



a world class African city

DOCUMENT CONTROL

Policy Name	Group Disability Management Policy Framework
Owner	Group Corporate and Shared Services (GCSS) Group Human Capital Management (GHCM)
Version	Final (1)
Approved by	City of Johannesburg Council
Effective date	1 st Day of the month after Council approval (01 October 2024)
Audit date	Every two (2) years or when required
Policy Number	GCSS_GHCM_20241001_115_Group Disability Management Policy Framework
Applicable to	All Managers and employees in the City of Johannesburg and Municipal Entities (MEs) and applicants
Related documents	<ul style="list-style-type: none"> ✓ Group Anti-Harassment Policy Framework ✓ Group Employee Assistance Program Policy Framework ✓ Group Employment Equity Policy Framework ✓ Group Employee Health and Wellness Policy Framework ✓ Group HIV and AIDS Policy Framework ✓ Group Performance Management Policy Framework ✓ Group Safety, Health and Environment Policy Framework ✓ Group Talent Acquisition Policy Framework ✓ Group Training and Development Policy Framework ✓ Disability Management Code of Good Practice ✓ Job Evaluation Policy
<p>It is hereby confirmed that this is the current approved Group Disability Management Policy Framework with effect from the 1st day of the month after Council approval (Resolution attached).</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 30%; margin: 0 auto;"/> <p>Mbulelo Ruda Group Executive Director: Group Corporate and Shared Services</p> </div> <div style="text-align: center;"> <p>14/10/2024</p> <hr style="width: 30%; margin: 0 auto;"/> <p>Date:</p> </div> </div>	

Table of Contents

1.	INTRODUCTION	3
2.	PURPOSE	3
3.	VALUES AND ETHICAL STANDARDS.....	3
3.1	Values	3
3.2	Ethical Standards.....	3
4.	LEGISLATIVE FRAMEWORK.....	4
5.	OBJECTIVES	4
6.	SCOPE OF APPLICATION	5
7.	DEFINITIONS	5
8.	PRINCIPLES.....	8
9.	COMMUNICATION AND AWARENESS.....	8
10.	RECRUITMENT AND SELECTION.....	8
11.	INTERVIEWING AND TESTING	9
12.	PREFERENTIAL TREATMENT	10
13.	LEARNERSHIPS AND INTERNSHIPS.....	10
14.	CAREER PATHING AND DEVELOPMENT	10
15.	TERMINATION AND INCAPACITY	11
16.	REVIEW AND APPRAISAL	11
17.	REASONABLE ACCOMMODATION.....	11
17.1.	Accessibility.....	11
17.2.	Adaptations and Modification	12
17.3.	Assistive Devices	12
18.	DISCLOSURE AND CONFIDENTIALITY	12
19.	ESTABLISHMENT OF INTER DEPARTMENTAL DISABILITY FORUM	13
20.	MONITORING AND EVALUATION.....	13
21.	CONTROL MEASURES	13
22.	COUNCIL APPROVAL AND EFFECTIVE DATE	14
23.	AMENDMENT OF THE GROUP POLICY FRAMEWORK	14
24.	COMPLIANCE AND ENFORCEMENT.....	14
25.	BREACH OF THE GROUP POLICY FRAMEWORK	14
26.	DISPUTE RESOLUTION	14
27.	ANNEXURES	14
	ANNEXURE A: Disability Declaration Form (EEA1).....	15

1. INTRODUCTION

The Group Disability Management Policy Framework ascribe to the fundamental equality right enshrined within the Constitution of Republic of South Africa. This is to foster social cohesion and inclusion for all, with specific emphasis to People with Disabilities (PWDs) by providing fair and equitable opportunities within the workplace. It is therefore a deliberate and coordinated effort by City to eliminate issues of unfair discrimination and stigmatisation through disability mainstreaming in the City Group i.e. Core Administration and Municipal Entities (MEs), to optimally increase workforce performance, productivity, as well as promote universal employee workplace accommodation.

2. PURPOSE

The purpose of this Group Disability Management Policy Framework is to:

- a. Guide and inform the mainstreaming of disability through developing and implementing the policy, strategies, integrated service delivery programmes as well as facilitate the provision of integrated services for People with Disabilities to create a conducive and enabling working environment.
- b. Provide guidance to departments in terms of addressing disability work related barriers that may exclude People with Disabilities (PWDs) and impede full and equitable integration and inclusion into the workplace.

