

EFICOR HR Manual



Vision Statement



Child Protection Policy



Anti-Fraud Policy



Environment Policy



Mission Statement



People with Disability Policy



Grievance Redressal Policy



Whistleblower Policy



Gender Policy



Anti Sexual Harrassment



Staff Safety and Security Policy



Role of HR




Conflict of Interest Policy



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Employment Policy



Core Values



Process/Procedure



Staff Recognition Policy



Staff Spiritual Enrichment





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ORGANISATION POLICIES

PEOPLE WITH DISABILITY POLICY

2.1.7. People with Disability Policy

EFICOR'S POLICY ON PERSONS WITH DISABILITY

EFICOR is committed to practice the principles of inclusive development promote including persons with disabilities through all our actions and processes at all levels in the organisation and in its service.

A. DEFINITION OF DISABILITY

1. The term “disability” summarizes a great number of different functional limitations occurring in any population in any country, of the world. People may be disabled by physical, intellectual or sensory impairment, medical conditions or mental illness. Such impairments, conditions or illnesses may be permanent or transitory in nature¹.
2. Disability is an umbrella term, covering impairments, activity limitations, and participation restrictions. Impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations. Thus disability is a complex phenomenon, reflecting an interaction between features of a person's body and features of the society in which he or she lives².
3. Disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others³.

B. BELIEFS

1. The Source of our Principles and practices

Our understanding, principles and practices of being inclusive are guided by the Bible and the actions demonstrated by Lord Jesus Christ.

In specific instances we stand to benefit by use of reason and law. (UN Convention on the Rights of Persons with Disabilities [UNCRPD] 2006 & Disability, Rights of Persons with disabilities Bill 2011 and amendment of both specific and general legislations in the domestic legal and institutional framework and CBR guidelines by WHO in 2010)

Our involvement will be based on disability specific data, the voices of the differently-abled community and researched data.

1 <http://www.un.org/esa/socdev/enable/dissre01>

2 <http://www.who.int/topics/disabilities/en/>

3 <http://www.un.org/disabilities/default.asp?id=260>

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C. Our Values

- a. We believe all people are created in the image of God and are equally valued by God and capable of contributing their full potential to the society.
- b. We believe we should reflect this equality in our structures and involvement with meaningful inclusion and equalize opportunities for Women/Girls and Men/Boys with disabilities.
- c. We believe that every person with disabilities have a right to a life of dignity without any stigma or discrimination against their condition.

D. GOALS

EFICOR will constantly seek to:

1. Work for justice and dignity for all, especially for people with disability.
2. Ensure effective and active participation and representation of persons with disabilities both at organisational and programmatic levels.
3. Work towards effective participation and inclusion of persons with disabilities in the decision making process at all levels.
4. Work towards better adaptability for people with disability by creating disabled friendly structures and providing assistance accessories to minimise their discomfort.
5. Engage with all categories of disabilities with a specific focus on those who suffer dense marginalisation due to profound and severe degree of disabilities.
6. Work towards ensuring social security for people with disability.
7. Promote and ensure usage of disabled sensitive language in all our contexts.

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E. ORGANISATIONAL COMMITMENTS

Organisational commitments are specific to time and context and in EFICOR at this present time our commitment towards communities, partner agencies and EFICOR staff are the following:

1. Work towards privilege and entitlement for disabled persons.
2. Ensure effective and meaningful inclusion of persons with disabilities in all our actions and processes to address the general issues and needs.
3. Undertake disability specific interventions to address the specific issues and needs of each category of persons with disabilities.
4. Work towards eliminating stigma and discrimination against persons with disabilities.
5. Make conscious attempts to make ourselves an inclusive organisation to meet the demands of persons with disabilities as per the organisational capacity.
6. Make conscious attempt to be inclusive of persons with disabilities at all levels including the governing structure.
7. Make conscious attempt to make our workforce inclusive of persons with disabilities by reserving [a minimum of 5%] through affirmative actions.
8. Make conscious attempts to make our systems and structures are inclusive of persons with disabilities.
9. Make conscious attempts to make our infrastructure accessible to persons with disabilities at all levels by applying inclusive and universal design.
10. Work towards community based rehabilitation for people with disabilities.
11. Ensure that the persons with disabilities shall be one of the key and priority target groups for development actions and processes.
12. Make conscious attempts to make our monitoring systems and mechanism inclusive of persons with disabilities by stating disability segregated data in our statutory documents.
13. Year mark at least a minimum of 10% budget of at the organisational and programmatic level to the inclusion of persons with disabilities.
14. Make systematic and conscious attempts to sensitise both governing body and

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management including staff on persons with disabilities regularly.

15. Make systematic and conscious attempts to make thematic interventions inclusive of persons with disabilities.
16. Our strategic document shall be inclusive of persons with disabilities.
17. Persons with disabilities shall be one of the priority target groups in the project design stage.

Besides our specific focus with different groups are as follows:

I Towards EFICOR Staff

EFICOR will:

1. Recruit disabled sensitive staff and volunteers, for all positions/official delegations.
2. Provide safe work environments for disabled.
3. Follow equal pay scale for all employees for doing equal work and provide similar service conditions.
4. Ensure that disabled employees are able to work in senior management positions by investing in their development.
5. Review the policy at regular intervals with relevant reports to incorporate new issues.

II Towards Partner Agencies

EFICOR will:

1. Partner with churches and organizations which also advance the interests of disabled in all their activities.
2. Sensitize through various capacity building programmes on issues of persons with disability and to analyse practices and counter abuses.

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III In Working with Communities

EFICOR will:

1. Monitor existing programmes and policies, and take measures to make them more disabled sensitive wherever necessary.
2. Use democratic and participatory analysis, and address trends in issues of disabled persons and power relations in communities.
3. Ensure that structures do not deny disabled their due status and rights either in social, economic, spiritual or political spheres.
4. Encourage them to be inclusive community addressing the needs of disabled and to provide dignity to them.
5. Encourage greater participation of disabled in public and political life.

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DECLARATION OF COMMITMENT

To be signed by all EFICOR staff (regular, contracted and project) and volunteers.
A copy will be kept on file at the appropriate EFICOR office or personnel file.

I declare that:

1. I have **read** and **understood** *EFICOR People with Disability Policy*.
2. I will **work within the procedure** as laid out in *EFICOR People with Disability Policy*.

Name : _____

Signature : _____

Date : _____

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