

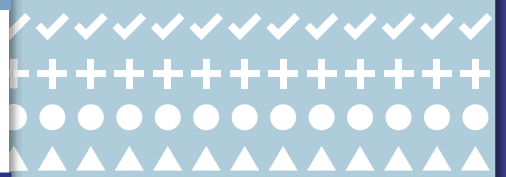
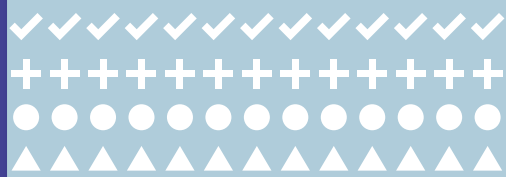


# CHECK LIST

*Handi-welcoming*

EVALUATE YOUR PRACTICES

Luxembourg's leading network for Corporate Responsibility



# CHECK LIST

*Handi-welcoming*

The issue of disability in companies is a complex one on which IMS Luxembourg has been actively involved since 2017. Through a working group, we have been able to have regular discussions with committed employers which have led us to formulate this checklist and to share it with you. This will allow your company to situate itself in the process of inclusion of disability in the company, but also to find inspiration to introduce good practices and continue to move towards better inclusion of people with disabilities (PWD). It is intended to evolve into a more comprehensive tool. If you are interested in joining the group, please contact IMS.

*Do you have other practices to share? Please fill in the provided boxes and feel free to share them with us on the [Diversity Charter website](#).*



## ▶▶ YOUR DETAILS

FIRST NAME:

SURNAME:

COMPANY:

PHONE:

E-MAIL:

Recruitment & Careers



Accessibility of the environment



Regulatory framework



Employability



Management



Performance



Access to the themes

# Recruitment & Careers



## CHECK LIST

*Handi-welcoming*

The aim is to take into consideration the specificities and needs of people with disabilities in terms of recruitment, induction and integration within the company, in order to promote their employment.

### *In our company, it is important to:*

1. Publish inclusive job advertisements that mention that the position is open to people with disabilities, use easy language, mention success stories, highlight any special arrangements
2. Give as much detail as possible about the position to be filled and the precise tasks expected (what is expected of the people, what will they be doing, what they will need to do it, etc.)
3. Proactively analyse, by profession, the different possibilities of adaptation for certain types of disability, and raise in-house awareness
4. Publish job offers via different channels (in-house, by co-option, on the internet, etc.) to reach a diverse audience
5. Send job offers to specialised organisations and ADEM, and remember to tick the box opening your offer to PWD
6. Ask if any adjustments are needed to the interview process, in terms of location, timing, etc. (e.g. as contact is made)



# Recruitment & Careers



## CHECK LIST *Handi-welcoming*

The aim is to take into consideration the specificities and needs of people with disabilities in terms of recruitment, induction and integration within the company, in order to promote their employment.

### ***In our company, it is important to:***

- 7.** Train recruiters on disability issues  
*(e.g. a recruiter is not allowed to ask a candidate about his/her disability, but should instead ask them what accommodations are necessary to be hired)*
- 8.** To be able to encourage the candidate in the recruitment process, through his/her diplomas, past experience, professional skills/abilities, their motivations and personal skills
- 9.** Adapt recruitment methods  
*(e.g. experimenting with recruitment by simulation)*
- 10.** Encourage different forms of recruitment and employment: training, voluntary work, fixed-term contracts, etc.
- 11.** Know and establish contacts with professionals, such as specialised doctors, ergonomists, psychologists, associations, etc., in order to be able to draw on a network of expertise if necessary
- 12.** Take an interest in events such as DuoDay, Diversity Day, which showcase alternative hiring processes



*Other practices to share?*



*If you have ticked at least **3** boxes in this category, you get a bonus point (+1) which you can add to your score.*

**YOUR "RECRUITMENT & CAREERS" SCORE:**

**/12**



LE GOUVERNEMENT DE LA WALLONIE  
LES DÉPARTEMENTS DE CANTONNEMENT  
ARRONDISSEMENT DE BRUXELLES  
ARRONDISSEMENT DE LIÈGE



LE GOUVERNEMENT DE LA WALLONIE  
LES DÉPARTEMENTS DE CANTONNEMENT  
ARRONDISSEMENT DE BRUXELLES  
ARRONDISSEMENT DE LIÈGE



FONDS  
SOCIAL  
EUROPÉEN  
croissance  
emploi



Avec le soutien de  
l'Union européenne

# Accessibility of the environment

The aim is to take into account the specificities and needs of people with disabilities regarding the accessibility, i.e. to implement elements that work together to promote the autonomy and participation of these people. This includes places, living environment, services, products and activities.