3. VALUES AND ETHICAL STANDARDS

3.1 Values

The City of Johannesburg stands for:

Innovation	Introducing better ways of doing things, no matter how big or small, so that we can contribute to increased service delivery targets.
Competency	Displaying the effective and efficient use of our skills, experience, and qualifications at all times to improve turnaround times and be more productive.
Excellence	We shall excel in all we do, execute our tasks with pride, integrity, and professionalism. We strive for customer service excellence.
Commitment	We are committed to be solution and results driven in order to exceed our customers' expectations and to use inter Business Units' synergies to address challenges.

3.2 Ethical Standards

The City Group i.e. City Core Administration, MEs and their employees:

- a. Are accountable to the community that they serve and act on behalf of the residents of the City of Johannesburg by focusing their efforts in discovering and meeting the needs of the community / customer.
- b. Are transparent and open to scrutiny in all that they do.
- c. Will be honest and uncompromising in producing work that meets service delivery requirements of the City.
- d. Are committed to the transformation of their society and workplaces and will ensure equity and anti-discrimination in all that they do.

- e. Shall show concern for people, support, respect their colleagues, and encourage the growth and development of everyone they work with.
- f. Will value and ensure the fair and consistent treatment of their employees (promote fair employee practices) and Customers / Public.
- g. Will support transparent participation promoting fair, yet efficient decision-making while encouraging individuals to accept responsibility for their work and contribution to the City.

4. LEGISLATIVE FRAMEWORK

This Group Disability Management Policy Framework is subject and aligned to the following legislation and regulations and any future new legislation, national or provincial directives and collective agreements:

- a. All relevant Collective Agreements.
- b. Basic Conditions of Employment Act No. 75 of 1997.
- c. City Policies and legislative mandates.
- d. Code of Good Practice: Employment of People with Disabilities of 2002.
- e. Constitution of South Africa (as amended).
- f. Employment Equity Act (as amended).
- g. Group Human Capital Management (GHCM) Policy Frameworks.
- h. Labour Relations Act No. 66 of 1995.
- i. Municipal Finance Management Act of 1999.
- j. Occupational Health and Safety Act No. 85 of 1993.
- k. Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000.
- l. Skills Development Act No. 97 of 1998.
- m. White Paper on Integrated National Disability Strategy of 1997.
- n. White Paper on the Transformation of the Public Service.
- o. Technical Assistance Guidelines on the Employment of People with Disabilities.
- p. United Nations Convention on the Rights of Persons with Disabilities and its Optional Protocol signed and ratified without reservation in 2007.

5. OBJECTIVES

The objectives of this Group Disability Management Policy Framework are to:

- a. Provide guidance on the management on matters concerning PWDs in the City.
- b. Promote inclusion and attraction for PWDs in the workplace by ensuring equal access to employment, training and skills development opportunities including career pathing.
- c. Integrate and mainstream disability across all City Group practices and into existing departmental policies, strategies and programmes which are aligned to departmental mandates.
- d. Facilitate transformation shifts within the City as a whole in relation to disability issues.
- e. Define the role of City of Joburg in-service provision to PWDs.
- f. Actively promote the management of and challenges experienced by PWDs.

- g. Sensitising managers about “reasonable accommodation” for PWDs e.g. the provision of assistive devices.
- h. Manage the advancement and the upward mobility of PWDs in the City within their respective occupational levels.
- i. Ensure that the management of disability issues in the workplace is a priority, which contributes to business success and is regarded as an integral part of the workplace.
- j. Collaborate with EE representatives and consult with PWDs or their representatives in formulating a strategy for managing disability issues in the workplace.
- k. The workplace level strategy should maximise the contributions and abilities of all employees, including those with disabilities. This will support adherence to Occupational Health and Safety standards and related early intervention and referral procedures in accordance with the principles of this Group Disability Management Policy Framework.
- l. The City and its line management shall identify the types of disabilities that can possibly be accommodated in a specific job, to enhance the attraction of PWDs and to avoid hindrances to the incumbent of the position.
- m. The Group Disability Management Policy Framework shall include provision for consultation from the employment service or other specialist agencies, where necessary, to ensure that an individual with a disability is well matched to the job and well capacitated in line with the job specifications.

