes beyond policies and targets - it is reflected in everyday behaviour, workplace culture, and the way people experience work. Persons with disabilities are still significantly underrepresented in many organisations. The 3% employment equity target provides a starting point, but lasting inclusion is achieved when organisations intentionally create environments where people with disabilities have equal opportunities to contribute grow and succeed.

Disability inclusion is both a legal obligation and a strategic people imperative. Organisations that embed equity and inclusion into their systems and culture benefit from broader perspectives, improved decision-making, increased innovation, and stronger employee engagement - contributing directly to organisational performance and sustainability.

The *Disability Sensitisation in the Workplace Programme* supports organisations in embedding disability inclusion into their culture, systems, and spaces. It offers four flexible components that can be tailored to align with your organisation's priorities and people strategy:



- 1. Diagnostic & self-awareness Surveys:** Establish baseline data on employee attitudes, perceptions, and behaviours to inform targeted interventions.
- 2. Training:** Engaging, accredited learning experiences delivered through eBooks, workshops, virtual sessions, and online certification.
- 3. Policy Consulting:** Development and refinement of policies that align with legislation and codes of good practice to promote dignity, accessibility, and inclusive workplace practices.
- 4. Workplace Environment Surveys:** Assessment and practical recommendations to improve the accessibility of buildings and facilities, supporting both compliance and employee wellbeing.

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



- An inclusive workplace culture that supports performance, dignity, and belonging
- A more confident and informed workforce when interacting with colleagues and customers with disabilities
- Identification and removal of barriers that may give rise to unfair discrimination or compliance risk
- Enhanced attraction, retention, and participation of employees with disabilities
- Increased voluntary disclosure of disability status, improving data integrity and reporting accuracy
- Demonstrable progress towards EE sectoral targets for persons with disabilities.

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.

Accreditation

The full programme is accredited by:

- South African Board for People Practices (**SABPP**) with 12 CPD points
- South African Association of Family Physicians (**SAAFP**) with 12 Clinical CEUs for the **HPCSA** (Health Practitioners' Council of South Africa) - available on request.

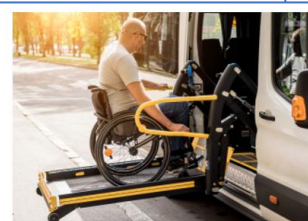
For more information: kedibone@diabalwa.co.za, or info@eduflex.com, or +27-21-531-1191

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

- | | |
|---|---|
| • 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**