



MODEL SELF ASSESSMENT TOOL

Aligned with the 10 principles of the Kenya Business and Disability Network (KBDN) Charter, this model self-assessment tool helps companies to identify areas for improvement in its efforts to become more inclusive of persons with disabilities. While the tool can be used as it stands, global companies or national business and disability networks might want to customise it to adapt the tool to the particular circumstances of the company and national contexts, for instance by adding references to compliance with quota legislation, where it exists.

If you decide to use the tool online, after having answered to all questions, you will get an automatically generated file which contains your answers and indicates the areas for improving your company's disability inclusion policies and practices. Global companies can collect the answers from their subsidiaries and undertake an internal benchmarking exercise. Similarly, national business and disability networks can use it to facilitate the peer to peer learning among its members. The replies are strictly confidential and the information is only available for the person who replied to the questions.



1. RESPECT AND PROMOTION OF RIGHTS

Promote and respect the rights of persons with disabilities by raising awareness and combatting stigma and stereotypes faced by persons with disabilities.

Does your company conduct specific awareness raising initiatives about persons with disabilities?

- Yes, regularly
- Yes, but not regularly
- No

Does your company include disability issues in training for human resources staff, e.g. related to combatting unconscious bias, stigma and stereotypes?

- Yes, regularly
- Yes, but not regularly
- No



2. NON-DISCRIMINATION

Develop policies and practices that protect persons with disabilities from all types of discrimination.

Does your company have an explicit (general or disability-specific) policy and/or strategy, endorsed by senior management, to promote the inclusion of people with disabilities?

- Yes, our general policy includes disability
- Yes, we have a disability-specific policy
- No

Does your company actively encourage job applications from people with disabilities, by explicitly welcoming applications by disabled candidates in job advertisements?

- Yes, for all positions
- Yes, but only for some positions
- No

Is the recruitment process of your company, e.g. e-recruitment, interviews and material, accessible to persons with disabilities?

- Yes
- No

3. EQUALITY OF TREATMENT AND OPPORTUNITIES

Promote equal treatment and equal opportunities for persons with disabilities by providing reasonable accommodation in the recruitment process, on-the-job, apprenticeships, training, job retention, career development and other relevant terms and conditions of employment.

Does your company provide work experience opportunities for persons with disabilities, e.g. traineeships, apprenticeships, internships?

- Yes, we target explicitly young people with disabilities in our schemes
 - No, we use these schemes but we do not target young people with disabilities
 - No, we don't use these schemes
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Does your company provide reasonable accommodation for people with disabilities, if needed?

- Yes, we have a policy that includes the provision of reasonable accommodation
- Yes, but there is no policy on reasonable accommodation in place
- No

Does your company ensure that any training undertaken by the company is accessible to employees with disabilities, including, when needed, by providing reasonable accommodation?

- Yes, we include accessibility as a requirement for any training.
- No

4. ACCESSIBILITY

Progressively make the company premises and communication to staff accessible for all employees with disabilities.

Does your company have a policy to ensure accessibility of internal and external Information Communication Technologies (ICTs) to people with disabilities?

- Yes
- No

Is your company website compliant with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0?

- Yes, at level AA or higher
- Yes, at level A
- No

Does your company have a policy to ensure physical accessibility of its premises, including rented facilities?

- Yes
 - No, we don't have a policy, but new premises meet the national accessibility standards
 - No
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5. JOB RETENTION

Undertake appropriate measures to enable current employees who acquire a disability to retain or return to their employment.

Does your company have an active job retention or return-to-work programme for employees who have acquired a disability?

- Yes
- No, but we make efforts to retain employees who acquire a disability
- No

6. CONFIDENTIALITY

Respect confidentiality of personal information regarding disability.

Does your company ensure confidentiality of disability-related information, e.g. when requests for reasonable accommodations are received?

- Yes
- No

7. ATTENTION TO ALL TYPES OF DISABILITIES

Consider the needs of those persons with disabilities who face particular challenges accessing the labour market, including persons with intellectual and psychosocial disabilities.

Does your company's workforce include employees with intellectual disabilities or with autism or with psychosocial disabilities?

- Yes
- No

Has your company taken any measures to reach out to and employ people with intellectual disabilities, people with autism and persons with psychosocial disabilities?

- Yes, we reach out to persons with these types of disabilities
 - No
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8. COLLABORATION

Promote employment of persons with disabilities among business partners and other companies and collaborate with national employer and business networks on disability as well as with organizations working to advance the rights of persons with disabilities.

Is your company a member of any network on business and disability inclusion?

- Yes
- No

Is your company collaborating with NGOs working in the area of inclusion of persons with disabilities?

- Yes
- No

Is your company in contact with training institutions, e.g. universities, vocational training centers, that could provide candidates with disabilities for job vacancies or workplace learning opportunities?

- Yes
- No

9. EVALUATION

Review regularly the company disability inclusion policies and practices for their effectiveness.

Do your company's staff satisfaction survey results allow for comparisons between employees with disabilities and those without disabilities?

- Yes
- No, we don't undertake staff satisfaction surveys
- No, we do undertake staff satisfaction surveys, but we don't ask if employees have a disability

Does your company monitor the number of employees with disabilities?

- Yes
 - No
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Are general and specific company policies and practices reviewed and re-evaluated regularly in terms of disability inclusion?

- Yes, regularly
- Yes, but not regularly
- No

10. KNOWLEDGE SHARING

Report on company efforts to promote the employment of persons with disabilities to all relevant stakeholders and share information and experiences with the members of the ILO Global Business and Disability Network. The ILO will utilize the company reports and practices in its own communication, wherever relevant.

Does your company include information on its disability inclusion initiatives in its publications, newsletters or in advertisements or other communication channels?

- Yes
- No

Does your company communicate its efforts to promote the inclusion of persons with disabilities in mainstream reporting processes, e.g. related to corporate social responsibility, sustainability, human rights?

- Yes
 - No
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