

BRAC INTERNATIONAL

ADULTS WITH SPECIAL NEEDS POLICY & PROCEDURE

(For BI Staff, Dhaka Office)



Policy statement

BRAC International is committed to employ, retain, and develop adults with special needs at all levels of responsibility and across all areas of work, where it is possible through reasonable accommodation. The policy aims to promote and ensure employment equity for persons with special needs and highlight and further the inclusion of programme participants. The policy also emphasizes addressing the need for protection and caring for adults with special needs.



Scope of Policy

This policy applies to all staff, including regular, contractual, project, service, trainee (including apprentices & interns), volunteers, temporary staffs and non-graded staffs and programme participants of BRAC International.



Definition of Adults with Special Needs

An adult with special needs is a person who needs particular supports or requirements, resulting from learning difficulties, physical disability, or emotional and behavioral difficulties.



The standard behaviour to show sensitivity towards adults with special needs



MUST DO

1. Follow Code of Conduct and policies;
2. Treat everybody with respect;
3. Report any abuse witnessed or experienced or have sufficient information;
4. Be caring towards adults with special needs or anyone at risk.
5. Make necessary adjustment in the workplace to allow a comfortable workplace for people with special needs.



MUST NOT

1. Violate Code of conduct or other policies;
2. Treat adults with special needs with disrespect or harm anyone intentionally;
3. Physically assault adults with special needs;
4. Have sex with adults with special needs without consent;
5. Show any kind of humiliating attitude or behaviour and neglect towards adults with special needs.



Importance of inclusiveness of adults with special needs in the organization and programmes

- Reaching the best talent (not just the usual talent) – leading to increased productivity
- Filling skills gaps – increasing numbers of trainees and skilled employees by recruiting from a wider talent pool
- Having a more diverse workforce means accessing a wider range of perspectives and skills, leading to greater innovation, decision-making and profitability
- Improving trainee/staff morale, retention, and performance (through a more conducive training/working environment)
- Enhancing customer orientation – being more able to identify and meet diverse customers' needs
- Being market leaders and demonstrating corporate social responsibility



What BRAC International is doing to ensure the rights of adults with special needs?

- Using neutral, positive, and appropriate language when advertising.
- Ensure equal access and career growth for persons with disabilities.
- Develop organizational policies with a disability-inclusive method.
- Networking with Disabled Persons Organizations and other academic institutions.
- Participating in disability career expos, recruitment, and trade fairs.
- Asking relevant and consistent questions during the interview to measure sensitivity /responsibilities to the Persons with disabilities.
- Arranging reasonable accommodation for adults with special needs during parking, building entry and exit, toilet facilities, etc.
- Orientation about adults with special needs policy during every employee's onboarding.
- Creating campaigns/ event calendars to support and create awareness among staff and stakeholders regularly with digital platforms' support.



Reasonable accommodation in the workplace

BRAC International will make necessary modifications, including color refreshable braille display, colour coded keyboards, screen reader software, videophones, and sign language interpreters as per the necessity of the adults with special needs.



Where and How-to Complaint when this policy is violated?

1. Inform Immediate Supervisor, second supervisor or Safeguarding Manager or Director, HRD, BI.
2. Use email address: **voice.international@brac.net; complaint.shrc@brac.net; hrd.gmt@brac.net**
3. Use hotline number: **01730346883** or **01729071546** (Bangladesh)
4. On behalf of the victim/survivor, the guardian/other person of trust can lodge the complaint.
5. Respective HR representative/Programme Director/HR Director can be contacted directly regarding requests or complaints related to special needs accommodation.
6. Sensitivity and confidentiality will be maintained during the investigation process. Necessary steps shall immediately be taken to ensure safety and security of the complainant/victim.



Consequences of breaching Adults with Special Needs Policy

Any staff who breaches this adult with special needs policy will be subjected to BRAC's disciplinary procedure. Such behaviour will be deemed to constitute gross misconduct and, as such, may result in summary dismissal. Any Third party who BRAC International does business with who breaches this policy may be subject to the summary termination of their contract with BRAC International.