6. SCOPE OF APPLICATION

This Group Disability Management Policy Framework is applicable to all employees within the City Group including external job applicants.

City Core Departments shall implement this Group Disability Management Policy Framework and MEs are expected to follow a similar approach. MEs may customise or align their Policies with this Group Disability Management Policy Framework without downgrading the set guidelines and standards. Over and above the alignment to this Group Policy Framework, MEs can adopt and implement City Policies as is, through approval by the respective Boards of Directors.

7. DEFINITIONS

Term	Definition
Accessibility	Extent to which aspects of society can be equally, easily, safely, and appropriately used or reached by people with special needs or impairments. Accessibility describes the extent to which an environment, service or product allows access to as many people as possible, in particular to people with disabilities
Affirmative Action (AA) Measures	Measures designed to eliminate unfair discrimination issues or to advance a suitable qualified designated group within the workplace.
Assistive devices and technologies	Any device designed, made, or adapted to help a person perform a particular task. Products may be specifically produced or generally available for people with disability.
Barriers	Obstacles and impediments that prevent people from free movement, decision making, association and participation. These may be environmental (physical) or created by attitudes and systems that limit functioning and create disability.

Term	Definition
Braille	A system of writing for individuals with visual disabilities that uses letters, numbers and punctuation marks made up of raised dot patterns and was the first digital form of writing.
CEE & SDF	Central Employment Equity and Skills Development Forum.
City of Johannesburg (City)	City Group i.e. Core Administration and Municipal Entities.
Department	Includes: <ul style="list-style-type: none"> • City Core Departments, Branches, Divisions, Sections and all Business Units. • Municipal Entities and all Business Units. • Legislature.
Designated Groups	Blacks (African, Coloured and Indian), women and People with Disabilities who: <ul style="list-style-type: none"> • Are citizens of the Republic of South Africa by birth or descent; or • Became citizens of the Republic of South Africa by naturalisation: <ul style="list-style-type: none"> - Before 27 April 1994. - After 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to the date but who were precluded by apartheid policies.
DEE & SDF	Departmental Employment Equity & Skills Development Forum.
Disability	A long term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in employment.
Disability Code	Code of Good Practice on the employment of People with Disabilities.
Disability Mainstreaming	Process of accessing and addressing the possible impact of any planned action on employee with disability. It is a way to promote inclusion and to address the barriers that exclude employee with disability from the equal employment of the human right.
Disclosure of Disability	Voluntary notification by an employee to an employer that the employee has a disability. Disclosure is sometimes an issue for people who have a non-evident disability. These disabilities may range from a minor sensory impairment to epilepsy and diabetes, including cognitive disabilities such as dyslexia as well as psychiatric disabilities.
Discrimination	Unequal treatment of certain groups on the basis of their race national origin, religion, culture, gender, disability, sexual orientation or as stipulated in Section 6 (1) of the EE Act.
Dismissal Code	Code of Good Practice for Dismissal published under the LRA.
DoEL	Department of Employment and Labour.
EE	Employment Equity.
EE Act	Employment Equity Act No. 55 of 1998, as amended.
Employment Barriers	Policies, actions, behaviour, practices, procedures, and institutional strategies etc. which adversely affect persons with disabilities prospects of entry and / or advancement in employment.
EE Plan	Strategic document developed by the designated employer to achieve objectives towards the implementation of AA measures

