

DISABILITY MAINSTREAMING POLICY

JANUARY 2021

AMMENDMENT SHEET

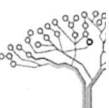
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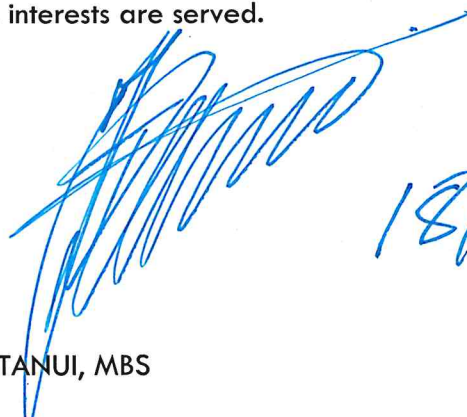


FOREWORD

KOTDA is a State Corporation established on 28th March 2012, under Legal Notice No.23 under State Corporations Act (Cap. 446). The Authority has developed a Disability Policy which aims at providing strategic guidelines in the delivery of social Services that are compliant to Konza Technopolis Development Authority mandate and legislation within the social development context. Broad reference is made to the policy and legislative framework on disability.

The policy is intended to guide and inform the Authority on the mainstreaming and integration of disability within social development practices and aims to facilitate the transformation shifts in line with the current policy framework to promote inclusion for People with Disabilities.

KOTDA strives to provide a conducive working environment in which both the employee and stakeholder's interests are served.



18/06/2021

ENG. JOHN TANUI, MBS

CHIEF EXECUTIVE OFFICER



ACKNOWLEDGEMENT

We wish to express our gratitude and sincere thanks to the CEO, Eng. John Tanui and the Board of Directors for providing the necessary resources to facilitate the development of this Disability Mainstreaming Policy.

We also acknowledge the contribution of the Chairs of various Committees and their members for their invaluable guidance and all the KOTDA staff who made the development of this Disability Mainstreaming Policy a success.

Your efforts and commitments are sincerely appreciated.

Chief Manager, Corporate Services

KoTDA



ACRONYMS AND ABBREVIATIONS

AGPO	Access to Government Procurement Opportunities
CEO	Chief Executive Officer
CSOs	Civil Society Organizations
GOK	Government of Kenya
HR	Human Resources
IEC	Information Education Communication materials
KOTDA	Konza Technopolis Development Authority
M&E	Monitoring and Evaluation
MCDAs	Ministries, Counties, Departments and Agencies
NCPWD	National Council for Persons with Disabilities
NGO	Non-Governmental Organizations
OPD	Organizations for Persons with Disabilities
PC	Performance Contract
PWD	Persons with Disabilities
SDGs	Sustainable Development Goals



1.0 INTRODUCTION

KOTDA has complied with the implementation of Government policy on affirmative action for people with special needs at the workplace. The Authority has established and operationalised a Disability Mainstreaming Committee, trained staff on disability mainstreaming and related issues, conducted targeted programmes for PWDs, and ensured that there is no discrimination in advertising, interviewing, recruitment, volunteerism, internships, training and promotions of PWDs. Currently, the Authority is progressively complying with the requirements of the Disability Act, 2003 on recruitment of persons with disability which currently stands at approximately 1.7% PWDs of its entire workforce.

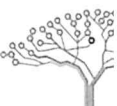
1.1 General Guiding Principles

The general principles for mainstreaming disability and related issues are as follows:

- a) Respect for inherent dignity, individual autonomy which includes freedom to one's choices, and independence of all persons;
- b) Non-discrimination;
- c) Full and effective participation and inclusion in the society;
- d) Respect for difference and acceptance of persons with disabilities as part of diversity and humanity;
- e) Equal of opportunity;
- f) Accessibility;
- g) Equality between men and women; and
- h) Respect for the evolving capabilities of staff with disabilities

The efforts to mainstream disability at the Authority shall:

- a) Be based on evidence, best practice and experience to enable KOTDA staff with disabilities to contribute productively and maintain valuable work expertise;
- b) Uphold the conviction that the Government benefits from the employment of persons with disabilities;
- c) Use affirmative action aimed at effective equality of opportunity for and dealing with persons with disabilities;
- d) Ensure the principle of universal design and reasonable accommodation in procuring goods and services;



- e) Inculcate positive attitude amongst KOTDA staff through disability awareness campaigns;
- f) Uphold National Values and Principles of Governance as outlined in Chapter 10 of the Constitution of Kenya.

