



PROTOCOL FOR THE ONBOARDING AND SUPPORT OF **EMPLOYEES** **WITH DISABILITIES** AT CSIC

PROTOCOL FOR THE ONBOARDING AND SUPPORT OF **EMPLOYEES** **WITH DISABILITIES** AT CSIC

Prepared by the Working Group on Disability (GTDIS)

Rafael Serrano (IESA). Director of the Survey/IESA Director

Ana Orejas (SGARH). Area Coordinator

Isabel Notario (SGARH). Head of the Equality and Work Environment Area

Anna Marina Giersig (SGARH). Secretary of the Delegate Commission for Equality

Alberto Mercado (VORI). Coordinator of the Sustainability Plan

Carmen Lafuente (VACC). Organizer of the CSIC Inclusive Science Congress

Elena Frías (IETCC). Expert in accessibility in buildings

Melania Moscoso (IFS). Disability and gender researcher

Belen Valenzuela (ICMM). Researcher and member of the Equality Committee

Mónica Merlo (Cabinet of the Presidency). R+D+I Technician

Coordination: **María Cuesta (Cabinet of the Presidency)**

April 23, 2025

I. INTRODUCTION	4
II. OBJECTIVES OF THE PROTOCOL	4
III. SCOPE OF THE PROTOCOL	5
IV. LEGAL AND REGULATORY FRAMEWORK	5
V. ONBOARDING PROCEDURES FOR EMPLOYEES WITH DISABILITIES	5
V.1. Actions before onboarding	6
V.2. Actions during the onboarding process	6
V.2.1. Taking up the post / Formalising the contract	6
V.2.2. First days at CSIC	7
Support for employees with intellectual disabilities	8
V.2.3. Adaptation of the workspace	9
Specific adaptations	10
VI. SUPPORT OF EMPLOYEES WITH DISABILITIES THROUGHOUT THEIR WORKING LIVES	11
VI.1. Working conditions	11
VI.2. Adapted training	11
VI.3. Accessibility of CSIC buildings	11
VI.4. Accessibility of websites, mobile applications, and accessible technology	12
VI.5. Adapted scientific equipment	14
VI.6. Monitoring	14
VII. INTERNAL COMMUNICATION CHANNELS	14
VIII. DISABILITY TRAINING AND AWARENESS-RAISING OF ALL EMPLOYEES	4
Annexe I. Acronyms	15
Annexe II. Contact details	16
Annexe III. Document repository	16

I. INTRODUCTION

The reform of the 2022 Science Law ([Law 17/2022 of 5 September](#)) has reinforced the commitment of the Spanish Science, Technology, and Innovation System to inclusion, guaranteeing the full participation of persons with disabilities in research and development activities. In this context, the Spanish National Research Council (CSIC) has become a reference point in promoting equality policies, maintaining a firm commitment to equal opportunities, non-discrimination, and universal accessibility for persons with disabilities for over twenty years.

Since the creation of the [Women and Science Committee \(CMYC\)](#) in 2002, followed by the [Delegate Committee for Equality \(CDI\)](#) in 2011 and, more recently, the **Office for Inclusive Science** in 2022, CSIC has developed an ambitious strategy to ensure equal opportunities. As part of this strategy, CSIC organises the [Inclusive Science Congress](#) every two years reaffirming its commitment to an equitable and accessible working environment for all.

In 2013, CSIC launched its [Equality Plan](#), a key tool for achieving effective equality between men and women. Currently, the [CSIC's III Equality Plan](#), in force since 2022, incorporates, in its Asix 6, specific measures addressing intersectionality and vulnerable groups. Within this framework, in 2024, the study "[Survey of Employees with Disabilities](#)", was conducted at CSIC, with the aim of directly understanding how employees with disabilities perceive and value their situation, to identify areas for improvement from an empirical, comprehensive, and gender-sensitive perspective.

The results of the study reflect a generally positive assessment of the situation of persons with disabilities at CSIC; however, they also highlight the need to undertake improvements in key aspects, such as

adapting workspaces, promoting remote work, ensuring accessibility in buildings, and training in diversity and inclusion.