Term	Definition
	and the transformation of an organisation as prescribed in the EE Act.
Employee	An employee of the City, or any person who has agreed to be bound by the rules and policies of the City relating to employees.
Employer	City of Johannesburg represented by the City Manager or an authorised representative.
EMT	Extended Management Team.
Group (context)	<ul style="list-style-type: none"> • Common policy framework with enough flexibility to cater for the uniqueness of the City Group in terms of service delivery demands and to enhance service delivery capabilities. • This is underpinned by the principle that the City Group sets the overarching policy and Municipal Entities may customise their policies to make it relevant to their specific business requirements.
Impairment	Involves an anomaly, a defect, loss or a significant deviation in body structure or functioning. The impairment may be permanent or temporary, progressive or regressive. It can be physiological, intellectual, psychosocial, psychological or sensory in nature. An impairment which is associated with a cause does not imply illness or a disorder.
IDDF	Inter-Departmental Disability Forum.
LEE & SDF	Local Employment Equity & Skills Development Forum.
LLF	Local Labour Forum.
LRA	Labour Relations Act No. 66 of 1995.
People with Disabilities	Includes people who have a long-term or recurring, physical, mental, intellectual or sensory impairment which, in interaction with various barriers, may substantially limit their prospects of entry into, or advancement in employment and persons with disabilities has a corresponding meaning.
Reasonable accommodation	<ul style="list-style-type: none"> • Any modification or adjustment to a job or the working environment that will enable a person from a designated group i.e. employees with disabilities to have access to or to participate or advance in employment, as defined in the EE Act. • These measures ensure that people with disabilities enjoy equal opportunities and are equitably represented.
Special Assistant Post	Position created not based on the approved structure, but as per the approval of the City Manager, to assist a PWD employee to fulfil their daily duties, especially those with visual impairments.
Suitably qualified	<p>A person may be suitably qualified for a job as a result of any of, or any combination of:</p> <ul style="list-style-type: none"> • Formal qualifications. • Prior learning. • Relevant experience. • The capacity to acquire, within a reasonable time, the ability to do the job.
Technical Assistance Guidelines (TAG)	Guidelines on the employment of people with disabilities published under the EE Act.
Undue Burden	Significant difficulty or expense on the employer.

8. PRINCIPLES

The below principles are informed mainly by the International Labour Organisation (ILO) standards, including the National and Provincial Government Disability Code or legislative frameworks:

- a. Promote universal access to inform accessibility to City owned and leased buildings in accommodating all types of disabilities.
- b. The attraction of PWDs contribute significantly within the economic and social spectrum within the country.
- c. Gain from the retention of experienced employees who become disabled, and on indications that significant savings can be made in terms of health costs, insurance payments and time lost.
- d. Special positive measures aimed at effective equality of opportunity for and treatment of disabled people at work is not regarded as discriminating against any employees.
- e. PWDs have the right to self-representation in decision making processes and structures on issues that affect them.
- f. In the context of disability, the principle of accessibility can be described as synonymous to the principles of full inclusion, equality and participation in the workplace.

9. COMMUNICATION AND AWARENESS

- a. Communication shall include general information on disability, with measures taken to accommodate diverse types of disabilities e.g. sign language interpreting services and braille documents.
- b. Communication and awareness shall form part of the general organisation induction for all employment in order to eradicate general peculiar myths and stereotypes and wrong perceptions in relations to disability.
- c. Employees with disabilities shall be encouraged by line management and GHCM to apply for upward mobility vacancies. This should be particularly encouraged where it appears that they may be reluctant to do so because of impairments or other obstacles arising from their disability, or perceived obstacles in their working environment.

10. RECRUITMENT AND SELECTION

The attraction of the PWDs through recruitment and selection processes shall be in line with the Group Talent Acquisition Policy Framework and other related policies, frameworks and legislation.

- a. The principle of non-discrimination shall be respected and adhered to, during and throughout the recruitment and selection processes, to ensure maximal benefit to the employer and equitable opportunities for candidates with and without disabilities.
- b. A statement of commitment to equal opportunity may be included in the recruitment procedures and job advertisements. This may include having to indicate the type of disability which could be reasonably accommodated for each circularised / advertised position.

