JOBS 4ALL

YOUTH AND LIFELONG LEARNING FOUNDATION

Capacity Pack for Employers

Module 3:
How to Make your Internal Policy Inclusive

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Strengthening the Employability and Key Competences of Young People with Disabilities Through the Digital Transformation and Modernization of Youth Work

The JOBS4ALL Consortium

- The consortium consists of 7 organisations from 5 European countries, each one with its own experience and field of expertise.
- Their aim is to motivate people to become active citizens of their communities and to branch out into the wider context.

DEMOKRITOS NATIONAL CENTRE FOR SCIENTIFIC RESEARCH — Greece

Emphasys CENTRE — Cyprus

MetropolisNet European network of local development partnerships in metropolitan areas — Germany

APPDA Coimbra — Portugal

Zespół Szkół Specjalnych im. Janiny Porazińskiej w Ignacowie — Poland

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LC YOUTH — Cyprus

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How to Make your Internal Policy Inclusive

01 Objectives of Module 3

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Objectives of the Module

Gain a comprehensive understanding of relevant criteria and regulations concerning the inclusion of individuals with disabilities in the workforce.

Identify and comprehend good practices for fostering inclusion in the workplace.

Identify potential lacks, gaps, or mistakes in the existing policies and procedures that may hinder the inclusion of individuals with disabilities.

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02 Introduction

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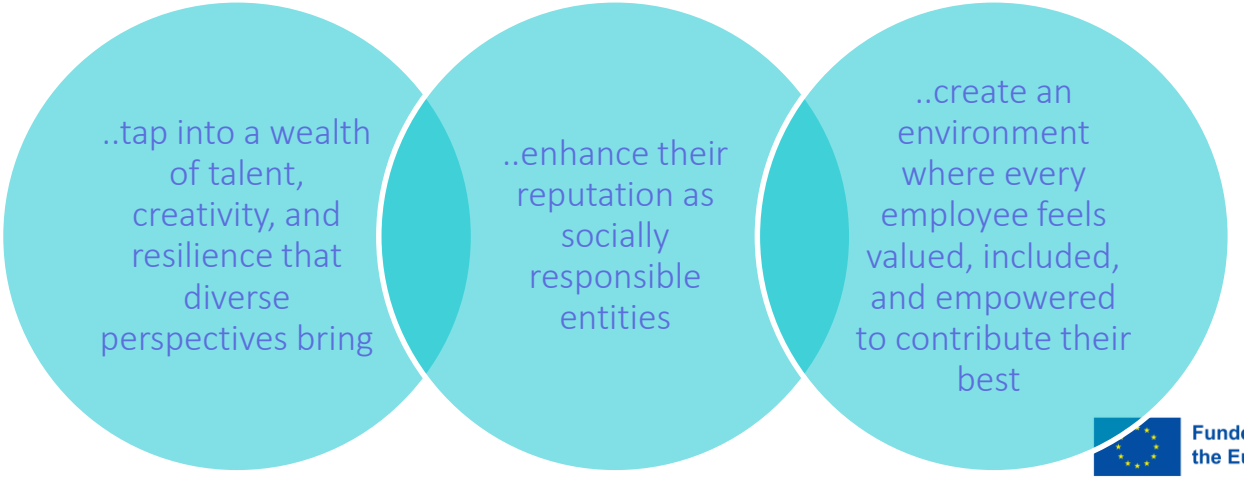
Diversity and Inclusion Policies

Definition of Diversity and Inclusion Policies:

These policies ensure that all employees, regardless of their race, gender, age, religion, disability, or other protected characteristics, have access to the same resources, benefits, and career advancement opportunities.
This promotes fairness and equality among employees.

Companies who take crucial first steps in revising their internal policies to accommodate and support individuals with disabilities…



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03 Good Practices

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Good Practices - Criteria for Inclusive Internal Policies

Disabled Persons' Representation	Quota System %	Reasonable Accommodation	Disability Assessment Procedure

Rehabilitation Services	Partnerships with Disability Organizations	Accessible Recruitment Processes	Regular Audits and Assessments

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Good Practices - Criteria for Inclusive Internal Policies 1

Disabled Persons' Representation

These representatives advocate for the rights and interests of disabled employees, ensuring their perspectives are considered in decision-making processes.

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Good Practices - Criteria for Inclusive Internal Policies 2

Quota System

%

These systems set targets or requirements for the employment of individuals with disabilities, particularly in larger companies.

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Good Practices - Criteria for Inclusive Internal Policies 3

Reasonable Accommodation

This may include workplace modifications, flexible working hours, or other adjustments tailored to individual needs.

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Good Practices - Criteria for Inclusive Internal Policies 4

Disability Assessment Procedure

Outlines a procedure for assessing the degree of disability. This assessment is crucial for determining eligibility for certain benefits and protections under the law.

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Good Practices - Criteria for Inclusive Internal Policies 5

Rehabilitation Services

Addresses rehabilitation services, providing support and services to help individuals with disabilities maintain or regain their ability to work.