To address these challenges, the Working Group on Disability (GTDIS), promoted by the Presidency of CSIC, has drawn up this protocol, which describes in a single document the procedures and tools available to CSIC to guarantee adequate onboarding, accommodation, and support of the talent of persons with disabilities.

The integration of persons with disabilities into CSIC not only responds to a legal mandate, it also strengthens the organisational culture, promotes equal opportunities, and fosters an accessible, safe, and productive work environment. This protocol aligns with the recently approved [CSIC Sustainability Plan](#), which promotes organisational measures aimed at inclusion, as well as with the [Guide for Inclusive Communication and Dissemination of Science](#). All these initiatives converge on a common goal: to build a more equitable and accessible institution, reaffirming CSIC's commitment to inclusion and continuous progress in equality, in which we are all involved.

II. OBJECTIVES OF THE PROTOCOL

The primary objective of this protocol is to ensure the **full and effective inclusion** of persons with disabilities at CSIC, providing the **necessary conditions, resources**, and support to enable them to develop their professional activities with equal opportunities from their onboarding and throughout their careers within the institution. To this end, the protocol establishes a unified procedure for onboarding and supporting individuals with disabilities.

III. SCOPE OF THE PROTOCOL

This protocol is directed at all employees. The effective inclusion of people with disabilities in the institution can only be achieved with the commitment of the entire community.

Specifically, the procedures in this protocol are expected to serve as a guide to:

- Persons with disabilities who work at CSIC or who are expected to join.
- Teams responsible for onboarding and supporting employees (directorates, managers, Department heads, groups, etc.).

IV. LEGAL AND REGULATORY FRAMEWORK

The general regulatory framework that supports this protocol is fundamentally based on:

1. The [General Law on the Rights of People with Disabilities \(Law 1/2013\)](#), Royal Legislative Decree 1/2013, which approves the revised text of the General Law on the Rights of People with Disabilities and their Social Inclusion, establishes the right of persons with disabilities to full participation in society, highlighting the need to implement specific measures to ensure their inclusion in the labour market.
2. [Royal Decree 888/2022 \(RD 888/2022\)](#) reinforces the obligation to create clear protocols and adapted measures that guarantee equal access and professional development for persons with disabilities.

3. [Royal Decree 1112/2018 \(RD 1112/2018\)](#) regulates the accessibility of websites and mobile applications in the public sector.
4. The **UNE-EN 301549:2019** standard on accessibility requirements for ICT products and services and its subsequent update [UNE-EN 301549:2022](#).
5. [Royal Decree 2271/2004 \(RD 2271/2004\)](#) regulates access to public employment and the allocation of positions for persons with disabilities.
6. The [Law on Occupational Risk Prevention \(ORP\) \(Law 31/1995 or LPRL\)](#) aims to ensure that people with disabilities perform their functions in a safe work environment, promoting the necessary adaptations and elimination of barriers that may compromise their health or physical integrity.

V. ONBOARDING PROCEDURES FOR EMPLOYEES WITH DISABILITIES

Employees with intellectual and/or physical and/or sensory disabilities can access the civil service through a specific call for persons with disabilities, through the disability quota in a general call, or by initiating the working relationship without the institution being aware of their disability.

CSIC guarantees equal opportunities to all employees regardless of their personal characteristics, including those who have a recognised physical, mental, or sensory disability. The institution must be attentive to implement measures that ensure this purpose, and in particular, the accessibility of employees to environments that allow them to carry out their work with the same guarantees as any other.

er person. To this end, these aspects must be considered in the risk assessments, and based on these, the necessary preventive and protective measures will be adopted (Art. 25.1 of the [LPRL](#)). All measures included in this protocol will also apply to persons with a supervening disability.

Likewise, the right to the protection of data relating to health, which must be specially protected, must be ensured at all times, minimising the number of people in the institution who are required to know the identity of employees with recognised disabilities (Art. 7.1 of Law 41/2002).