- c. Preference shall be afforded to all suitably qualified PWDs who apply for available jobs. This implies affording suitably qualified PWD candidates' consideration for an interview.
- d. In the process of assessing whether an applicant is suitably qualified, the employer may with the consent of the PWD candidate, request relevant information relating to their disability status.
- e. The City should ensure that the recruitment and selection processes attract applications from as many qualified PWDs as possible, by ensuring that job vacancies are publicised in a format which is accessible to PWDs e.g. in print, online recruitment system, internet, intranet and social media platforms.
- f. Departments may consult with various organisations dealing with PWDs in order to broaden the pool of suitably qualified candidates.
- g. GHCM should assist line departments by facilitating the recruitment of PWDs through the use of effective job placement services.
- h. The Transformation Sub-directorate shall:
 - i. Undertake regular reviews of the effectiveness of measures to promote employment opportunities for PWDs and take steps to improve the effectiveness of these measures where necessary.
 - ii. Where appropriate, prepare guidelines on reasonable accommodation to assist in the employment of PWDs.
 - iii. Support the recruitment of PWDs by working with service agencies to ensure that employment services effectively meet the City's needs.
- i. In considering a candidate with a disability for a specific job, employers should be open to adjustments (if required) in the workplace, workstation and work conditions, to maximise the ability of the candidate to perform the job.
- j. Advice and guidance on appropriate adjustments may be obtained from employment services or specialist agencies, including organisations of or for PWDs.
- k. Adjustments where required, should be done in consultation with an employee with disability, and be made with the agreement of representatives and the disabled worker or workers involved.
- l. Departments shall ensure compliance with the minimum disability set quota of 2% and / or as advised and amended by the DoEL or approved by any other relevant internal structure.
- m. All managers shall indicate their commitment and adhere to the Group Disability Management Policy Framework, by actively putting in place measures to attract and retain PWDs within their departments or sections.
- n. A special assistant post (even when it is not in the approved structure) may be created with approval of the City Manager when considering or accommodating suitably qualified visually impaired candidates subject to budget availability.

11. INTERVIEWING AND TESTING

- a. The recruitment and selection criteria for candidates with disabilities shall focus on the specific skills, knowledge and abilities regarded as essential to the functions of that specific job.
- b. Selection criteria or assessments shall be carefully examined or selected to ensure that it does not negatively disadvantage PWD candidates e.g. interview or competency testing should consider the type of disability.

- c. Interview panels and its members shall set a fair criterion to accommodate shortlisted PWD candidates. This implies crafting and considering ways that would enable candidates with disabilities to optimally participate and perform at interviews, i.e. on an equal basis with other candidates.
- d. Procurement of sign language interpreters shall be given priority to accommodate candidates with speech impairment by departments.
- e. The Chairperson of an interview panel (through GHCM Field Services) may in writing request in advance, any disability reasonable accommodation needs to be catered for during the interview, when issuing invitations for interviews.
- f. Once it is anticipated to consider a candidate with a disability for employment, discussion between the line manager and the candidate with disability must commence as follows:
 - i. Discussion must include all issues pertaining to reasonable accommodation needs for that candidate.
 - ii. Should the outcome of this discussion indicate prospects of undue hardship, the City shall reserve the right to withdraw the recommendation.
 - iii. Valid grounds for failure to accommodate a suitably qualified PWD must be given and supported by material evidence.
 - iv. Where there is agreement between the City and the candidate on all matters of reasonable accommodation the department must initiate procurement processes to cover all the required needs.

12. PREFERENTIAL TREATMENT

In an attempt to improve the City's disability percentage standing, preference may be given to suitably qualified PWDs or as set out in any approved Group Policy Framework or strategy.

13. LEARNERSHIPS AND INTERNSHIPS

- a. The City shall implement learnerships and internships; giving preference to PWDs, in accordance with the principle of preferential treatment as set out in the EE Act.
- b. Learnerships and internships will provide PWDs with valuable work experience to increase their subsequent employability and prospect for consideration during internal circularisation of vacancies.
- c. Partnerships with external organisations, learning institutions, etc. may be entered into, to place disability learners and interns within various departments.
- d. Departments shall consider disability learners and interns for permanent positions i.e. those deemed suitably qualified in terms of the inherent requirement of the job and the assessment process.

14. CAREER PATHING AND DEVELOPMENT

- a. Employees with disabilities shall be afforded equal opportunities to acquire the skills and experience necessary to advance in their careers.
- b. Each line manager shall be expected to develop Personal Development Plans (short or long term) in consultation with employees with disability, which will cater for career pathing needs or upward mobility for employees with disability.
- c. Employees with disabilities shall be encouraged by line management and GHCM Field Services to apply for upward mobility vacancies. This should be particularly

encouraged where it appears that they may be reluctant to do so because of impairment or other obstacles arising from their disability, or perceived obstacles in their working environment.

