

LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



**Department of
Public Works, Roads and
Infrastructure**

Disability Policy	01	Special Programme	Approval Date	Review Date

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This policy is authorized and issued by the Executive Authority for Limpopo Department of Public Works, Roads and Infrastructure.

4. AUTHORITY OF POLICY

- 3.1. To raise awareness amongst employees with regard to disability management and access in general.
- 3.2. To serve as an educational tool to educate employees on different mandates on how to create and act around persons with disability.
- 3.3. To ensure that, support structures are put in place for people living with disabilities.
- 3.4. To address specific issues that affect people living with disabilities.
- 3.5. Ensure that monitoring the implementation of this policy takes place in the Department in a transparent manner.

3. PURPOSE AND OBJECTIVES

Limpopo Department of Public Works, Roads and Infrastructure recognises the need to create a working environment which is conducive and free of any form of discrimination against people living with Disabilities, and ensure that they enjoy the values of the South African constitution of equal rights as citizens and to have their dignity respected by all persons in our democratic country. Through this the Department recognises the prescriptions which specifically prohibits direct and indirect discrimination by the state or an individual against anyone on the basis of their disability.

2. INTRODUCTION

- 1.1. DPWRI - Department of Public Works, Roads and Infrastructure
- 1.2. AA - Affirmative Action
- 1.3. PWD - People living with Disability

1. ACRONYMS AND ABBREVIATIONS

Roads and infrastructure.

7.3. Department: Department shall mean the Limpopo Department of Public Works,

advancement in employment”;

7.2. Persons with Disabilities: Employment Equity Act, 55 of 1998 defines people living with disability as “people who have a long term or recurring physical or mental impairment which substantially limits their prospects of entry into, or

in a manner or within the range considered normal for human being.

restriction or lack (resulting from any impairment) of ability to perform an activity

7.1. Disability: According to the World Health Organisation, A disability is any

7. DEFINITIONS OF CONCEPTS

Department or any other person who is having dealings with the Department.

6.2 The policy will be applicable to the service providers of goods and services to the

who do not live with disabilities) of the Department.

6.1 This policy is applicable to all employees (both living with disabilities and those

6. SCOPE OF APPLICATION

j. National Disability Policy

i. Broad Based Black Economic Empowerment Act,

h. Preferential Procurement Policy Framework Act,

g. Skills Development Act, 1998

f. Basic Conditions of Employment Act, 1997

e. Employment Equity Act, 1998

d. Public Finance Management Act and Treasury Regulations

c. White Paper on Transformation of Public Service

b. National Gender Framework

a. The Constitution of the Republic of South Africa, Act 108 of 1996

5. LEGAL FRAMEWORK

7.4. Stakeholders: Stakeholders shall mean general visitors, contractors, job applicants, clients and suppliers of the department.

7.5. Reasonable accommodation: Any adjustment to a particular job, an employment practices, work environment or the manner or circumstance under which a position is held or function performed. It is when a particular person with disability requires special services, special facilities to function "normally".

7.6. Mainstreaming: To bring disability issues into the mainstream of the department wherein all business units have a role to play in managing disability.

8. POLICY PRONOUNCEMENT

The implementation of disability mainstreaming in the Department will be underpinned by the following principles:

8.1 PRINCIPLES AND VALUES

- 8.1.1 Full access and capacity at all levels.
- 8.1.2 Promote access and reasonable accommodation.
- 8.1.3 Representation of people with disabilities (employment and skills development opportunities).
- 8.1.4 Equality and non-discrimination (non-racism, non-sexism and equality for all).
- 8.1.5 Respect for human dignity, autonomy and empower.
- 8.1.6 Create a barrier free environment.
- 8.1.7 Organisational/ Department will be upheld.

8.2 ROLE AND RESPONSIBILITIES

8.2.1 The Supervisor:

- 8.2.1.1 To assist and support the employee living with disabilities.
- 8.2.1.1.2 To provide reasonable accommodation.
- 8.2.1.1.3 To keep record of reasonable accommodation.

8.2.2 The Employee

- 8.2.2.1 To adhere to the policy.

The aim of reasonable accommodation is to reduce the impact of the impairment of the person with disability. Reasonable accommodation measures to be provided should effectively remove barriers to enable a PWD to perform a job, and enjoy equal access to the benefits and support of employment.