V.1. Actions before onboarding

The institution ensures compliance with the provisions of Article 11 of [RD 2271/2004](#). To this end, a series of measures has been adopted in accordance with the principle of equal opportunities, ensuring that everyone has the same opportunities to access and progress within CSIC.

1. **Reasonable accommodations in the selection tests:** the Deputy General Secretariat for Human Resources (SGARH) will ensure that in the selection tests, including training processes or internship periods, the necessary reasonable accommodations and adjustments of time and means are established for people with a degree of disability equal to or greater than 33 per cent who request it and thus ensure that they participate under conditions of equality, in compliance with Article 8 of [RD 2271/2004](#).
2. **Order of preference:** once passing the selection process, if opting for positions reserved for persons with disabilities, CSIC may be requested to alter the order of preference for the selection of

positions within the territorial scope determined in the call for on grounds such as personal dependency or mobility difficulties, which must be duly substantiated. CSIC has previously applied this procedure to enable access to the post of the person with disabilities ([Article 9](#)).

3. **Disability quota:** since 2023, CSIC has included a disability quota in the two modalities of the **Ramón y Cajal Extraordinary Grants for the Attraction of Talent**.
4. **Grant reservation:** in the **JAE Intro** and **JAE Intro ICU** calls of CSIC, 5 per cent of grants are reserved for persons with disabilities..

V.2. Actions during the onboarding process

In the specific calls for persons with disabilities, their identification does not pose any problem. However, in the rest of the selection processes, the institution is not aware of whether a person has a disability until the lists of the different phases of the process are published, where a distinction is made between candidates who opt for the disability quota and those who do not. In the final appointment, this differentiation disappears.

V.2.1. Taking up the post / Formalising the contract

The SGARH's Civil Servant and Labour Personnel Management Services will review the lists of approved employees before appointment and will contact the employees who enter via the disability quota. The SGARH will inform these employees about the following aspects:

1. **Reduction in IRPF:** to apply a reduced withholding rate to the salary, employees will be informed that they must send a disability certificate to the payroll department.
2. **Medical examination (ME):** unless expressly waived, the possibility of undergoing a medical examination will be offered, with the aim of assessing the need to adapt their workspace. This examination will only be mandatory if their state of health may pose a risk to themselves, other employees, or third parties (Arts. 22 and 25 of the [LPRL](#)).
3. **Support for people with intellectual disabilities:** they will be asked if they are in contact with associations specialised in their disability (e.g., Plena Inclusión, Fundación ONCE, Autismo España, Down España), as these associations usually provide support at no cost and without the need for a collaboration agreement. If the person thus authorises, an expert from the association can accompany them during their first days at CSIC, providing guidelines to facilitate the accommodation to the position and orientate the rest of the work team on the working relationship with people with intellectual disabilities. This service can be requested from the time of taking up the post or formalisation of the contract.

All this information is included in an **additional sheet** in the **taking up the post booklet** or in the **documentation for formalising the contract**.

Documentation for civil servants is available at <https://intranet.csic.es/personal-funcionario/toma-posesion>.

The documentation for employees is updated and incorporated into the information sent to the centres for formalising contracts.

In the **case of temporary staff**, the procedure is as follows:

1. **Hiring via subsidised programs:** the documentation for formalising contracts is sent by email to the management of the beneficiary centres, including specific documents for employees with disabilities.
2. **Hiring via job pools:** the application for formalising contracts contains a section to register the percentage of disability and observations. This application is currently being revised to incorporate a new section on disability, which will allow the centres to download relevant information for these applicants.
3. **Temporary hiring, substitutions, and partial retirement:** the documentation for formalising contracts will be sent by email to the management of the beneficiary centres, including the specific documents for employees with disabilities.

V.2.2. First days at CSIC

It is advisable that the institute's management appoint a person responsible for onboarding and supporting the employee with disabilities during their first days at CSIC. This person will facilitate their integration into the team and provide the necessary information about the position. If the person with disabilities thus requests, **it is recommended that this initial support be prolonged for as long as necessary**. Likewise, it will be ensured that this support **falls on both men and women**.

The person designated to onboard and support the new employee will:

1. **Hand over the following documentation:** the **CSIC Welcome Manual**, the institute's specific manual, and any other relevant documentation..