- d. In consideration of internal employees with disabilities for upward mobility, Departments shall in addition to formal qualifications, consider their prior experience, competencies, current performance and capabilities suitable to the essential requirements of the job.

15. TERMINATION AND INCAPACITY

- a. The City endeavours to retain employees with disabilities as far as reasonably possible and will exhaust reasonable accommodation measures before considering termination of services.
- b. The City shall terminate the services of an employee in a situation where an employee is deemed incapacitated even with the reasonable accommodation requirements provided in line with prescribed processes.
- c. When dealing with possible incapacity or potential termination of services, the City will follow a transparent and fair process as prescribed in the LRA.
- d. Exit interview shall be conducted should an employee with disability decides to resign in order to curb recurrence i.e. if there are reasonable steps to avoid such occurrence in future.

16. REVIEW AND APPRAISAL

The performance appraisal of employees with disabilities shall take place according to the same criteria applied to the same or similar job holders, in consideration of the required reasonable accommodation and in compliance with the Group Performance Management Policy Framework.

17. REASONABLE ACCOMMODATION

In recruiting or retaining PWDs, the City may need to make reasonable adjustments to enable individual employees to perform the job effectively.

17.1. Accessibility

- a. Facilitate the accommodation and retention of employees with disabilities, in consideration of the needs of PWDs inclusive of entrance to and movement around the City's premises and ablution facilities.
- b. Accessibility shall also include signage in use, manuals, workplace instructions and electronic information. These shall be reviewed where necessary for accessibility to people with visual impairment and for people with intellectual disability in particular.
- c. Accessibility for people with hearing impairment includes access to information frequently conveyed by sound e.g. the ringing of a bell where necessary, with alternative devices such as flashing lights.
- d. In planning to improve accessibility, the City shall consult employees with disabilities and specialist technical advisory services, which may include Organisations for PWDs and refer to any criteria established by the competent authorities.
- e. Emergency planning shall ensure that PWDs are able and prioritise to safely and effectively evacuate the workplace to an area of safety.

- f. In case of emergency, safety representatives shall prioritise evacuation of employees with mobility challenges.
- g. Clearly designated disability parking must be provided within close proximity of the main entrance, ramps or elevators to accommodate employees with disabilities.
- h. Departments shall procure an evacuation chair in a case where they have appointed employees using a wheelchair or that has mobility challenges.
- i. Transportation from home to work is the responsibility of the employee, however in exceptional circumstances e.g. training and meetings held outside the workstation, the City may provide suitable transportation to employees with disabilities, especially those with mobility challenges.

17.2. Adaptations and Modification

- a. Adaptations may be required to the workstation to enable an employee with a disability to perform the job effectively. In planning adaptations, the department / line management shall consult the employee with a disability.
- b. Adaptations may be required for tools and equipment to facilitate optimal job performance and must be planned in consultation with the employee with a disability.
- c. For some employees with disabilities, it may be necessary to review the job description and make some changes e.g. removing a part of the job which the person is unable to perform as a result of a particular disability and replacing this with another task or tasks.
- d. Line management may enable flexible work schedules as this may be a significant factor in enabling some individual employees with disabilities to perform a job satisfactorily.
- e. Performance requirements may need to be reviewed, in consultation with the employee with a disability, particularly at an early stage after recruitment, or after an existing employee has acquired a disability.
- f. Time-off should be afforded to consult with medical professionals or specialist in line with their disability condition or requirements and prescribed attendance monitoring and leave management processes.

17.3. Assistive Devices

Based on identified reasonable accommodation needs, special assistive devices may be procured to accommodate employees with disability, including but not limited to special high resolution computer devices, speech software, braille machines amongst others. Such provision is expected within a reasonable time-period, not exceeding six (6) months.

18. DISCLOSURE AND CONFIDENTIALITY

- a. For the purpose of reasonable accommodation provision, an employee with disability must declare their disability as provided for in the Disability Declaration Form (EEA1) (**Annexure A**) as gazetted by the DoEL.
- b. Declaration shall be done voluntary by the affected employee and shall not be imposed.
- c. With consent of the affected employee, any relevant information concerning the disability shall be collated and kept in a manner that maintains confidentiality.