*In our company, we have been working on accessibility for the greatest number of people:*

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Of our buildings and/or spaces and traffic</li> <li>2. Of nearby transport used by our stakeholders</li> <li>3. Of working timetables</li> <li>4. And on the adaptability of jobs at recruitment and for job retention</li> <li>5. By entrusting an employee or an internal team with a support mission</li> </ol> | <ol style="list-style-type: none"> <li>6. Of working tools and/or communication materials</li> <li>7. Of teaching materials</li> <li>8. By producing practical sheets describing the jobs and the details of each task</li> <li>9. By raising the awareness of teams, management and security personnel</li> </ol> |
|--|--|



*Other practices to share?*



If you have ticked at least **2** boxes in this category, you get a bonus point (+1) which you can add to your score.

**YOUR "ACCESSIBILITY OF THE ENVIRONMENT" SCORE:**

**19**

# Regulatory framework

This includes consideration and knowledge of the situation, protection measures, discrimination, legal norms that affect people with disabilities.

## CHECK LIST *Handi-welcoming*

### In our company, we take care to:

1. Know the legal and regulatory requirements
2. Make our employees/teams aware of the regulatory framework and legal requirements through internal communications and/or dashboards
3. Meet legal and regulatory requirements (link: [\(Handi\)Cap Emploi: Practical guide to disability in the workplace](#))
4. To be aware of the benefits of aid for integration procedures (accessibility, facilities, transport, etc. + link with ADEM) and to make our employees benefit from them



Other practices to share?



If you have ticked at least 1 boxes in this category, you get a bonus point (+1) which you can add to your score.

YOUR "REGULATORY FRAMEWORK" SCORE:

/4

# Employability

It is about taking into account the specificities and needs of people with disabilities in terms of their ability to acquire and maintain the skills needed to remain in work or to adapt to new forms of work.

**In our company, it is important to:**

- |   |  |
|---|--|
| <p><b>1.</b> Formalise the characteristics of our company's job retention policy</p> <p><b>2.</b> Send our job retention policy to teams and employees</p> <p><b>3.</b> Inform, share and communicate with the different internal and external stakeholders regarding disability inclusion in companies</p> | <p><b>4.</b> Question, evaluate and report on internal job retention practices, to better understand them and provide support and improvement if necessary</p> <p><b>5.</b> Ensure internal mobility and support the professional reintegration of employees</p> <p><b>6.</b> Ensure that the position held is appropriate to the needs/expectations of the employee who occupies it by various means: annual interviews, questionnaire, training plan, etc.</p> |
|---|--|



*Other practices to share?*



If you have ticked at least **2** boxes in this category, you get a bonus point (+1) which you can add to your score.

**YOUR "EMPLOYABILITY" SCORE:**

**16**

# Management



## CHECK LIST

*Handi-welcoming*

It is about considering the specificities and needs of people with disabilities in terms of management and organisation by implementing human and material means. This may involve training, awareness-raising, values, support, etc.

### *In our company, it is important to:*

- 1.** Train managers and teams on the subject of disability and inclusion through seminars, welcome booklets, awareness-raising films, etc.
- 2.** Encourage teams to support the inclusion of people with disabilities
- 3.** Set up a mentoring system or a person responsible for the person, such as a “sponsor”
- 4.** Provide for a follow-up of the integration and the taking up of the post in case of internal mobility
- 5.** Ensure that the company’s values promote inclusion in the company’s management practices
- 6.** Communicate and discuss with (and between) teams about disability and inclusion internally and externally



# CHECK LIST

*Handi-welcoming*

# Management

It is about considering the specificities and needs of people with disabilities in terms of management and organisation by implementing human and material means. This may involve training, awareness-raising, values, support, etc.

**In our company, it is important to:**

- 7. Set up internal and external partnerships (identify organisations, enable meetings, use the inclusion assistant, make in-house initiatives visible, etc.)
- 8. Promote discussion on societal issues
- 9. Promote the steps taken and the results of attracting these candidates through inter-company actions
- 10. Encourage employees to declare and have their disability recognised in order to support them better
- 11. Raise awareness and train teams in-house on the various departments and functions
- 12. Track absences and re-entry
- 13. Formalise established procedures



*Other practices to share?*



If you have ticked at least **3** boxes in this category, you get a bonus point (+1) which you can add to your score.

**YOUR "MANAGEMENT" SCORE:**

**/13**

# Performance

It is about considering the specificities and needs of people with disabilities in terms of performance. It is an essential part of the company. Diversity is a lever for this. It allows an improvement in the results and efficiency of the company.