2. **Inform users about the availability of training pills** on the [ORP Service Platform](#), including details on emergency plans and other key aspects of occupational safety.
3. **Accompany** the person with disabilities **in case of emergency** (it is advisable that there be another support person who is part of the emergency team for these specific situations).

Support for employees with intellectual disabilities

1. **Hand over the [Welcome Manual](#)**: explain simply what CSIC is and provide clear, visual instructions on using the intranet. It is important to encourage the participation of the new employee at the meeting, asking them whether they have any questions or require further explanations.
2. **ORP Training**: the importance of completing the training pills on the [Prevention Service Platform](#) must be emphasised to these employees, and workplace emergency plans and other safety aspects must be clearly explained to them.
3. **Information for the work team**: it is advisable to establish guidelines that promote respect for diversity and facilitate their integration into the work environment. The **CSIC Awareness document, developed by the ADISLI Association** and available in the disability section of the intranet, provides guidelines to better understand intellectual disability and promote the integration of these employees into the labour market. Some recommendations for working with employees with intellectual disabilities:
 - Treat them with empathy and respect, reinforcing their achievements.
 - Speak slowly, using short and specific sentences.
 - Check that they have a clear understanding of their responsibilities.
 - Listen without interrupting and give them time to express themselves.
 - Adapt to their work rhythm, allowing breaks if they need them.
 - Offer visual supports and encourage them to write down instructions.
 - Teach tasks in a structured manner, ensuring their comprehension.
 - Anticipate unforeseen situations and provide clear guidelines for action.
 - Explain the rules so that they can incorporate them into their routine.

V.2.3. Adaptation of the workspace

To ensure specific and flexible adjustments tailored to the individual needs of employees with disabilities, [ORP Services](#) will contact management and the unit managers where the new employee will be integrated. The steps to follow are as follows:

1. **Initial ME and periodic medical examinations:** for health and safety reasons and to assess the need to adapt the workspace, management will inform employees with disabilities about the necessity and convenience of undergoing an initial ME. This examination will only be mandatory if their state of health may pose a risk to themselves, other employees, or third parties (Arts. 22 and 25 of the [LPRL](#)). Otherwise, they must expressly waive its performance.
2. **Request an appointment:** through management, an appointment will be requested to perform the medical evaluation, which will be conducted by the health surveillance company.
3. **Handover of medical reports:** on the day of the appointment, the employee must provide the pertinent medical reports. All information is confidential; therefore, management will not have access to the results of the medical tests. They will only be able to access the Certificate of Aptitude (CA) issued by the doctor who performs occupational medical examinations, which will include any recommendations or limitations relevant to performing their functions. As established in Section 4 of Article 22 of the [LPRL](#), persons or bodies with responsibilities in the field of prevention will be informed of the conclusions derived from examinations carried out concerning the employee's aptitude to perform their job or the need to introduce or improve protection and prevention measures so that they can correctly carry out their functions as regards prevention.
4. **Informing ORP:** management will inform the ORP services about the employees who have undergone the ME, thus allowing these services to access the CAs on the health surveillance company's platform.
5. **Adaptation form:** before the interview with ORP, a link to a web form will be sent for the employee to complete. If they are unable to do so unaided, they will be offered accessible and comprehensible alternatives.
6. **Risk Assessment (RA):** The ORP services will interview the employee and visit the centres to assess the potential risks associated with the position before their onboarding.
7. **Workplace Adaptation Report (IAP):** based on the RA, CA, and functions of the position, ORP will issue an IAP detailing the tasks that the employee can perform.
8. **Handover of the report:** the IAP will be sent to management or the unit of destination, and a mandatory copy will be given to the employee.
9. **Modification of functions:** if, in the future, new functions are assigned to the employee, a prior evaluation of these tasks will be necessary.
10. **Continuous monitoring and assessment:** it is advisable to schedule periodic meetings to evaluate the employee's adaptation, address any concerns, and make the necessary adjustments.

