



## Abu Dhabi Excellence Award for People of Determination Inclusion – Damj Inclusive Employment Award Criteria

### Criterion 1: Inclusive Environment (25%)

#### 1. Accessible Physical Environment:

The organization must ensure that its internal facilities and surrounding workplace environments are designed and prepared in accordance with universal accessibility standards—such as UAE Universal Design Code. This should guarantee ease of access and use without barriers for POD in the workplace, and readiness for safe evacuation in emergency situations in line with occupational health and safety standards. The organization should also provide accessible parking spaces, restrooms, and appropriate signage and guidance systems for POD. In addition, it should offer assistive technologies and devices such as voice-assist tools, visual magnifiers, touch-control tools, wheelchairs, lifting devices, and other assistive technologies.

#### 2. Accessible Informational and Digital Environment:

The organization must ensure that POD in the workplace can easily access and use technological services, information, and educational resources (such as signage, websites, digital platforms, smart applications, social media channels, and communication tools) in alignment with international best practices. This includes providing user interfaces that are flexible and compatible with assistive technologies such as screen readers, voice control systems, touchscreens, specialized keyboards, eye-tracking devices, and others that facilitate effective digital access. Moreover, the organization should make information available in accessible formats—by converting documents, data, and images into Braille, large print, electronic or audio content, or sign language translation.

#### 3. Embedding an Inclusive Culture:

Embedding an Inclusive Culture through awareness and training of the organization's employees on the rights of POD in the workplace and how to engage with them appropriately, in a way that fosters a sense of belonging and enables them to carry out their duties effectively in the workplace.

#### 4. Results:

Measuring the organization's efforts in providing an inclusive work environment through perception surveys and performance indicators and using the results for continuous improvement. These may include but are not limited to: (Number of disability-related training sessions for employees, number of awareness campaigns or workshops on disability, level of compliance with international standards or the UAE Universal Design Code, level of compliance with international standards for digital accessibility, POD employees' satisfaction rate regarding the inclusive work environment)

## **Criterion 2: Inclusive Policies and Bylaws (35%)**

### **1. Employment Plans for POD:**

Developing recruitment plans/ strategies for POD that are aligned with job requirements and the type and degree of disability, in support of inclusive hiring. This includes ensuring the application of universal accessibility standards throughout all phases of recruitment and employment, and across all job advertisement platforms (digital, audio, visual, and in-person).

### **2. Inclusive Employment Policies and Bylaws:**

Establishing and implementing policies and bylaws that ensure equity, equal opportunity, and equality throughout the employment process (recruitment, selection, application, interviews, assessment, and training).

### **3. Safe Work Environment:**

Establishing and enforcing bylaws that ensure a safe environment and protecting them in the workplace against discrimination, abuse, neglect, or exploitation throughout all stages of employment.

### **4. Community Engagement and Partnerships:**

Enhancing the organization's societal role by forming partnerships and collaborations across the public, private, and third sectors, as well as with suppliers, to support the inclusion of POD within the organization and the broader community.

### **5. Results:**

Measuring the organization's efforts in establishing inclusive policies and bylaws through perception surveys and performance indicators and using the findings for improvements. Indicators may include but are not limited to: ((Percentage of POD employed in roles suited to their abilities, number of partnerships aimed at supporting POD and its outcomes, satisfaction of POD in the workplace regarding recruitment mechanisms, flexible work policies, fairness, and equality).

## **Criterion 3: Empowerment of POD in Work Environment (40%)**

### **1. Equal Access to Training and Capacity Building:**

Providing fair and equal opportunities for specialized training, ensuring accessible opportunities for skill development and qualifications enhancement for POD.

### **2. Equal Opportunities for Career Advancement:**

Ensuring fair and equal opportunities for professional development, career progression, and fair performance evaluation for POD in the workplace.

### **3. Reasonable Accommodation and Support Services:**

Providing the necessary reasonable accommodations (e.g., flexible work arrangements, allocated office space when needed) and supportive services (such as assistive devices, technologies, and personal assistance) to enable POD in the workplace to perform their duties and have inclusive access to the organization's services.

4. **Feedback Channels:**

Providing accessible channels to collect feedback, manage complaints and suggestions from POD in the workplace, and measure their perspectives and satisfaction.

5. **Communication and Community Participation:**

Creating opportunities for effective communication and community engagement for POD in the workplace and encouraging innovation and creativity within the organization to deliver solutions and services that promote the social inclusion of POD in the work environment.

6. **Results:**

Measuring the organization's efforts in empowering POD in the work environment through accessible perception surveys and performance indicators and using the findings to drive improvement. These may include, but are not limited to: (Percentage of POD in supervisory or leadership roles, number of specialized training sessions for POD employees, percentage of POD employees participating in community activities organized or attended by the organization, POD employees turnover rate, the number of innovative ideas related to services for POD in work environment, satisfaction of POD employees with their opportunities for career development and growth, training, evaluation, equal opportunity and treatment, equity, equality, reasonable accommodation, and supportive services.