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Good Practices - Criteria for Inclusive Internal Policies 6

Partnerships with Disability Organizations

Disability organizations often have experts and professionals who specialize in various aspects of disability inclusion, accessibility, and accommodations. Disability organizations can offer resources, toolkits, and good practices to help organizations create and implement inclusive policies, procedures, and workplace practices.

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Good Practices - Criteria for Inclusive Internal Policies 7

Accessible Recruitment Processes

Employers ensure that job advertisements are clear, inclusive, and accessible to a diverse audience. This may include providing information in multiple formats and using plain language to facilitate understanding.

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Good Practices - Criteria for Inclusive Internal Policies 8

Regular Audits and Assessments

Assessing the entire recruitment process, from job postings and application procedures to interviews and selection criteria helps identify any unintentional barriers that may hinder the participation of individuals with disabilities.

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04 Action Plans

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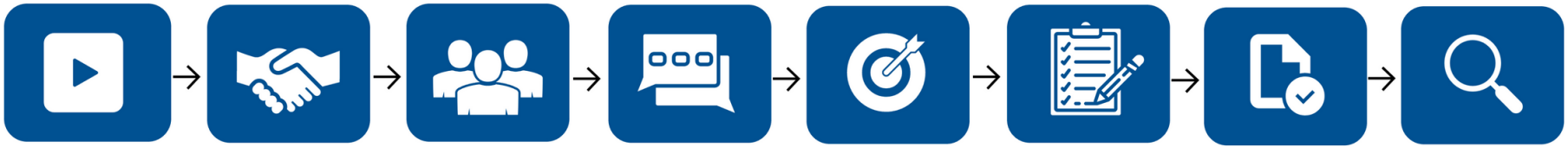
Action Plans

Process of an Action Plan:



Starting Point

Gaining Allies
Getting Company Management and Employees on board

Establishing a Task Team

Identifying fields of action
(Personnel, workplace, products/ services, marketing, etc.)

Define Goals

Develop measures
Clarify timeframe, responsibilities and costs

Implement Measures

Monitoring Success
assessing progress, improving implementation

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Action Plan, Why?

- Action plans are intended to help implement the UN Convention on the Rights of Persons with Disabilities (UN CRPD) in companies and thus ensure greater participation and inclusion of people with disabilities.
- An action plan is based on a thorough analysis of the status quo. Using internal surveys or workshops to gain an overview of existing activities and potential regarding inclusion in your company. Using the experience and knowledge of other companies looking at their action plans could help in developing one.

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Action Plan, Why?

Stocktaking

An action plan makes visible what your company is already doing and where there may still be a need for action.

Employee Engagement

An action plan helps to anchor inclusion in the corporate culture. This can increase the motivation and identification of the entire workforce and its attractiveness as an employer.

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Action Plan, Why?

Self-commitment

An action plan creates internal responsibilities. In the best-case scenario, the entire workforce is involved - if they are involved in drawing it up.

Leadership Involvement

An action plan expresses the commitment of the management level - the prerequisite for inclusion to succeed in the company.

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Action Plan, Why?

Management

You proceed systematically with an action plan - set goals, implement steps, monitor successes.

Cross-Divisional Task

An action plan is the ideal instrument for implementing inclusion across the board. This is because cooperation across all departments is required.

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Action Plan, Why?

Economic Benefit

An action plan can initiate new processes in the company - from product innovations to efficient work processes to more customer orientation.

Competitive Advantage

A publicized action plan encourages others to take action and has a positive effect on the image of your company.

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Action Plan, Why?

Future Proof

With an action plan, you are already well prepared for the challenges of the future. Because more and more people are becoming disabled in the course of their lives due to illness or accidents. The earlier you take precautions, the easier it will be for you to retain your skilled workers later, even in difficult situations.

Pioneer

Whether small or large, an action plan is simply part of a modern company that promotes and utilizes the diversity of its workforce.

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ACTIVITY

TAKE 30 MINUTES TO DEVELOP A PRELIMINARY ACTION PLAN:

QUESTIONS TO HELP YOU DEVELOP YOUR ACTION PLAN:

- WHO CAN YOU MAKE ALLIANCES WITH?
- WHO WOULD BE A PERMANENT MEMBER OF THE TEAM?
- WHERE ARE OUR POLICIES LACKING?
- WHAT ARE OUR GOALS? WHAT DO WE WANT TO ACHIEVE?
- WHAT'S THE TIMEFRAME WE WANT TO ACHIEVE?/ WHAT ARE THE RESPONSIBILITIES?/ WHO'S RESPONSIBLE FOR THEM? WHAT ARE THE COSTS?
- WHAT HAVE WE ACHIEVED? AT WHICH POINT DID IT NOT GO ACCORDING TO PLAN? WHAT CAN WE DO BETTER/IMPROVE?

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05 Sources

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05 Sources

https://www.talentplus.de/inklusion-gestalten/inklusion-in-der-praxis/aktionsplan/

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THANK YOU!

Contact us through

For more information please visit the project website at:

https://jobs4all-project.eu/

Employment should be accessible and available to all.

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