1.2 Legal and Regulatory Framework

Kenya is a party to seven of the eight UN human rights treaties which are most relevant to discrimination, with the exception of the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families.

The Constitution of Kenya, 2010 Article 54 focuses on the rights of Persons with Disability. It places a duty on the state to ensure progressive implementation of the principle that persons with disabilities should occupy five (5) percent of positions on appointed and elected bodies. It also creates specific rights of access to educational institutions “that are integrated into society to the extent compatible with the interests of the person” and to all places, public transport and information. Article 54 further contains a right to use sign language, Braille or other means of communication and to materials or devices to overcome constraints arising from disability. This supplements provisions of Article 7(3) (b) in the Constitution, where the State is required to promote Kenyan Sign Language, Braille and “other communication formats and technologies accessible to persons with disabilities.”

The Persons with Disabilities Act of 2003 provides for the rights and achieving equalization of opportunities for persons with disabilities.

1.3 Rationale

Everyone, including persons with disabilities have the same fundamental human rights such as the right to life, to information, to freedom of movement, to education, to family life, to decent work and to a voice in decisions that affect them. Provision of equal opportunities may require more than simple equal treatment. This policy seeks to enhance social justice and remove social and environmental barriers to PWDs in KOTDA’s operations.

KOTDA is committed to enhancing the evolving capabilities of PWDs and respect for their rights. This policy is an effort to help staff put disability mainstreaming into practice through the organizational commitment, sensitization, workplace mainstreaming through policies and practices that are inclusive, equitable and non-discriminatory, programme mainstreaming through reasonable accommodation of PWDs in programme design, planning, implementation and management and policy mainstreaming that addresses institutional barriers that exclude PWDs from equal participation within and without the Authority.

This policy is, therefore, an effort to align concerns with national legislations and policy documents including the Sustainable Development Goals (SDGs), United Nations Convention on Rights of Persons with Disability (UNCRPD), Persons with Disabilities Act 2003, Kenya Vision 2030 and the Constitution of Kenya 2010.

1.4 Goal



This policy provides a practical guideline towards mainstreaming of disability issues in the Authority.

2.1. Objectives

The specific objectives of this policy include:

- b) To promote a safe, accessible, and healthy work environment conducive to all;
- c) Improve employment prospects for persons with disabilities by facilitating recruitment, job retention and opportunities for advancement.
- d) Ensure that an employee who acquires disability while in employment is not affected adversely as a result of their disability,
- e) To ensure that the needs of employees and clients with disabilities are catered for in the discharge of human resource functions and management;
- f) To maximize the participation and contributions of staff and clients with disabilities in the development of a global technology and innovation hub;
- g) To facilitate persons with disabilities access to the Authority's facilities and services;

2.0 OPERATIONAL GUIDELINES

2.1 Governance and Management

KOTDA recognizes that inclusive practice should be embedded into the culture of governance at the work place. The Authority shall strive to provide guidance and support towards harnessing resources that specifically address culture change to reasonably accommodate PWDs.

2.2 Objective

To promote inclusion of PWDS at all levels in governance and management of the Authority

2.3 Policy Statement

Adopt strategies for managing disability as an integral part of the overall human resource related manuals, policies and strategies by providing equal opportunities for PWDs and job retention for employees who acquire a disability.

2.4 Intervention Strategies

- a. KOTDA shall encourage PWDs to seek appointment posts in all levels of governance.
- b. KOTDA shall promote a safe and healthy workplace, including provision for occupational safety and health measures, risk analysis of any adaptation adjustment or accommodation,



early intervention and referral to treatment and rehabilitation of those who acquire a disability while in employment and a mentoring system to ensure integration of new employees

- c. KOTDA shall constitute and operationalize a disability mainstreaming committee as per the guidelines from NCPWD and ensure their capacity building on disability management at the workplace
- d. KOTDA shall consider adjusting time schedules, venues and programmes to facilitate and maximize the participation of employees with disabilities in measures intended for the career development

