

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

SUMMARY FOR ALL EMPLOYEES AT CSIC, SPECIFICALLY FOR
**DIRECTORATES, MANAGEMENT AND ONBOARDING
AND HUMAN RESOURCES SUPPORT TEAMS**



PROCEDURES FOR THE ONBOARDING OF EMPLOYEES WITH DISABILITIES

The institution supports the professional integration of employees with disabilities through **various measures**:

Before Onboarding

- **Reasonable accommodations** are guaranteed in **selection tests**.
- **Priority in the allocation of positions** is established on the grounds of disability.
- **A reserved quota for persons with disabilities** is included in recruitment calls.
- **Quotas** for persons with disabilities are reserved in several **grants and fellowships**.

Upon Taking the Position / Formalising the Contract

The Civil Servant and Labour Personnel Management Services of the Deputy General Secretariat for Human Resources (SGARH) will contact employees entering through the disability quota to inform them of the following:

- **Personal income tax (IRPF) reduction**.
- Option to undergo a **voluntary medical check-up** to assess any potential need for workplace adaptation.
- Possibility of receiving **support** from **specialised associations** for persons with intellectual disabilities.

Your First Days at CSIC

- A **personalised welcome** will be provided. It is recommended that the management of the institute or centre **appoint** a contact person to provide support. This person will hand over the **Welcome Manual** (CSIC/ICU) and inform the new employee about the available **occupational risk prevention** training capsules.
- For employees with intellectual disabilities, the protocol includes specific guidelines to ensure a welcoming experience and full inclusion in the workplace.



Some Recommendations for Working with Employees with Intellectual Disabilities

- Treat them with empathy and respect, reinforcing their achievements.
- Speak slowly, using short and clear sentences.
- Make sure they fully understand their responsibilities.
- Listen without interrupting and give them time to express themselves.
- Adapt to their work pace and allow breaks if needed.
- Provide visual aids and encourage them to take notes of instructions.
- Teach tasks in a structured way, ensuring they are clearly understood.
- Anticipate unexpected situations and provide clear guidance on how to act.
- Explain the rules so they can incorporate them into their daily routine.

Adaptation of the Workplace

The Occupational Risk Prevention Services (ORP), in collaboration with the directorates, management teams, and unit heads of the centre where the person is joining, and with the support of the designated public employee (EPD) or another staff member responsible for occupational risk prevention, will inform the employee of

the procedure to be followed in order to ensure specific and flexible adjustments in the workplace adaptation process, as well as the medical assessment, according to their individual needs.

Specific Adaptations: The protocol outlines the specific adaptations available for employees with intellectual disabilities and other disabilities requiring tailored measures.

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

SUPPORTING EMPLOYEES WITH DISABILITIES THROUGHOUT THEIR WORKING LIFE

Working Conditions

The following measures are recommended by the Deputy General Secretariat for Human Resources (SGARH) to support the professional life of employees with disabilities:

- **Flexible working hours.**
- **Remote work.**
- **Possibility of transferring to another centre** for reasons such as legal guardianship, family reunification, or economic or safety concerns.
- **Psychological and emotional support.**

Accessibility in Buildings

CSIC continues progress in creating an inclusive and accessible work environment for everyone.

- The **Deputy General Secretariat for Buildings and Infrastructures (SGOI)** establishes as a strategic objective the improvement of physical, lighting, and digital accessibility in CSIC buildings, through actions that enable the adaptation of workplaces.
- The **CSIC Sustainability Plan (2024-2026)** establishes as a strategic objective the improvement of physical, lighting, and digital accessibility in CSIC buildings, through actions that enable the adaptation of workplaces.

- The **Infrastructure Support Programme (PAI)** includes the possibility to **apply for funding** for accessibility-related projects.