***In our company, it is important to:***

- |   |  |
|---|--|
| <p><b>1.</b> Measure performance by taking the diversity of profiles into account (collective performance, etc.)</p> <p><b>2.</b> Address employee performance from a progression perspective</p> <p><b>3.</b> Provide the same assessment procedures for all employees, based on competences</p> | <p><b>4.</b> Tap into new markets or our traditional markets through disability/diversity awareness</p> <p><b>5.</b> Choose individual and collective worker assessment methods</p> <p><b>6.</b> Take the possible adaptation of workstations or the disability situation into account</p> |
|---|--|



*Other practices to share?*



*If you have ticked at least **3** boxes in this category, you get a bonus point (+1) which you can add to your score.*

**YOUR "PERFORMANCE" SCORE:**

**16**

# CHECK LIST

*Handi-welcoming*



Enter your scores for each theme in the boxes and calculate your final score.

So, are you :

- **Ready to go?**
- **On the right track?**
- **Committed?**

To find out, see the following pages.



## THE THEMES DEALT WITH

<b>Recruitment &amp; Careers</b>		<input type="text"/>	/ 12
<b>Accessibility of the environment</b>		<input type="text"/>	/ 9
<b>Regulatory framework</b>		<input type="text"/>	/ 4
<b>Employability</b>		<input type="text"/>	/ 6
<b>Management</b>		<input type="text"/>	/ 13
<b>Performance</b>		<input type="text"/>	/ 6

**CALCULATE YOUR FINAL SCORE**  / 50

- **READY TO GO?**
- **ON THE RIGHT TRACK?**
- **COMMITTED ?**

# CHECK LIST

*Handi-welcoming*

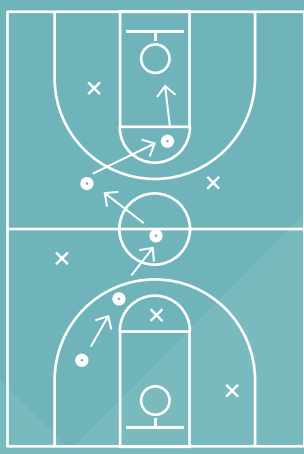
## ▶▶ INTERPRETATION OF SCORES

YOU HAVE OBTAINED :

**BETWEEN 5 AND 20 POINTS**



# READY TO GO



The subject of disability is new to your company.

You are in the discovery phase. However, you are interested in the subject and the first initiatives have been put in place.

A recommendation? Go back to the list of different actions to be carried out, consider which ones fit your organisation and your priorities, and set yourself new challenges for the coming year!

Another piece of advice is to take a global approach, try to tick at least one box in each category per year, so that you are out of the starting blocks and ready for the race for inclusion of people with disabilities.





## INTERPRETATION OF SCORES

YOU HAVE OBTAINED :

**BETWEEN 21 AND 40 POINTS**



# ON THE RIGHT TRACK



You are on the right track!

Your organisation has adopted certain actions in favour of the inclusion of people with disabilities. Your company is active in integration and has reached a certain level of rigour and investment. It's decided, you're going to look into it more in order to join the more seasoned ones, and be able to become examples to follow.

**A word of advice:** look again at the list of actions to be carried out, try to complete an entire category and take inspiration from all the tools available (videos, publications, state aid, etc.).



# CHECK LIST

*Handi-welcoming*

▶▶ INTERPRETATION OF SCORES

YOU HAVE OBTAINED :

**BETWEEN 41 AND 50 POINTS**



## COMMITTED



Your company is committed.

You have ticked many boxes and carried out various actions, which shows your commitment to the inclusion of people with disabilities!

**A word of advice:** never rest on your laurels and always try to go further. In addition to being exemplary, your next mission will be to pass on the baton, to bear witness and share your good practices. Other organisations need you.



# CHECK LIST

*Handi-welcoming*

*Thank you for filling out in this list*



This will have made you realise that the subject is vast and the possibilities for action are numerous!

If you would like, together with other companies, to continue to develop the subject for you and your company, do not hesitate to join the companies involved in the Handi(cap) Employment project run by IMS Luxembourg.



If you have any questions or ideas, please contact the Diversity Charter ([www.chartediversite.lu/](http://www.chartediversite.lu/))



To find out more, consult our publications on the theme of disability available online and for download on the Diversity Charter website:



- Practical guide to disability in the workplace
- Handi(cap) employment: Putting it into practice in the company
- Bridges between companies and disabled people