3.0 KOTDA PROGRAMS

3.1 Objective

To ensure that KOTDA programs and services are inclusive, equitable and non-discriminatory to Persons with Disabilities (PWDs)

3.2 Policy Statement

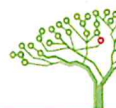
All KOTDA programs include a component of suitable and accessible services to Persons with Disabilities (PWDs)

3.3 Intervention Strategies

KOTDA shall:

- a. make deliberate efforts to review and align its current programs to enhance accessibility and availability to Persons with Disabilities (PWDs);
- b. promote fundamental basic rights and privileges such as training through various KoTDA programs
- c. establish suitable information channels such as media programmes, documentaries, documentation of best practices and the website to collect, analyse, document, and disseminate comprehensive information on KoTDA to PWDs;
- d. make deliberate efforts to have appropriate means of communication to PWDs on KoTDA issues, such as Braille, large fonts, tactile sign language interpretation, etc.
- e. ensure that the work place training handbooks and materials are accessible to persons with communication impairments and intellectual disabilities including alternative and accessible formats for printed materials and use of visual illustrations in place of text when need arises.

4.0 Legislation



KOTDA recognises Disability Mainstreaming as an integral part of executing its programmes. The policy is anchored on the The Constitution of Kenya, 2010; The Convention on the Rights of Persons with Disabilities, 2006 ; Persons with Disabilities Act of 2003 and the Employment Act.

4.1 Objective

To comply with all existing legislations pertaining to rights of Persons with Disabilities (PWDs).

4.2 Policy Statements

All policies, legislations and governing documents are in accordance with national policies legislation and guidelines to mainstream the principles of equal opportunity for all at the workplace

4.3 Intervention Strategies

KOTDA will:

- i. Ensure that at least one member of the Disability Mainstreaming Committee shall be part of any committee developing/reviewing internal policies and strategies
- ii. Align all its existing policies with the national/ international legislation on disability
- iii. Ensure that all future policies shall make deliberate inclusion of matters pertaining to PWDs.

5.0 Equity and Non-Discrimination

Human rights-based approach demands that disability be considered as planning tool in our development agenda and not be left to charity. The approach provides for protection from discrimination based on real or perceived grounds of disability

5.1 Objectives

To ensure that PWDs are treated equally with other staff and clients in terms of employment, opportunities, accessibility to services at KotDA.

5.2 Policy Statement

Elimination of all forms of discrimination in the workplace and employees' sensitization on disability management at the workplace.

5.3 Intervention Strategies

KOTDA will:



- i. From time to time sensitize staff on disability management such as care and support to clients and staff living with disabilities
- ii. Develop mechanisms to handle issues and concerns of PWDs
- iii. Institute and regularly review a workplace disability etiquette to avoid isolative presumptions about what the person can or cannot participate in.

6.0 INTERVENTION STRATEGIES FOR DISABILITY MAINSTREAMING

6.1 Employment and Retention of PWDs

KOTDA recognizes that inclusive practice should be embedded affirmatively into the culture of the organization and work environment, in order to address the above underlying issues.

6.1.1 Objectives

- a. To ensure that PWDs have equal opportunities in the Authority
- b. To improve the employment prospects for PWDs by facilitating recruitment, return to work, job retention and opportunities for advancement
- c. To promote a safe, accessible and healthy workplace, conducive to the needs of PWDs
- d. To maximize the contributions which employees with disabilities can make to the Authority
- e. To facilitate PWDs including learners with special education needs to access the workplace for purposes of internship and attachment
- f. To assure the needs of PWDs are catered for in the discharge of Human Resource functions and management of the Authority

6.1.2 Policy Statement

Implement and ensure the minimum 5 % percent affirmative action for employment for PWDs progressively.

6.2 Recruitment

KOTDA will:

- a. Uphold the principle of non-discrimination throughout the recruitment process to ensure equitable opportunities for candidates with and without disabilities.
 - b. Include a statement to affirm its commitment to equal opportunity in its recruitment procedures and specifically state that candidates will be considered solely on the basis of
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their abilities.