Specific adaptations

Advice from specialised associations or specialised technical staff is available in the following cases:

Deaf signers

The need for a sign language interpreter or other support tools will be assessed.

People with visual impairment

ONCE offers its members workspace adaptations. Their rehabilitation technicians can advise CSIC on implementing the necessary adaptations.

People with intellectual disabilities

The recommendations are:

- **Sending documentation:** The data collection and consent documentation will be sent by email, offering assistance with completion if necessary. It will also be provided in paper format if the person prefers it.
- **First interview:** it is advisable to hold a first meeting in which, if the employee authorises it, an employment support representative from an association or a family member can be present. The goal is to learn about their previous work experience, skills, and specific needs. Their experience in tasks such as customer service, switchboard management, and use of IT tools, among others, will be valued.
- **Accreditation:** they should carry a file or accreditation with the person's data, whom to ask, whom to contact, references from their office, what they have to do, how to complete the tasks, and whom to call from their family or support person if necessary.
- **Timetables and working hours:** these will be provided in writing to improve understanding and organisation.
- **Tasks to be performed:** the assignment or transfer to a unit where they can perform tasks according to their situation will be evaluated—in accordance with the IAP and applicable regulations—depending on their regime (civil servant or labour personnel). Other ICU units to which they are assigned may commend them with additional tasks if the unit in which they serve does not have sufficient or suitable tasks. It is advisable to regularly monitor the employee and ask them directly about their adaptation to the assigned tasks.
- **Accompaniment:** until the final report with the adaptation conditions is completed, it is advisable that the employee be accompanied at all times.
- **Self-protection plans:** for employees with intellectual disabilities in switchboards, the information on emergency instructions must be adapted, ensuring that they are understandable and accessible.

VI. SUPPORT OF EMPLOYEES WITH DISABILITIES THROUGHOUT THEIR WORKING LIVES

VI.1. Working conditions

The SGARH recommends the following actions to facilitate the work life of persons with disabilities:

1. **Flexibility of the working day.** The directorates and management will facilitate this flexibility as far as possible, considering the circumstances of each case. As of 2025, **measures to make working hours more flexible** aimed specifically at **employees with disabilities** are expressly included in the **CSIC Work Calendar**. In cases of intellectual disability or other disabilities that require it, they should only work in the morning. In general, shifts or rotating shifts will be avoided, and, in any case, night working hours will be avoided.
2. **Remote work.** From the directorates or management, remote work will be facilitated when possible, considering each individual situation and exceptional cases.
3. **Possibility of transfer to another centre.** This measure will be offered when it is beneficial for the person with disabilities, for reasons of guardianship and custody, family reunification, or economic or safety concerns, per the procedures outlined in current regulations.
4. **Psychological and emotional support (BIEMCSIC program),** if necessary.

VI.2. Adapted training

CSIC safeguards compliance with Article 11 of [RD 2271/2004](#), which regulates access to public employ-

ment and the allocation of positions for persons with disabilities:

1. **CSIC Training Plan.** Among the assessment criteria for participation in the Plan's courses is the possession of a recognised disability of 33% or more. The directorates and managers will facilitate this option.
2. For the development of these courses, the **necessary reasonable accommodations and adjustments** are made to ensure that persons with disabilities participate in these training processes on equal terms. Participants must submit the specific request when applying to participate, and CSIC will determine the feasibility of the adaptation, which may only be denied when it involves a disproportionate burden.
3. CSIC may conduct **training courses exclusively targeted at persons with disabilities**. These courses, which must be offered in accessible conditions, will be aimed either at training employees to enhance their job performance or at training to support career advancement from positions reserved for persons with specific disabilities.

VI.3. Accessibility of CSIC buildings

The **Deputy General Secretariat for Infrastructure and Works (SGOI)** will study the adaptation of CSIC buildings to accessibility regulations. The directorates and managers of the institutes in which there are persons with disabilities must inform the SGOI of the adaptation requirements of the centre.