Digital Accessibility

- The **CSIC Sustainability Plan (2024-2026)**, as well as the **CSIC Strategic ICT (2024-2026)**, include measures related to digital accessibility.
- **All CSIC portals** must comply with minimum requirements of the **WCAG 2.1** standard, with the aim of even meeting the criteria of **WCAG 3.0**.
- Both the corporate and institute-specific portals, as well as temporary multimedia content generated by CSIC on other technological platforms (YouTube, Facebook, X, etc.) must ensure the accessibility of textual and non-textual information, downloadable documents, multimedia content, and other forms of interaction such as online digital forms or processes like identification, authentication, signature, and payment.
- **Accessibility requirements:**
 - They are detailed in the **Electronic Administration Portal (PAE)**.
 - Both in the development and procurement of CSIC websites, **compatibility with assistive technologies** must be taken into account.

- CSIC's **Accessibility Declaration** is available on the intranet.
- The **Suggestions and Complaints Box** may be used to request information on accessibility requirements, to report any non-compliance or difficulties in accessing content, or to submit any other queries, complaints, or suggestions concerning the accessibility of CSIC websites (both corporate and institute sites) and any mobile applications developed by the institution.
- **Accessible Technology:** Requests for the acquisition of accessible technologies (e.g. adapted keyboards, screen readers, etc.) may be submitted, as appropriate, to the management of each institute or to the ORGC Helpdesk (CAU).

Adapted Scientific Equipment

The **FAS (Support Fund for Scientific and Technical Services) Call**, has been amended by the Deputy Vice-Presidency for Scientific Programming (VAPC/VICYT) to explicitly include the possibility of using these funds for the acquisition of new equipment, accessories, or the adaptation of existing equipment in the services listed in the Catalogue of CSIC Scientific and Technical Services, for use by staff with disabilities who may require it.

FOLLOW-UP AND SUPPORT

It is recommended that the effectiveness of the measures implemented to promote the inclusion of staff with disabilities be regularly assessed:

- **Centralised evaluation:** As an example of an action to be implemented, the Deputy General Secretariat for Human Resources (SGARH) is planning to conduct a survey targeting staff with disabilities to identify any outstanding workplace adaptations and to assess their integration into the workplace.
- **Monitoring at institute level:** At each centre and unit, directors and managers, together with the designated reference persons, in coordination with the SGARH, will be responsible for monitoring the implementation of these measures.

Internal Communication Channels

- It is recommended that the management of the institute or centre hiring staff with disabilities – particularly in the case of persons with intellectual disabilities– appoint a **person responsible** for gathering their requests and needs. This person should act as a first point of contact, providing active listening and support to address any issues or questions that may arise.
- Annex II of the protocol includes the relevant **contacts** to which any queries regarding staff with disabilities can be referred.

DISABILITY AWARENESS AND TRAINING

CSIC fosters an **inclusive organisational culture** through the following actions:

- Use of CSIC's scientific resources to enhance understanding of disability.
- Raising awareness of the barriers and challenges faced by staff with disabilities.
- Promoting empathy and collaboration.
- Running targeted awareness campaigns (e.g. International Day of Persons with Disabilities).
- Increasing staff awareness of disability-related needs.
- Providing training on disability matters to all staff.
- Promoting the genuine and effective inclusion of employees with disabilities across the institution.

Some Measures at CSIC

- **Inclusive Science Conference at CSIC.**
- Inclusion of a **disability-related module in the Equality courses** offered at the CSIC Training Plan.
- A 15-hour training course on the **integration of persons with disabilities into the workplace**, available to all staff via the MOODLE platform.
- **New CSIC Training Plan course on "Accessibility in Scientific Culture Activities" developed**

by the Deputy Vice-Presidency for Scientific Culture (VACC) in collaboration with Fesorcam, Plena Inclusión and Once.

- Good Practices Manual for Disability Inclusion, **developed by the Equality Committee of ICMM (Institute of Materials Science of Madrid).**
- The **CSIC Sustainability Plan** includes the development and dissemination of a good practices manual addressing accessibility-related topics.

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



Disabilities

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

As well as in the CSIC FACILITA section of csic.es