- d. In the case of non-disclosure by a PWD, or where the disability is not self-evident, the City will not be held liable for failure to comply with the provision of this Group Disability Management Policy Framework. This may require the employee to disclose sufficient information to confirm the disability and / or to assist in determining the appropriate accommodation needs.
- e. Disclosure may occur during recruitment and selection processes or at any time during employment.

19. ESTABLISHMENT OF INTER DEPARTMENTAL DISABILITY FORUM

- a. The EE and Transformation Office shall ensure that an Inter-Departmental Disability Forum (IDDF) with representation of employees with disabilities from all City Departments is established, to ensure that unfair discrimination, stigmatisation, reasonable accommodation, etc. are addressed.
- b. The Terms of Reference of the IDDF including roles and responsibilities shall be developed by the Transformation Sub-directorate in consultation with IDDF members.

20. MONITORING AND EVALUATION

The implementation of the Group Disability Management Policy Framework will be monitored by various internal structures as reflected in the table below.

Responsible Structure	Members	Frequency
Extended Management Team (EMT)	City Group Heads of Department / Senior Managers	Quarterly
Management Committee (MANCO) / Senior Management Team (SMT)	Departmental Senior Managers	Monthly / Quarterly
Oversight Committees	Political	Where required
Central Employment Equity & Skills Development Forum	City Group Consultative forum	Monthly
Inter-Departmental Disability Forum	City Group Consultative forum	Quarterly
Departmental Employment Equity & Skills Development Forum	Departmental	Monthly
Local Employment Equity & Skills Development Forum	Regional/directorate	Monthly
Local Labour Forum	Organised Labour	Where required

21. CONTROL MEASURES

To facilitate proper implementation of the Group Disability Management Policy Framework, the City and its departments shall put the following measures in place:

- a. Consultation on disability issues during the monthly Departmental EE & SDF meeting.
- b. Inclusion of disability mainstreaming in the performance contracts of all senior managers.
- c. Disability as part of EE, must become a standing agenda item in all senior management departmental meetings.
- d. Collation of data and information to develop quarterly progress reports for submissions to the EE & Transformation Office.

22. COUNCIL APPROVAL AND EFFECTIVE DATE

The implementation of this Group Disability Management Policy Framework is subject to approval by Council. The effective date of the approved Group Disability Management Policy Framework will be on 01 November 2024.

23. AMENDMENT OF THE GROUP POLICY FRAMEWORK

This Group Disability Management Policy Framework may be reviewed, amended and / or revised at least every two (2) years or more frequently, as and when required. The proposed amendments will be made in consultation with all stakeholders and will follow normal approval processes.

24. COMPLIANCE AND ENFORCEMENT

It will be the responsibility of Line Management and all employees to ensure and enforce compliance with this Group Disability Management Policy Framework.

25. BREACH OF THE GROUP POLICY FRAMEWORK

Any person who breaches or fails to comply with any provision of this Group Disability Management Policy Framework may be subjected to consequence management processes.

26. DISPUTE RESOLUTION

Disputes arising from the implementation of this Group Disability Management Policy Framework shall be dealt with in line with the City Dispute Resolution Mechanisms.

27. ANNEXURES

A. Disability Declaration Form (EEA1) as gazetted by the DoEL.

END

ANNEXURE A: Disability Declaration Form (EEA1)

 <p>labour Department Labour REPUBLIC OF SOUTH AFRICA</p>	PAGE 1 OF 1	EEA1
---	-------------	------