In general, the following elements, among others, should be reviewed to ensure that the environment is safe and accessible:

- Accessible ramps and lifts.
- Adapted main entrances, e.g., with accessible ramps.
- Adapted doors and corridors to ensure wheelchair accessibility, among other considerations.
- Accessible signage (visual and tactile) of accessible elements, shared spaces, important areas, and risk elements.
- Adapted toilets and/or changing rooms.
- Elimination of architectural barriers (steps, uneven or slippery surfaces).
- Suitable lighting for people with visual impairment.
- Adapted parking spaces.
- Switches, sockets, intercoms, clock-in station, service/information desk at the entrance, etc., adapted to the needs of persons with disabilities.
- Adapted work areas, e.g., with sufficient surface area for wheelchair mobility.

The objective is that the employee has at least one accessible route from the public thoroughfare to their workspace and other common areas necessary for performing their duties and for participating in institutional life, including the clock-in station (access to the building), at least one meeting room, events room, dining room, toilet and/or changing room, parking space, etc. The employee should be able to orient themselves and move around in these spaces, using them properly and safely.

[CSIC's Sustainability Plan \(2024-2026\)](#) includes, as a strategic objective, increasing the availability of physical, lighting, and digital accessibility in CSIC

buildings. To achieve this, the following actions are planned for 2026:

- Adapt workspaces (furniture and equipment) for employees with accessibility problems.
- Adapt toilets.
- Ensure that there are adapted parking spaces.
- Guarantee access ramps in all buildings.

On the other hand, the instructions of the annual call for the **Infrastructure Support Programme (PAI)** are being revised **to explicitly reflect** the possibility of applying for funding to undertake accessibility actions in the Institutes.

In the drafting and updating of the **Self-Protection Plans** of the Institutes, specific action procedures must be included that meet the needs of employees with disabilities, as they may require support from the **Alarm and Evacuation Teams** in the event of an emergency. Furthermore, depending on the needs, it is advisable to evaluate the implementation of **Wayfinding measures**, which consist of adapting posters and signs in the work environment to facilitate the orientation and evacuation of persons with disabilities.

VI.4. Accessibility of websites, mobile applications, and accessible technology

[CSIC's Sustainability Plan \(2024-2026\)](#) also includes adaptations in terms of digital accessibility, with the goal that, by 2026, 90 per cent of CSIC websites and applications will be accessible (Action 18). Likewise, [CSIC's ICT Strategic Plan \(2024-2026\)](#) includes sever-

al priority projects, including web accessibility, as well as the new corporate Intranet with a conversational AI chatbot and CSIC's Web Strategy.

All CSIC portals (corporate and those of the Institutes) must comply with the applicable regulations on accessibility and meet the minimum requirements of the Web Content Accessibility Guidelines 2.1 ([WCAG 2.1](#)) set by the World Wide Web Consortium (W3C). This version is outlined in the Spanish standard [UNE-EN 301549:2019](#), which covers accessibility requirements for ICT products and services, as well as its subsequent update, [UNE-EN 301549:2022](#). However, efforts should be made to comply with the current version of [WCAG 3.0](#).

Both the centres and institutes of CSIC and ORGC must comply with all accessibility requirements detailed in the [Electronic Administration Portal \(PAE\)](#) when developing or maintaining portals, as well as with current regulations on the accessibility of websites and mobile applications in the public sector ([RD 1112/2018](#)). Furthermore, both in the contracting and internal development of these portals, their compatibility with adapted resources (such as screen readers, etc.) must be considered.

The **contents of web portals and mobile applications** that must fulfil **accessibility requirements** are:

- Textual and non-textual information (images, etc.).
- Documents and forms that can be downloaded (PDF, etc.).
- Multimedia content available online.
- Other forms of interaction between the interested party and the website or mobile applications, for example, the processing and completion of digital

forms, as well as associated processes such as identification, authentication, signature, and payment.

These obligations must be fulfilled regardless of the technological platform used. Therefore, temporary multimedia content generated by CSIC and disseminated through other platforms, such as YouTube, Facebook, Twitter, etc., must also meet accessibility requirements.