- c. Take steps to ensure that the recruitment process attracts applications from as many persons with disabilities as possible in order to fulfil at least the five (5) per cent statutory requirement
- d. Ensure that all job vacancies and other communication relating to employment are publicized in a format which is accessible to persons with different disabilities
- e. Commit to make adjustments in the workplace, work station or work conditions conducive to maximizing the ability of the employee with a disability to perform the job.

6.2.1 Interviewing and Testing

KOTDA will:

- a. take due care in selection of the pre-employment tests to ensure that they are in a format which is accessible to candidates with disabilities;
- b. ensure that the selection criteria especially at the shortlisting and interview stages focuses on the specific skills, knowledge, and abilities regarded as essential to the functions of the vacant job;
- c. provide to every interview panel guidance on the interview and selection process of persons with disabilities in line with the strategy and policies on mainstreaming disability in the public service;
- d. institute measures to enable candidates with disabilities to participate and perform at interviews on an equal basis with other candidates including permitting them at the interview panel facilities such as use of assistive and support devices and assistive services like sign language interpreter or Braille, presence of an advocate or personal aide and presence of service animal;
- e. encourage a candidate with disability to state in advance any specific needs or reasonable accommodation or adaptation the candidate may require in order to participate in the interview effectively, and, such disclosure shall not be used to disadvantage the candidate.

6.2.2 Orientation and Induction

KOTDA will:

- a. ensure that a person with disability whom it has employed undergoes induction programme like any other new staff;
 - b. orient each newly recruited staff with a disability to the organization and services of the Authority in the same way for staff without disabilities;
 - c. ensure that information essential to the job as job instructions, work operational manuals,
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information on staff rules, grievance handling procedures, health and safety procedures and all other relevant information is to communicate to the staff with disability in a format which assures that the officer is fully informed;

- d. upon offering a job to a candidate with disability, consult the candidate on any disability related adaptations such as the work environment, work station, work schedules or training which are proposed including any special job training, personal support or assistive services.;
- e. cooperate with learning and training institutions in facilitating courses for managers, supervisors and staff members working with the employee with disability to learn alternative communication techniques for effective interaction at the workplace;
- f. upon employing a person with disability, undertake follow up services to ensure that any problems which may arise are swiftly identified and resolved so that the new employee achieves satisfactory inclusion into the workplace.

6.3 Promotion

KOTDA will:

- a. take deliberate steps to ensure that employees with disabilities are afforded equal opportunities with other officers at the workplace to acquire the skills and experience necessary to advance their careers;
- b. avail information about career development, progression and promotional opportunities to employees with disabilities in a range of formats accessible to them;
- c. encourage employees with disabilities to apply for promotion especially where they may be reluctant to do so because of impairment or other barrier arising from their disabilities or perceived barriers in their working environment;
- d. place priority consideration on prior experience; competencies, present performance and capabilities essential to requirements of the job over and above the formal qualifications, and, disability related issues shall be taken into account when developing standards for promotion and career development or progression so as to achieve reasonable accommodation.

6.4 Training Opportunities

KOTDA will:

- a. ensure that training opportunities including sponsorship is available to public officers with disabilities on an equal basis with other officers;
- b. make adjustments to time schedules, venues and programmes to facilitate and maximize the participation of staff with disabilities in measures intended for career development of the



staff;

- c. ensure that materials and curricula to be used during trainings take due care to ensure that they are accessible to persons with disabilities;
- d. ensure that in selecting external training services and opportunities, take into account the accessibility of the venue for staff with disabilities.
- e. actively encourage employees with disabilities to participate in trainings and career progression opportunities.

6.5 Performance Appraisal

KOTDA will:

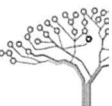
- a. implement the requirement that performance appraisal of employees with disabilities shall be undertaken according to the same criteria applied to the same or similar job holders
- b. ensure that the performance appraisal instruments are rendered in a format accessible to employees with disabilities; and adapt or modify the instrument to reasonably accommodate staff with disabilities;
- c. in consultation with an employee with disability shall determine and review performance requirements at regular intervals as for other employees.

