



MINISTERIO  
DE CIENCIA, INNOVACIÓN  
Y UNIVERSIDADES



**CSIC**  
CONSEJO SUPERIOR DE INVESTIGACIONES CIENTÍFICAS

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

## SUMMARY FOR **EMPLOYEES WITH DISABILITIES**



“A Protocol  
**Made  
for You**”

## YOUR ONBOARDING AT CSIC

### Before Joining

- If you are a person with a disability, you can access public service employment through specific recruitment processes for persons with disabilities, through the reserved quota in general recruitment processes, or without having to disclose your disability.
- **The institution** ensures compliance with Article 11 of Royal Decree 2271/2004. To support your access to CSIC, several measures are in place:
  - **Reasonable accommodations in selection tests.**
  - **Order of preference.**
  - **Reserved fellowships** in the JAE Intro and JAE Intro ICU calls.
- CSIC is committed to ensuring equal opportunities and will adapt the work to enable you to perform your role under the same conditions as anyone else. To achieve this, job risk assessments will be carried out and the necessary

measures will be taken to ensure your safety and comfort at work.

- In addition, your privacy will be respected: your health data will be protected, and access to information about your disability will be limited.

### Taking Up Your Position / Formalising Your Contract

- From the moment you take up your position or formalise your contract, the Deputy General Secretariat for Human Resources (SGARH) will provide you with all the relevant information on tax matters (such as the IRPF reduction), occupational medical check-ups, and other related topics.
- The documentation for civil servants is available at: <https://intranet.csic.es/personal-funcionario/toma-posesion>. The documentation for other employees is kept up to date and included in

the information sent to the centres.

- **Support for persons with intellectual disabilities.** To help you adapt to your position, **support will be provided through specialised associations.**

### Your First Days at CSIC

- It is recommended that your centre's management designate **a reference person to support your onboarding and accompany you**, providing you with the necessary information about your position.
- This person will **provide you with the documentation** (the CSIC welcome booklet and the ICU welcome booklets) and any other relevant information.
- They will also inform you about **occupational risk prevention matters** and accompany you in case of an emergency.

# SUMMARY OF THE PROTOCOL FOR THE ONBOARDING AND SUPPORT OF EMPLOYEES WITH DISABILITIES

## Adaptation of Your Workplace

- **The Occupational Risk Prevention Services (ORP), in collaboration with the directorates,** managers and unit heads of the centre where you join, and with the support of the designated public employee (EPD) or another staff member responsible for occupational risk prevention, will inform you of the steps to follow to ensure the specific and flexible adjustments needed in the workplace adaptation process and the medical evaluation, according to your individual needs.
- The protocol clearly explains the steps to follow to carry out the necessary adaptations.
- In some cases, for more specific adaptations, you may receive advice from specialised associations or from specialised technical staff.



## If you have an intellectual disability, the adaptation will follow specific guidelines

- **Documentation may be sent by email or in paper format,** depending on your preference.
- **A first interview will be held** to learn about your work experience, skills, and needs, **with the option of being accompanied by a family member or an employment support person, if you wish.**
- **It is recommended that you carry an identification card** with your details and important contacts.
- **You will be given your work schedule and tasks** in writing to make them easier to understand and organise.
- **Your assigned tasks will be evaluated,** according to your situation and abilities, with regular follow-up to ensure that you feel comfortable with them.
- **You will receive support** throughout the adaptation period until the final report on your working conditions is completed.
- **Self protection plans:** if you work at a switchboard, emergency instructions will be adapted to ensure they are clear and easy to understand.

## SUPPORTING EMPLOYEES WITH DISABILITIES THROUGHOUT THEIR WORKING LIFE

### Working Conditions

At CSIC, we want to support you throughout your working life, making sure you have an accessible and comfortable work environment. Your well being is our priority!

Here are **some of the measures** that we have implemented to make your working life easier:

- **Flexible working hours.**
- **Remote work.**
- **Transfer to another centre.**
- **Psychological and emotional support.**

### Adapted Training

We are here to support your training and make sure you have the tools you need to grow in your career. Your development matters to us!

Here are some of the measures already implemented:

- Preferential access to the **CSIC Training Plan**.
- **Necessary adaptations.**

- **Specific courses for persons with disabilities.**

### Accessibility in Buildings

The institution is working on adapting our buildings to accessibility regulations, recommending the review of architectural barriers in areas such as ramps, elevators, restrooms, parking spaces, and work areas, as well as issues related to visual and tactile signage or adequate lighting, among others.

### Digital Accessibility

- All CSIC portals and applications must **comply with WCAG accessibility standards**.
- Digital content (websites, videos, forms, etc.) must be reviewed to ensure that you can easily access it.
- Any problem with digital accessibility can be reported through the **complaints and suggestions mailbox**.
- **Accessible Technology:** you can request the acquisition of accessible technologies (adapted keyboards, screen readers, etc.), either

We continue working moving forward so that everyone can carry out their work on equal terms. That is why at CSIC we are constantly taking measures to ensure your full accessibility

through the management of each institute or via the ORGC help desk (CAU), depending on the case.

## Adapted Scientific Equipment

The **FAS (Support Fund for Scientific and Technical Services)** Call has been updated to allow, at the request of employees with disabilities, these funds to be used for the purchase of equipment, accessories, or the adaptation of existing equipment in services registered in the CSIC Catalogue of Scientific-Technical Services, thereby ensuring a more accessible and functional environment.

### CSIC works to:

- Foster an accessible and respectful work environment where all people, regardless of their abilities, can fully develop their potential
- Guarantee equal opportunities and non-discrimination
- Provide the necessary support and resources for inclusion

## FOLLOW-UP AND SUPPORT

**At CSIC, we want to make sure that your work is valued and that your integration into the life of the institute is complete.**

To this end, the directorates and managers, together with your reference persons and the Deputy General Secretariat for Human Resources (SGARH), will carry out regular follow-up on the measures adopted for your integration and the adaptation of your workplace, ensuring that you receive the support you need.

### Internal Communication

The reference person designated by the management of your institute or centre will listen to your needs, provide support, and help you resolve any concerns.

**Do you have questions or suggestions?** Contact your management or use the internal channels indicated in Annex II of the Protocol for the Onboarding and Support of Employees with Disabilities. There you will find all the contacts you can turn to for any queries related to your well-being and development at the centre. **We are here to help you!**



## DISABILITY AWARENESS AND TRAINING

At CSIC, we are working continuously to **achieve an inclusive and respectful professional environment**. To this end, several **awareness, sensitisation, and training measures for all employees** have been implemented.

Some of these measures –such as the organisation of the Inclusive Science Conference, the section on disability included

in Equality training courses, the course on the integration of persons with intellectual disabilities in the workplace (available on the MOODLE platform), the accessibility training modules of the Sustainability Plan, and other initiatives– **are strengthening CSIC's commitment to the real and effective inclusion of persons with disabilities.**

“  
Together, all  
employees will build a  
work environment where  
diversity is valued, inclusion  
is a reality, and each person  
can develop their talent  
on equal terms  
”

The Protocol for the Onboarding and Support of Employees with Disabilities, along with all relevant documentation, is available in the following section of the intranet:



**Disabilities**

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

As well as in the CSIC FACILITA section of [csic.es](https://csic.es)