Users will be able to obtain information on the accessibility requirements of a website or mobile application through the accessibility statement that the obligated entities are required to prepare and publish. CSIC **accessibility statement**, prepared in accordance with the European model approved by [Implementing Decision \(EU\) 2018/1523](#), will be available on the intranet. In addition, through the [complaints and suggestions mailbox of CSIC](#) or its institutes, it is possible to request information on the accessibility requirements of the web portals, report possible breaches of accessibility requirements, inform of any difficulty in accessing the content, or make any other query, complaint, or suggestion regarding the accessibility of CSIC websites (corporate and those of the institutes) and mobile applications that are developed in the institution.

Moreover, the acquisition of **accessible technologies**, such as adapted keyboards, screen readers, or any other hardware or software device, depending on needs, must be requested from the management of each institute or from the User Support Centre (CAU) in the case of CSIC ORGC, which will be referred to the unit where the necessary purchase will be made. This information will be made available on the CSIC intranet, allowing persons with disabilities to request it and thereby enhance visual and auditory accessibility. This service will ensure that everyone has access to the technological tools necessary to carry out their work efficiently.

VI.5. Adapted scientific equipment

The Deputy Vice-Presidency for Scientific Programming (VAPC/VICYT) has modified the **2025 FAS (Support Fund for Scientific-Technical Services) call, explicitly stating** that these grants may be used for the acquisition of equipment, accessories, or adaptations to existing equipment in services registered in the CSIC Catalogue of Scientific-Technical Services, for use by employees with disabilities who require them.

VI.6. Monitoring

It is advisable that the effectiveness of measures adopted for employees with disabilities at CSIC, as well as their effective inclusion in the work environment, be periodically evaluated. As an example of a measure to adopt, the SGARH plans to conduct a survey targeting employees with disabilities to identify the implementation of any pending workspace adaptations and to assess their integration into the workplace.

Additionally, in CSIC centres and units, the directorate and management, together with the designated reference persons, in coordination with the SGARH, will be responsible for monitoring the measures adopted concerning their centre's staff and will promote an inclusive and respectful environment, in which the work of persons with disabilities is valued, enhancing their visibility and ensuring their full integration into the daily life of the Institute.

VII. INTERNAL COMMUNICATION CHANNELS

It is advisable that the management of the institute or centre onboarding employees with disabilities, especially those with intellectual disabilities, appoints a **person responsible** for collecting their demands and needs. This person, in collaboration with man-

agement, will serve as the primary point of contact, providing active listening and support to guide and address any demand or issue.

Contacts are available in Annexe II of the protocol, where queries related to employees with disabilities can be sent.

VIII. DISABILITY TRAINING AND AWARENESS-RAISING OF ALL EMPLOYEES

CSIC promotes an inclusive organisational culture through **awareness-raising, sensitisation, and training of all employees**. As a research institution, CSIC can leverage its scientific resources to foster a deeper understanding of what it means to live with a disability.

Awareness-raising and sensitisation seek to inform all employees about the barriers and difficulties that employees with disabilities may encounter in their professional development, as well as the importance of empathy and collaboration when working with new colleagues who require it.

This awareness-raising and sensitisation is achieved through **thematic campaigns**, which focus on particular times of the year coinciding with some circumstance (for example, by announcing special dates, such as December 3, International Day of Persons with Disabilities) and also through **specific campaigns**.

It is important that all employees are aware of and sensitive to needs related to the disabilities of their colleagues. In this way, it is easier to seek support mechanisms and solutions to any difficulties that may arise, especially during the first days after starting work, thereby facilitating the real and effective integration of these employees into the institution.

Some measures at CSIC

- [CSIC Conference of Inclusive Science](#).
- Inclusion of a section on disability in the Equality training courses given within the framework of the **CSIC Training Plan**.
- All employees will be provided with a specific 15-hour training course on **Integrating people with intellectual disabilities into the workplace**, to be completed on the MOODLE platform.
- New course in the Training Plan **“Accessibility in Scientific Culture Activities”** proposed by VACC in collaboration with Fesorcam, Plena Inclusión, and Once.
- [Manual of Good Practices for the Inclusion of Disability](#), prepared by the Equality Committee of the ICMM.
- **CSIC’s Sustainability Plan** establishes that it will prepare and disseminate a manual of good practices that will include the issue of accessibility.

