DISABILITY INCLUSION POLICY

Our policies and procedures are reviewed and refined regularly as part of our commitment to a flourishing workplace. While Inscape will communicate important updates, employees are trusted as stewards of their own journey and are encouraged to stay engaged with current policies.

INTRODUCTION

At Inscape, we recognise that every individual carries a unique design — an inherent dignity, purpose, and capacity to contribute meaningfully to the world.

Disability does not diminish this value. Rather, it often reveals where environments, systems, and assumptions fail to honour it.

As a redemptive organisation, we do not approach disability inclusion as a compliance requirement or an exception to standard practice. We approach it as a stewardship responsibility — to actively remove barriers, restore participation, and create conditions where every person can flourish.

This policy is therefore not only about accommodation. It is about care, ownership and the intentional design of an inclusive and life-giving environment.

Guided by our Redemptive Business Model, we commit to moving beyond "doing no harm" toward creative restoration through sacrifice — ensuring that persons with disabilities are not merely included, but meaningfully enabled to contribute and thrive.

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ABBREVIATIONS

Abbreviation	Meaning
AA	Affirmative Action
CFO	Chief Financial Officer
COO	Chief Operations Officer
DoL	Department of Labour
EE	Employment Equity
EE Committee	Employment Equity Committee
EEA	Employment Equity Act
EEP	Employment Equity Plan
HR	Human Resources
KPI	Key Performance Indicator
OHS	Occupational Health and Safety
PWD	Persons with Disabilities

DEFINITION OF TERMS

Term	Definition
Disability	A long-term or recurring physical, sensory, intellectual, or mental impairment which, in interaction with various barriers, may substantially limit a person's ability to perform essential job functions or participate fully in work or study environments.
Reasonable Accommodation	Any modification or adjustment to a job, work environment, or learning environment that enables a person with a disability to have equal access and participation, without imposing unjustifiable hardship on the organisation.
Unjustifiable Hardship	Significant difficulty or expense that would substantially impact the viability or operational functioning of the organisation.
Disclosure	The voluntary sharing of information by an individual regarding a disability for the purpose of accessing support or accommodation.
Redemptive Business Model	A redemptive business model integrates a mission-driven purpose into its core operations, reinvesting profits and resources to restore and uplift people and communities while creating sustainable value beyond financial returns.

1. PURPOSE

The purpose of this policy is to:

- Establish a redemptive, people-centred approach to disability inclusion
- Promote dignity, belonging, and meaningful participation for persons with disabilities
- Provide a clear framework for identifying and removing barriers
- Guide the provision of reasonable accommodation in a fair, consistent, and sustainable manner
- Ensure alignment with South African legislation, including the Employment Equity Act

2. SCOPE

This policy applies to all employees, potential employees, students, contractors, and visitors across Inscape's premises, including remote and workshop-based environments. It is applicable to both academic and non-academic activities, including events and off-site operations where Inscape has a duty of care.

3. PRINCIPLES

Inscape's approach to occupational health and safety is guided by the following principles:

3.1. Dignity and Inclusion

Every individual is recognised as a whole person, created with inherent worth and unique contribution. We commit to cultivating an environment where persons with disabilities experience belonging, respect, and meaningful participation.

3.2. Non-Discrimination and Equity

Inscape prohibits any form of unfair discrimination based on disability in recruitment, selection, promotion, training, development, or any other employment practice.

We actively work to remove systemic barriers and advance equitable participation in line with the Employment Equity Act.

3.3. Reasonable Accommodation

We are committed to making reasonable, appropriate, and practical adjustments to enable full participation of persons with disabilities. Where barriers exist, we act to remove them — even where doing so requires cost, effort, or change. "I sacrifice, we win."

Accommodation is approached relationally and collaboratively — seeking solutions that honour both individual needs and organisational sustainability.

3.4. Shared Responsibility and Stewardship

Disability inclusion is a shared responsibility:

- Leaders act as stewards of inclusive environments
- Employees engage openly and responsibly in the process
- HR provides guidance, structure, and compliance oversight

Together, we co-create a culture of accessibility, care, and mutual accountability.

3.5. Confidentiality and Respect

All disability-related information is treated with strict confidentiality, sensitivity, and respect.

Information will only be shared where necessary and with consent, to enable appropriate support.

4. PROCESS

Inscape fulfils its legal obligations in terms of the Occupational Health and Safety Act through formal appointments and clearly defined accountability structures.

4.1. Disclosure and Engagement

Employees or candidates are encouraged (but not obligated) to disclose disabilities where support or accommodation is required.

Disclosure should be made to HR or the relevant line manager, initiating a supportive and confidential engagement process.

4.2. Reasonable Accommodation Process

The accommodation process includes:

- Understanding the individual's needs and functional limitations
- Assessing job or academic requirements
- Identifying appropriate adjustments collaboratively
- Evaluating feasibility and impact
- Agreeing on and implementing reasonable solutions

Medical or professional documentation may be requested where necessary to inform appropriate support.

4.3. Workplace and Learning Environment Accessibility

Inscape is committed to progressively improving accessibility across:

- Physical environments (buildings, facilities)
- Digital platforms and learning systems
- Teaching, assessment, and work processes

Accessibility is approached as an evolving journey of continuous improvement.

4.4. Ongoing Support and Review

Accommodation is not a once-off intervention.

Regular review and dialogue ensure that support remains relevant, effective, and aligned with changing needs.

5. PROCEDURE

5.1. Proactive Barrier Identification

The People Cluster and line managers are responsible for continuously identifying and addressing barriers within work environments, systems, and team practices.

5.2. Disclosure and Invitation to Engage

Employees are invited, but not required, to disclose disabilities where support is needed. The People Cluster ensures safe, confidential, and respectful processes.

5.3. Relational Engagement

The People Cluster facilitates a conversation with the employee and line manager to understand barriers, clarify role requirements, and explore support needs.

5.4. Co-Creation of Solutions

Support measures are co-created and may include adjustments to work methods, flexibility, tools, or processes.

5.5. Decision and Stewardship

The People Cluster, in partnership with leadership, determines appropriate support based on effectiveness, sustainability, and dignity.

5.6. Implementation

Line managers, supported by the People Cluster, are responsible for implementing agreed measures.

5.7. Review and Ongoing Care

Support measures are reviewed regularly to ensure continued effectiveness and alignment with employee needs.

5.8. Escalation

Concerns may be escalated through the People Cluster for further review in line with internal governance and applicable legislation.