



POLICY ON PEOPLE  
LIVING WITH DISABILITIES

***ISACA***<sup>®</sup>

**South Africa Chapter**

# POLICY ON PEOPLE LIVING WITH DISABILITIES

## 1. Introduction

ISACA South Africa is committed to redressing past and present inequalities with respect to persons with disabilities. In this regard, ISACA South Africa recognises that:

- disabled people have been and continue to be subject to multiple forms of marginalisation and exclusion;
- as a result, the majority of persons with disabilities live in conditions of relative social, cultural and economic disadvantage; and
- the need to lend its full support to measures and programmes which provide for the social, educational; economic and cultural integration of persons with disabilities.

## 2. Purpose of the Policy

The purpose of this policy is to:

- state the role of ISACA South Africa in regard to disability;
- clarify the rights of staff, directors, officers and volunteers;
- define concepts in relation to disability.

## 3. Definitions

### Disability

A “person with a disability” is defined as “any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, has a record of such impairment, or is regarded as having such impairment.”

Students are eligible for protection under these laws if they have a disability, have declared that disability, provided appropriate documentation, and are “otherwise qualified” to participate in the institution’s programmes and activities. A “qualified” individual is a student who meets the requisite academic and other learning required for admission to ISACA South Africa.

### Discrimination on the Basis of Disability

Discrimination on the basis of disability refers to imposing any distinction, exclusion or restriction of persons on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, on all human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field. It encompasses all forms of unfair discrimination, whether direct or indirect, including denial of reasonable accommodation.

### Reasonable Accommodation

Reasonable Accommodation refers to necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.

### Universal Design

Universal Design means the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design.

### Staff Member

Staff member means an employee of ISACA South Africa and includes an applicant for employment at ISACA South Africa.

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### **Director or officer**

Director or officer of ISACA South Africa includes members of the Board of Directors or of sub-committees of the Board.

### **Visitor**

A visitor is any member of the public present on ISACA South Africa property who is not a member of staff or a student, including persons with contractual relationships with ISACA South Africa and persons otherwise legitimately commercially active or employed within the ISACA South Africa environment.

## **4. Reasonable Accommodation**

ISACA South Africa recognises the right of staff, directors, officers and volunteers with disabilities to request accommodations that will facilitate their full and equal participation in the services and facilities of ISACA South Africa. The ISACA South Africa office will play a facilitative role in the fulfilment of this responsibility.

ISACA South Africa will seek medical confirmation of impairment where a request for the provision of accommodation warrants this. In such cases supporting documentation will be provided to the ISACA South Africa office from a registered medical doctor in the case of physical and sensory impairments, and from a clinical or educational psychologist or psychiatrist in the case of cognitive and psychological impairments. In the case of scarce facilities and resources the ISACA South Africa office will have the right to request a second opinion regarding the need for an accommodation at its own cost.

## **5. Disclosure of Disability, Record Keeping and Data Management**

ISACA South Africa is committed to creating an institutional climate in which disclosure of disability would be both advantageous and safe. Disclosure of disability is necessary where a student/staff member/visitor requests support and/or accommodation provision. Disclosure will be made to the ISACA South Africa office. Information about an individual's impairment will be made available to persons tasked with facilitating or providing specific accommodations to the extent that this information is necessary to facilitate the accommodation.

Disclosed information will be treated as private and confidential. It will be used to monitor progress in employment and student equity, to comply with the reporting requirements of the South African Employment Equity Act, for strategic planning and to maximise levels of service provision.

## **6. Access to the Built Environment**

ISACA South Africa faces particular challenges providing access to the built environment for people with disabilities. These include the spread of its facilities over the regions.

ISACA South Africa will identify, and where possible, address barriers to facilities and services at ISACA South Africa. In order to do this, ISACA South Africa will budget each year for retrofitting of access solutions. Improved access to students and staff with disabilities will be formally included as a performance objective of the relevant members of ISACA South Africa.

ISACA South Africa endorses the principle of Universal Design as a feature of all new infrastructure development, and will formulate and implement standards and guidelines which ensure that Universal Design Principles are applied in the design and construction and/or maintenance of all buildings, thoroughfares, facilities, security systems, information technology and all other infrastructure for which ISACA South Africa is responsible.

## **7. Health and Safety**

ISACA South Africa recognises the importance of the application of principles of Universal Design in improving aspects of well-being, safety and security for all present at ISACA South Africa.

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ISACA South Africa will therefore develop and implement a strategy for addressing deficiencies in effective lighting in and outside buildings; the presence of balustrades, handrails, stair markers and effective signage; and the presence of reachable controls/buttons. ISACA South Africa will put in place emergency evacuation procedures for persons with disabilities. It will ensure that all relevant personnel receive the necessary occupational health and safety training.

### **8. Employment Equity and Employee Support**

ISACA South Africa must include disability in its employment equity plan and targets. It must put in place measures to facilitate the recruitment, retention and career advancement of people with disabilities, including such reasonable accommodations as will optimise their ability to meet the requirements of their job.

### **9. Communication**

ISACA South Africa will undertake to ensure access to information and communication services to staff, students and visitors with disabilities, including where appropriate. It will strive to maximise, through appropriate dissemination of information, opportunities for staff and students with disabilities to participate in all ISACA South Africa-wide grievance mechanisms and decision-making processes.

### **10. Extension Services/Social Responsiveness**

ISACA South Africa recognises its obligation to the broader community including disabled people not currently working or studying at the institution. It recognises, too, that it is in a position to play a leadership role to support and encourage initiatives that will contribute to the improvement of the quality of their lives in all spheres.

### **11. Procedure for Channelling and Monitoring Complaints of Discrimination on Grounds of Disability**

Complaints should be lodged through the normal procedure. The standard procedure for investigating complaints will be followed, as would be done in equivalent forms of discrimination as for instance on the grounds of race, gender or sexual orientation.

### **12. Performance Management and Appraisal**

Where it is necessary, a new staff member who has a disability will have a conversation with his or her line manager and an HR representative to: determine the nature of the accommodations s/he will need; identify areas of the job which may pose challenges; and agree on a way to address these. This may entail the purchase of technology or equipment; adjustments to the physical workspace, or minor adjustments to job descriptions.

### **13. Advocacy, Awareness and Education**

ISACA South Africa undertakes:

- To support, and make resources available for, initiatives to raise awareness throughout its community of staff and students in order to foster respect for the rights and dignity of people with disabilities;
- To promote positive perceptions and greater social awareness; and
- To promote recognition of the skills and abilities of people with disabilities.

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### 14. Amendment History

Revision Number	Date	Author Name & Designation	Amendment comment
0.1	11 December 2018	Arlene-Lynn Volmink (President)	Document Created
0.2	7 October 2019	Tania Rhode (SAQA Consultant)	Peer Review
0.3	31 October 2019	Board of Directors	Approved

### 15. Approval

This policy document was approved by the ISACA South Africa Board of Directors on 31 October 2019.