HRM
Affected supervisor shall be responsible for providing reasonable accommodation with the support of relevant support programs. Reasonable accommodation shall be documented and placed on personnel file through

8.4.1 REASONABLE ACCOMMODATION

8.4. POLICY IMPLEMENTATION

8.3.4 **Mainstreaming of disability**-All programs in the department shall ensure true integration of disability in all aspects. Ensure that the department policies are disability sensitive.

8.3.3 **Equality of opportunities**- recruitment and selection, retention management and implementation of Affirmative action.
facilities and assistive devices.

8.3.2 **Barrier free environment**- provision of reasonable accommodation, special sensitivities that are accommodating to people with disability.

8.3.1 **Enabling environment**- provision of awareness and workshops for all officials on disability issues with the aim of creating a climate of appropriate attitudes and facilities and assistive devices.

8.3 FOCUS AREAS OF THE POLICY

- 8.2.4.3 Create awareness on disability.
- 8.2.4.2 To monitor the implementation of Policy on Disability in the department.
- 8.2.4.1 To coordinate disability issues with other stakeholders.

8.2.4 Special Programs

8.2.3.2 To ensure that different SBU's participate where necessary in accommodating an employee with disability.
plans.

8.2.3.1 To ensure that Programs mainstream disability issues in their operational
8.2.3 The Department:

- 8.5.1 PWD should be provided with a range of employment opportunities aimed at meeting differing needs and offering real possibilities of occupational choices.
- 8.5.2 The department should ensure that the advertisement is accessible to PWD.

8.5 ADVERTISING

- a. The department has to ensure that its facilities and services are fully accessible to PWD, wherever possible. Efforts should be made to create an environment that is accessible and user friendly to all employees.
- b. The department should also ensure the provisioning of facilities to enable PWD of increase their independence and efficiency in the execution of their duties.
- c. The development and implementation of a recruitment strategy, which will earmark PWD within the Department and capacitate them for strategic positions.
- d. Career guidance and life skills development of PWD is necessary.

8.4.2.1 Different kinds of Reasonable accommodation:

8.4.2 SUPPORT AND ADVICE

- a. During the recruitment and selection process.
- b. In the working environment.
- c. In the execution and evaluation of the job.
- d. In the benefits and privileges of the employees.
- e. Job Access strategy implementation.

8.4.1.1 Reasonable accommodation may be required:

Reasonable accommodation may be temporary or permanent depending on the nature and extent of the disability.

The kind of reasonable accommodation to be provided will depend on the individual, the impairment and its effect on the person as well as on the job and working environment.

The department should build a working environment that supports and enables PWD to fulfill their maximum potential and derive maximum benefits of their diverse skills and talents.

The inception date of this policy is a day after the approval by the Executive Authority.

10. INCEPTION DATE

Any employee who contravenes the provision of this policy, will be subject to disciplinary action in terms Disciplinary Code and Procedures.

9. DEFAULT

- 8.8.1 Monitoring and Evaluation and Special Programme units.
- 8.8.2 Special programs shall be responsible to assist the Department with monitoring National and Provincial targets on disability.
- 8.8.3 Programs within the Department shall provide reports of how they mainstream disability in their respective areas, as and when required by special programs and other stakeholders.

The following units shall be responsible for the monitoring of the implementation of this policy:

8.8 MONITORING AND EVALUATION

- 8.7.2 HRM should inform Special Program unit of the newly declared employees with disabilities, for special program to support and ensure that they assist the supervisor and employees in limiting discrimination, by creating the environment that is friendly to all disabilities.
- 8.7.1 It is the responsibility of the employees to declare their disabilities. Supervisors should support and assist employees. The forms are available in HRM unit for declaration of disability status.

8.7 DECLARATION OF DISABILITY

8.6.2 The policy should be available in all workstations and through intranet.

- 8.6.1 The department should ensure that there is awareness and sensitization programmes in respect of disability issues. This should be done through the unit, through posters, newsletters, workshops.

8.6 COMMUNICATION

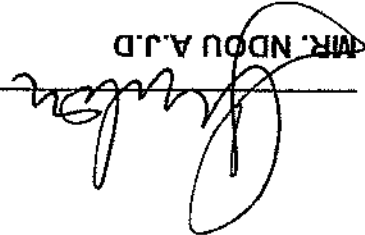
11. TERMINATION AND REVIEW

The Policy shall be reviewed when there are new developments and or after every three years.

12. ENQUIRIES

Enquiries with regard to any matter relating to this policy will be directed to Special Program unit in the Department.

APPROVED BY



MR. NDOU A.J.D

MEMBER OF THE EXECUTIVE COUNCIL

DATE

07/10/2015