6.6 Job Retention

When an employee of the Authority acquires a disability while in employment, KOTDA shall take steps to enable the employee retain his/her employment including:

- a) Early intervention, treatment, referral to appropriate services and rehabilitation;
- b) Measures for a gradual resumption of work;
- c) Opportunities for the employee to test work or obtain experience in an alternative job if the officer is unable to resume the previous job;
- d) ensure any reasonable modifications or adaptations of the job, work station or work environment, and any changes in procedures needed to perform the job accompanied with information to other employees; and the provision of assistive or support devices and assistive services for the officer;
- e) consult the employee with a disability on his/her occupational preferences if there is need for deployment.

6.7 Attachment and Internship



KOTDA shall cooperate with NCPWD and learning institutions to facilitate students with disabilities to secure attachment and internship in the Authority.

6.8 Empowerment

PWDs are yet to benefit substantially from the available resources and information. This policy seeks to put in place strategies to empower persons with disabilities access to resources and information to maximize on the social and economic opportunities available through KOTDA.

6.8.1 Objectives

To increase access to opportunities and services for all

6.8.2 Policy Statement

Ensure persons with disabilities benefit on all empowerment schemes such as the 30% AGPO, tax exemption amongst others.

6.8.3 Intervention Strategies

KOTDA will:

- a. sensitize PWDs on available opportunities in public procurement
- b. put in place measures to monitor that PWDs are actually benefitting from the schemes.

6.9 Partnership

The Authority shall ensure prudent utilization of resources at the same time maximize benefits from the various stakeholders including CSOs, NGOs, Faith Based Organizations and development partners to the success of achievement of disability mainstreaming initiatives that support its goal to be a leading technology and innovation hub.

6.10 Objective

To establish a coordination mechanism on utilization of resources in partnership with Disabled Persons Organizations (DPOs).

6.10.1 Policy Statement

Promote national, regional and international cooperation and partnership with relevant organizations to promote rights and privileges of PWDs KoTDA programs such as training.

6.10.2 Intervention Strategies



KOTDA will:

- a. Create and avail a common platform for sharing information in accessible and acceptable modes to cater for PWDS;
- b. Commit to mobilize resources to implement KoTDA programmes with / for persons with disabilities.

6.11 Participation

Persons with disabilities are unable to access services and information due to barriers outside and within institutions. Such barriers include narrowly defined set of legibility criteria, negative attitudes, and inaccessible environments. Inclusive approaches are instrumental in addressing these barriers in order to open access to information and services for PWDs.

6.11.1 Objective

To coordinate key stakeholders by informing, consulting and co-deciding on KoTDA programs taking into account reasonable accommodation of PWDs.

6.11.2 Policy Statement

Continue to strive to achieve excellence in service delivery of our mandate and to assure that services are delivered equitably and efficiently to PWDs.

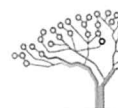
6.11.3 Intervention Strategies

KOTDA will:

- a. Ensure that PWDS do effectively and fully participate in the KoTDA Programs;
- b. Ensure that an employee with a disability participates in designing, implementing/ managing and monitoring and evaluation of policies and programmes;
- c. Organize regular conferences and trainings suitable for PWDS;

6.12 Communication and ICT

The right to access information skills and knowledge that relates to culture, language and gender within the community is important. The use of ICT as an enabler for PWDs to overcome constraints in accessing information and communication at the work place needs to be addressed. As such it is crucial that KOTDA takes necessary steps to mainstreaming disability through effective and disability friendly communication strategies.



6.12.1 Objectives

- a. To promote appropriate disability friendly and effective communication for all
- b. To provide assistive technology for PWDs.

6.12.2 Policy Statements

- a. Ensure compliance with appropriate and effective communication
- b. Ensure regular training of staff on the use of assistive communication technology.

6.12.3 Intervention Strategies

KOTDA will:

- a. Encourage use of appropriate media of communication such as braille, sign language, alternative and other augmented communication method technology
- b. Train staff members on relevant modes of communication and carry out regular ICT trainings as need arises
- c. Procure assistive ICT facilities for PWDS
- d. Avail assistive technologies in appropriate locations

7.0 Disclosure and Confidentiality

There is no legal obligation for a job seeker or current employee to disclose a disability to an employer unless it is likely to affect their job performance or ability to work safely. However, in some activities/ industries, some disabilities would need to be disclosed. If employees are taking medication, they are obliged to tell the employer if there is likelihood that the side effects will affect their job performance.

