

### **Reasonable accommodation in the work place:**

LNFOD is implementing a one year project under the United States Embassy Democracy and Human Rights Fund on the promotion of employment of persons with disabilities in the public and private sector. The objective of this project is to increase employment of people with disabilities through the application of reasonable accommodation by the employers. LNFOD is engaging with employers from different sectors of the economy, the Lesotho Employers Association and workers with disability to create awareness about rights of persons with disabilities in the workplace.

Reasonable Accommodation is the necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms”.

### **Employers, Managers and Supervisors can:**

1. Put in place policies and measures to afford persons with disabilities reasonable accommodation in the workplace
2. Inform the requestor of the process for responding to requests for reasonable accommodation.
3. Have Human Resource Managers trained on how to incorporate reasonable accommodation into their current recruitment policies and practices.

### **Employees with disabilities can:**

1. Request or make known to the employer or the Office of Human Resources their reasonable accommodation during the application process.
2. Request or make known their need for reasonable accommodation, to the employer, their supervisor, any manager in their reporting structure in their workplace.

### **EXAMPLES OF FORMS OF REASONABLE ACCOMODATION**

#### **Visual impairment**

- “Talking”, voice activated and other specialized software
- Visual augmentation devices (to increase the size of visuals and print, etc.)
- Braille machines to produce Braille documentation
- Large print and colour-contrasted written communication
- Evacuation procedures which take special needs into account

**Hearing Impairment:**

- Teletypewriters (including on the switchboard of any organisation)
- Sign language interpreters (colleagues can also be trained in sign language to provide easy communication within the workplace)
- Written communication (for example, at an interview where sign language interpreter is not available),
- Visual prompts on displays

**Mobility Impairment:**

- Access such as ramps, gates (next to man-trap gates), doors next to turnstiles and automatic doors
- Voice activated software for people who cannot type
- Provision to allow for personal assistants (not employees of the State) to assist the employee with their personal comfort needs in the workplace. These assistants cannot be tasked with any official work.
- Accessible office furniture (e.g. desks at the correct height, tilted desks, adequate knee room, etc.)
- Accessible Lifts

**Intellectual and psychological disability:**

- Job coaching
- Access to psychological counseling if required
- Allowing adequate timeframes for completion of tasks