DEPARTMENT OF LABOUR

DECLARATION BY EMPLOYEE <i>(Confidential)</i>															
<p>PLEASE READ THIS FIRST</p> <p>Purpose of this form</p> <p>This form is used to obtain information from employees for the purpose of assisting employers with conducting an analysis on the workforce profile. Employers should use this form to ascertain which employees are from designated groups in terms of the Employment Equity Act, 55 of 1998.</p> <p>Who fills in this form</p> <p>Employees should fill in this form.</p> <p>Instructions</p> <p>Employers must ensure that the contents of this form remain confidential, and that it is only used to comply with the Employment Equity Act, 55 of 1998.</p> <p>'People with disabilities' are defined in the Act as people who have long-term or recurring physical or mental impairments, which substantially limits their prospects of entering into, or advancement in employment.</p> <p>Please note that people have the right to disclose or not to disclose their disability.</p>	<p>1. Name of employee: _____</p> <p>2. Employee workplace No: _____ <small>(This is the number that an employer/company/organization uses to identify an employee in the workplace.)</small></p> <p>3. Please indicate to which categories you belong with an 'X' below:</p> <table border="1" style="margin-left: 20px; margin-bottom: 10px;"> <tr> <td style="width: 50px;">Male</td> <td style="width: 50px;">Female</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table> <table border="1" style="margin-left: 20px; margin-bottom: 10px;"> <tr> <td style="width: 50px;">African</td> <td style="width: 50px;">Coloured</td> <td style="width: 50px;">Indian</td> <td style="width: 50px;">White</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table> <p style="margin-left: 20px;">Foreign National <input style="width: 100px;" type="text"/></p> <p>If you are not a citizen by birth, please indicate the date you acquired your citizenship:</p> <table border="1" style="margin-left: 20px; margin-bottom: 10px;"> <tr> <td style="width: 150px;">Person with a disability</td> <td style="width: 50px;"> </td> </tr> </table> <p>If yes, specify nature of disability: _____</p> <p>4. I verify that the above information is true and correct.</p> <p style="margin-left: 100px;">Signed: _____ Employee</p> <p style="margin-left: 100px;">Date: _____</p>	Male	Female			African	Coloured	Indian	White					Person with a disability	
Male	Female														
African	Coloured	Indian	White												
Person with a disability															



CITY OF JOHANNESBURG COUNCIL

MINUTES OF THE THE 25TH ORDINARY COUNCIL MEETING OF THE CITY OF JOHANNESBURG MUNICIPALITY, WILL BE HELD ON WEDNESDAY & THURSDAY, 18 & 19 SEPTEMBER 2024, AT 10:00, THE CONSTANCE CONNIE BAPELA COUNCIL CHAMBER, BRAAMFONTEIN.

**SPEAKER OF COUNCIL
CLLR N MTHEMBU**

A G E N D A

- 1 OPENING**
- 2 APPLICATIONS FOR LEAVE OF ABSENCE**
- 3 OFFICIAL NOTICES**
 - 3.1 Statement by the Executive Mayor**
- 4 CONFIRMATION OF MINUTES
(24th Ordinary Meeting held on 29 August 2024)**
- 5 QUESTIONS FOR WRITTEN REPLY OF WHICH NOTICE HAS BEEN GIVEN IN TERMS OF RULE 105(2) OF THE STANDING RULES AND ORDERS OF COUNCIL**
- 6 RECOMMENDATIONS TO COUNCIL**
- 7 MOTIONS**
- 8 ANNOUNCEMENTS**
- 9 CLOSURE**

**APPROVED AT
CITY OF JOHANNESBURG COUNCIL**

18/19 SEPTEMBER 2024

SIGNATURE: _____

Item 59 DRAFT GROUP DISABILITY MANAGEMENT
POLICY FRAMEWORK


RESOLVED

- 1 That the Group Disability Management Policy Framework (Annexure A) be approved.
- 2 That the Group Executive Director: Group Corporate and Shared Services submit the approved Group Disability Management Policy Framework with clear Guiding Principles to Municipal Entities for the consideration by their respective Boards.
- 3 That the Group Executive Director: Group Corporate and Shared Services monitor and report on the alignment, adoption and implementation of the Group Disability Management Policy Framework applicable to both Core and Municipal Entities as approved in 2 above.
- 4 That the Group Executive Director: Group Corporate and Shared Services be authorised to sign off on the approved Group Disability Management Policy Framework to confirm the date of approval of such Policy Framework for Audit Purposes.
- 5 That the Group Executive Director: Group Corporate and Shared Services develop a comprehensive Communication Strategy to ensure a common understanding of the intent and uniform application across the City of the approved Group Disability Management Policy Framework.

(GROUP CORPORATE AND SHARED SERVICES)
(Mr B Mkansi)
(Tel. (011) 407 6438)

APPROVED AT
CITY OF JOHANNESBURG COUNCIL

18/19 SEPTEMBER 2024

SIGNATURE:  _____