7.1 Objective

To put in place a disclosure mechanism for employees with disabilities and safeguard confidential and disclosed information regarding employee health condition or disabilities

7.2 Policy Statements

Ensure disclosure of disability at the workplace and confidentiality of the information provided

7.3 Intervention Strategies

- a. KOTDA shall put in place a disability disclosure mechanism;
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- b. KOTDA shall, only with the consent of the concerned employee with disability; obtain or disclose information concerning the employee's disability; and shall assemble and keep the information in a manner that maintains confidentiality;
- c. If an employee discloses a pre-existing disability or acquires a disability while an employee, the employer should identify the issues regarding their position and the possible solutions available.
- d. If the Authority disputes that the employee has a disability, it is entitled to appeal to the Medical Board that did the assessment and the NCPWDs.

8.0 Accessibility and Safety

8.1 The Accessibility of the Work Premises

To facilitate the recruitment of persons with disability, job retention by staff who acquires a disability, the public access to the Authority and its services, KOTDA should take steps to improve the accessibility of the work premises to people with different types of disabilities. This should include consideration of entrance to and movement around the premises and of washroom facilities.

8.1.1 Objective

To promote a safe, accessible and healthy workplace conducive to persons with disabilities

8.1.2 Policy Statement

- a. Ensure removal of physical barriers within the Authority environment
- b. Ensure adaptation of work equipment
- c. Ensure disability friendly interpersonal relationships.

8.1.3 Intervention Strategies

KOTDA will:

- a. facilitate the recruitment of persons with disabilities by taking steps to improve the accessibility of the recruitment venues to people with different types of disabilities; these shall include entrances, exits and movement around the premises.
- b. install safety devices and other measures friendly to the needs of persons with disabilities such as a bell, fire alarm, whistle or siren, flashing lights, non- electrical elevators, safety scents, signs or symbols and use of service animals.
- c. plan and put in place emergency measures that ensure that PWDs are able to safely and effectively evacuate the workplace to an area of safety.



8.2 Reasonable Accommodation and Assistive Devices

In order to reduce the impact of the impairment of a person's capacity to fulfil essential functions at the workplace, the Authority endeavours to reasonably accommodate the needs of staff and clients who have various forms of disabilities. This is achieved through the provision of assistive devices, technologies and services such as brailled IEC materials, wheelchair, accessible restrooms, sign language interpreters, etc.

8.2.1 Objectives

- a. To enable employees and clients with disabilities to overcome disability related constraints at the workplace.
- b. To enhance work performance for employees with disabilities through provision of adaptive equipment and appropriate assistive devices

8.2.2 Policy Statement

- a. Ensure the procurement of equipment necessary in consultation with staff with disabilities to facilitate participation and performance in the workplace;
- b. Make provision of assistive devices including visual, audio and mobility aids to staff and clients with various forms of disabilities.

8.2.3 Intervention Strategies

KOTDA will:

- a. Make the required adaptations to a workstation to enable staff with a disability to perform their job effectively.
- b. Where necessary review the job description and make changes – for example deleting a part of the job which that staff is unable to perform and replace it with another task or tasks.
- c. Ensure flexible work schedules for staff with disabilities in consultation with him/her
- d. Provide a budgetary allocation for procurement of assistive devices
- e. Develop referral systems for provision of assistive devices and healthcare.
- f. Train staff members on the use and care of the assistive devices.

9.0 EXPLOITATION AND SEXUAL HARASSMENT

The Authority recognizes that sexual harassment and exploitation undermines human dignity and idealism. Persons with disabilities are susceptible to sexual harassment and exploitation. The



management of the Authority shall endeavor to protect all employees' from sexual harassment and exploitation at the workplace.

(a) Objective

To eliminate all forms sexual harassment and exploitation based on disability within the Authority

(b) Policy Statements

Ensure that all KOTDA policies protect all employees from any forms of harassment and exploitation

(c) Intervention Strategies

KOTDA shall endeavour to create awareness through regular trainings, seminars and workshops on sexual harassment and exploitation.