Annexe I. Acronyms

AGE	General State Administration
BIEMCSIC	Emotional Well-being Program
CA	Certificate of Aptitude
CSIC	Spanish National Research Council
RA	Risk Assessment
FAS	Support Fund for Scientific-Technical Services
GTDIS	Working Group on Disability
IAP	Workplace Adaptation Report
ICU	Institutes, Centres, and Units
ORGC	Corporate Organisation
PAI	Infrastructure Support Programme
ORP	Occupational Risk Prevention
ME	Medical Examination
SGAI	Deputy General Secretariat for Information Technology
SGAOI	Deputy General Secretariat for Infrastructure and Works
SGARH	Deputy General Secretariat for Human Resources
ICT	Information and Communication Technologies
VACC	Deputy Vice-Presidency for Scientific Culture and Citizen Science
VAPC	Deputy Vice-Presidency for Scientific Programming
VICYT	Vice-Presidency for Scientific and Technical Research

Annexe II. Contact details

Contact details	Email & intranet	Telephone
Personnel Management Service (SGARH)		
Civil Servant Personnel Management Service <i>Head of Service: M. Jesús Almenara</i>	gesfun@csic.es	91 5681875
Labor Personnel Management Service <i>Head of Service: Myriam Casado</i>	gestion_laboral@csic.es	91 5681599
Grantee Program Service <i>Head of Service: Cristina de Pedro</i>	programas_subvencionados@csic.es	91 5681855
Occupational Risk Prevention (SGARH)		
Head of the ORP Area	jefatura.areaprl@csic.es area.prl@csic.es	91 5681921
Health Surveillance Unit		91 5681931
Nursing	v.salud@csic.es	91 5681932
Prevention Services		
Head of Service for Cataluña and Baleares	sprl.bcn@csic.es	93 8876030
Head of Service for Granada	sprlgranada@csic.es	95 8181600
Technician responsible for Madrid	spsl.madrid@csic.es	91 5681928
Head of Service for Sevilla	sprlsevilla@csic.es	95 4232349
Head of Service for Valencia	sprlvalencia@dicv.csic.es	96 3622757
Head of Service for Zaragoza	sprl.zaragoza@csic.es	976 469718
Head of Service for Norte-Galicia	sprl.norte-galicia@csic.es	986 598483
Building Accessibility		
Deputy General Secretariat for Infrastructure and Works (SGAOI)	sgoi@csic.es	91 5681783
Web Accessibility and ICT Devices		
Deputy General Secretariat for Information Technology (SGAI)	sgai@csic.es https://sgai.csic.es https://intranet.csic.es/documentos2	91 5684321
Scientific Activity		
Deputy Vice-Presidency for Scientific Programming (VAPC-VICYT)	unidad.convocatorias@csic.es https://intranet.csic.es/programacion-cientifica	91 5681985
Deputy Vice-Presidency for Scientific-Technical Areas (VAAC-T-VICYT)	msoledad.alvarez@csic.es vaact@csic.es	91 5668858
Postgraduate and Specialisation Department (DPE/VICYT)	dpe@csic.es y jaeintro@csic.es https://intranet.csic.es/group/i2-intranet-corporativa/becas-csic	91 5681504
Internationalisation and Cooperation		
Vice-Presidency for International Relations (VRI)	internacional@csic.es programas.europeos@csic.es ; vri@csic.es https://intranet.csic.es/proyectos-europeos	91 5681985
Data protection		
Legal Advice	ajur@csic.es	91 5681559 - Int. 444559
Inclusive Dissemination		
Deputy Vice-Presidency for Citizen Science and Inclusive Science (VACC) <i>Carmen Lafuente</i>	inclusion@csic.es	91 5681596

Annexe III. Document repository

All relevant documentation, including this protocol, will be available on the intranet:

Disability Icon

<https://intranet.csic.es/discapacidad>

PROTOCOL FOR THE ONBOARDING AND SUPPORT
OF **EMPLOYEES WITH DISABILITIES** AT CSIC