



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF AGRICULTURE
POLICY GUIDELINES & PROCEDURES FOR PEOPLE WITH DISABILITY**

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Prof. A.E. NESAMVUNI

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APPROVED/ NOT APPROVED

COMMENTS:

Me. D.B. LETSATSI-DUBA

29/09/10

DATE

MEC : LIMPOPO DEPARTMENT OF AGRICULTURE

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http://www.dag.gov.za. The document is also available on the Department's website at
http://www.dag.gov.za.*

ACRONYMS

LDA: LIMPOPO DEPARTMENT OF AGRICULTURE

EEA: EMPLOYMENT EQUITY ACT

INDS: INTERGRATED NATIONAL DISABILITY STRATEGY

AA: AFFIRMATIVE ACTION

DPO: DISABLED PERSONS' ORGANISATION

PWDs: PEOPLE WITH DISABILITIES

1. DEFINITIONS

For the purpose of this policy the following definitions will apply:

- “People with disability”:** People who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.
- “Prospective Candidate”:** The candidate selected as being the most suited to fill a particular position of which in this case is a disabled person.
- “Employer”:** The word employer is used to cover both the individual person who may be the employer in legal terms, as well as the organisation which is responsible for implementing Public Service Human Resource Management policies.
- “Previously Disadvantaged Group”:** Persons who have suffered unfair discrimination in the past
- “Department”:** Department of Agriculture.

2. PURPOSE

The purpose of this policy guideline is to guide the mainstreaming and representatively of the people with disability in LDA.

3. LEGAL FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa, 1996
- 3.2. Employment Equity Act, 55 of 1998
- 3.4. Labour Relations Act, 66 of 1995
- 3.5. Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000
- 3.6. The integrated National Disability Strategy (INDS 1997)
- 3.7. JobACCESS Strategic framework on the recruitment, Employment, and Retention of persons with Disabilities in the public service
- 3.8. Technical Assistance Guidelines on the Employment of People with Disability

4. OBJECTIVES OF THE POLICY

- 4.1. The ultimate objective is to ensure that all people with disability irrespective of race, sex, or creed are able to enjoy their fundamental freedoms and human rights in the Department.
- 4.2. The policy aims at removing and eradicating barriers which prevents or discriminate disabled people from accessing opportunities in the Department.

5. SCOPE OF THE POLICY

- 5.1. This policy guideline shall apply to all employees and prospective employees in the Limpopo Department of Agriculture.
- 5.2. The policy guideline shall also apply to people with disability in the department and outside the department.

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6. POLICY AND PROCEDURE STATEMENTS

6.1. EMPLOYERS OBLIGATIONS

- 6.1.1. To implement non-discrimination and affirmative action measures in respect of people with disabilities in the department.
- 6.1.2. To generate economically viable department/ organisations which effectively provide services and products without discriminating against PWDs.

6.2. PERSON'S WITH DISABILITY'S OBLIGATIONS

- 6.2.1. To ensure that they know their rights.
- 6.2.2. They must exploit opportunities that exist to prepare for entering and advancing in the workplace.

7. CORE PRINCIPLES

- 7.1. Focus on all levels of Employment
- 7.2. Responding to the needs of people with disabilities
- 7.3. Representation of people with disabilities
- 7.4. Equality and non discrimination
- 7.5. Healthy integration and embracing change
- 7.6. Building departmental capacity
- 7.7. Addressing diversity of needs
- 7.8. Embracing human dignity, autonomy, development and empowerment.
- 7.9. Moving towards Barrier free department

8. ENABLING ENVIRONMENT

- 8.1. The Department shall develop capacity building programmes to deal with issues of stigma and discrimination in the workplace.

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8.2. Sensitisation programmes about the privileges, rights and needs of people with disability will be rolled in the department.

8.3. LDA shall provide reasonable accommodation and accessibility from planning stage.

8.4. The responsibility to create an enabling environment for all employees shall rest with all line managers.

9. RECRUITMENT OF PEOPLE WITH DISABILITY

9.1. The Department shall make use of the recruitment methods that will reach out to people with disability.

9.2. All advertisements will also be forwarded to the DPOs or disabled persons organisations.

9.3. Fair discrimination may be applied to enable the recruitment of people with disabilities.

9.4. For the purpose of affirming PDG and people with disability in particular in accordance with AA and EEA the department may use any of the following

9.4.1. Prior Learning

9.4.2. Relevant experience

9.4.3. Identified Potential

9.4.4. Capacity to acquire, with reasonable time, the ability to do the job.

9.5. Equal representation of people with disability shall be done in all components and at all levels.

10. SELECTION OF PEOPLE WITH DISABILITY

10.1. The Department shall carefully document the selection process to ensure that it is in a position to prove that there was no discrimination against applicants with disabilities.

10.2. The Department shall provide assistance for those who have a challenge to reach the destination where interviews will be held.

10.3. The Department shall make use of communication devices which are user friendly to the nature of disability.

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- 10.4. The employers shall enquire in advance about the nature of disability and the reasonable accommodation the prospective candidate will require.
- 10.5. Prospective candidates with intellectual and mental impairment shall be subjected to a one on one interview and not a panel.
- 10.6. On the deaf prospective candidate, the services of the interpreter shall be sourced.
- 10.7. For the totally blind prospective candidate the panellist shall not engage in non-verbal gestures or whispers as this has the potential to affect the candidate.
- 10.8. The chairperson of the panel shall enquire as to the degree of lighting if the prospective candidate is a partially sighted person.

10. MEANSTREAMING OF DISABILITY INTO DEPARTMENTAL PROGRAMMES

- 10.1. Each Programme Manager shall develop the mainstreaming strategy towards disability.
- 10.2. The budget plans shall indicate how much of the expenditure is set aside for disabled persons.
- 10.3. The Department shall put into place special measures if required to assist the programs or projects of people with disability.

11. POLICY REVIEW

The policy shall be reviewed after every three years or as and when a need arise with the permission of the MEC.