10.0 Corporate Social Responsibility (CSR)

Persons with disabilities are the world's largest minority and a relevant stakeholder group. Through a broader and standardized coverage of disability issues in CSR and sustainability reports organizations can be accountable for their contribution to disability-inclusive initiatives, and also for meeting and overcoming the increasing legislation on non-discrimination, equal opportunities and human rights.

a. Objective

To meet the economic, legal, ethical and discretionary expectations of the society.

b. Policy Statement

- i. KOTDA is committed to ethical principles that contribute to economic development while improving the quality of life of the workforce and their families as well as of the local community and society at large.
- ii. KOTDA is committed to ensure that its CSR policy addresses the needs and aspirations of PWDs
- iii. KOTDA as public institution is committed to support persons with disabilities to realize their full potentials, and to fully participate in national development agendas

c. Intervention Strategies

1. KOTDA will offer empowerment programmes such as training to PWD's for free as per KoTDA CSR initiatives
 2. KOTDA may sponsor activities to PWDs.
 3. KOTDA in collaboration with other stakeholders may donate assistive devices to PWDs.
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11.0 Policy Implementation

11.1 Role of the Chief Executive Officer

The Chief Executive Officer (CEO) shall:

- a. be charged with the responsibility of taking all the necessary steps towards the realization of the provisions of this Policy
- b. appoint a committee on mainstreaming of disability and related issues to assist realise the objectives of this Policy,
- c. ensure that members of the committee are trained on mainstreaming of disability and related issues.
- d. liaise with NCPWD including forwarding any findings and concerns that may emerge in the course of implementing this Policy.
- e. ensure that KOTDA:
 - i. Undertakes a baseline survey on disability and related issues;
 - ii. Formulates an internal disability mainstreaming policy based on the identified gaps;
 - iii. Implements the internal policies.
- f. comply with the National legislation and policy on mainstreaming disability throughout the implementation of this Policy.

11.2 Disability Mainstreaming Committee (DMC)

The Committee will comprise of seven (7) members, and will include the following;

- a. the chairperson as appointed by the CEO;
- b. the head of procurement OR representative from the department;
- c. the head of human resource management;
- d. at least one (1) person with disabilities;
- e. representation from the core departments or divisions; and
- f. a secretary to the committee

The DMC shall meet at least once every quarter and shall submit to the management and the NCPWD quarterly report of its proceedings and activities.



11.2.1 Functions /Terms of reference of the DMC

Their functions shall include but not limited to:

- a. Organizing Capacity building on disability mainstreaming related issues and spearhead disability awareness campaigns
- b. Generate and disseminate information on disability mainstreaming
- c. Engage stakeholders in disability mainstreaming activities for the purposes of sharing information and strategies.
- d. Develop work plans and budget for DMC programs
- e. Conduct staff disability needs analysis to assess the impact of performance
- f. Implement internal disability strategies and policies where possible
- g. To advise the management on disability mainstreaming and related issues;
- h. Undertake a baseline survey on disability and related issues
- i. Prepare quarterly reports and submit to the National Council for Persons With Disabilities
- j. Initiate disability studies and dissemination of information;
- k. Carry out monitoring and evaluation on the implementation of this Policy
- l. Organize dissemination forums for staff on the provisions of the policy and emerging issues related to disability;
- m. Undertake regular reviews of the disability mainstreaming policy
- n. Communicate changes in the policy after revisions.

12.0 POLICY COMPLIANCE

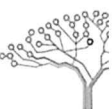
It is the responsibility of all the KoTDA Staff to comply with this policy.

13.0 MONITORING AND EVALUATION

Monitoring and evaluation of this policy shall be done on a continuous basis by the Authority through the Disability Mainstreaming Committee

15.0 COMPLAINTS / FEEDBACK

Complaints on Disability issues shall be forwarded to the CEO who shall refer the case to the



Disability Mainstreaming Committee for action.

14.0 REVIEW DATE

The policy document shall be subject to review every three years in order to keep in pace with the changing trends in the organization's environment and any other changes required as directed by the government. However, it can also be reviewed as need may arise or at such intervals as the Board and Management may determine.

15.0 EFFECTIVE DATE

This policy comes into effect from **1st January, 2021**

16.0 REFERENCES

1. The Constitution of Kenya, 2010
2. The Convention on the Rights of Persons with Disabilities, 2006
3. Persons with Disabilities Act of 2003
4. Employment Act.



