



REPUBLIC OF KENYA

**THE NATIONAL TREASURY & PLANNING
WORKPLACE DISABILITY
MAINSTREAMING POLICY**

(2019-2023)

**DISABILITY MAINSTREAMING WORKPLACE POLICY
(2019- 2023)**

Title	The National Treasury Workplace Disability Mainstreaming Policy
Implementing Unit	Administration Department
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ABBREVIATIONS/ACRONYMS

DM	Disability Mainstreaming
DMC	Disability Mainstreaming Committee
HRM/D	Human Resource Management and Development
NCPWD	National Council for Persons with Disabilities
PWDs	Persons with Disabilities
TNT	The National Treasury
M & E	Monitoring and Evaluation
AIDS	Acquired Immuno-Deficiency Syndrome
EWDs	Employees with Disability
HIV	Human Immuno-Deficiency Virus
UNCRPD	United Nation Convention on the Rights of Persons with Disabilities
SNE	Special Needs Education
SDGs	Sustainable Development Goals
ICT	Information Communication and Technology
CRPD	Convention on the Rights of Persons with Disabilities
PSC	Public Service Commission

DEFINITION OF TERMS

Accessibility-	The design of products, devices, services, or environments for people with reduced mobility.
Adaptations –	Includes redesigning of tools, equipment, machines, workstations, work environment or adjustment in work schedules, sequence of work and breaking down work tasks to suit needs of officers with disabilities.
Affirmative Action -	Affirmative action includes any measure designed to overcome or ameliorate an inequity or the systemic denial or infringement of a right or fundamental freedom
Assistive devices –	Tools provided to persons with disabilities to assist them in employment, training, development and any other activities at the workplace.
Assistive Services -	They include services of a qualified interpreter for the deaf and a qualified guide for the blind
Disability -	Disability includes any physical, sensory, mental, psychological or other impairment, condition or illness that has, or is perceived by significant sectors of the community to have, a substantial or long-term effect on an individual's ability to carry out ordinary day-to-day activities
Discrimination –	To accord different treatment to different persons solely or mainly as a result of different abilities and disabilities, gender, youth, minority and marginalized.
Diversity -	Recognizing and embracing the contribution of people with differences in background, experience and perspectives
Empowerment -	A process through which the youth, Persons with Disabilities, minorities and marginalized, men, women acquire knowledge, skills and attitudes to critically analyze their situation and take appropriate action to change their status.
Equality -	Includes providing equal opportunities and enjoyment of all rights and fundamental freedoms to all irrespective of race, sex, pregnancy, marital status, health status, ethnic or social origin, color, age, disability, religion, conscience, belief, culture, dress, language or birth.
Equity -	Ensuring that everyone is treated in a fair manner, according to their individual needs and circumstances
External Mainstreaming:	Means adapting core functions of an Organization to respond to related needs of persons with disabilities (PwD) through responsive targets, policies and strategies. The external domain is the organization's mandate and routine work including the population it serves.

Impairment –	A physical or mental limitation, an injury, illness or congenital condition that causes or is likely to cause a loss or difference of physiological or psychological function.
Integration:	This occurs when issues and interventions related to disability are introduced into service delivery as a component without much regard for core business of an organization.
Internal mainstreaming:	This concerns Organizations' workplace, mainly the employees and internal procedures.
Mainstreaming -	It is the consistent integration of persons with disabilities in the design, implementation, monitoring and evaluation of policies, plans, programmes, activities and projects at all levels.
Personal assistant/guide:	A personal assistant, also referred to as personal aide is a person who assists a person with disability with their daily business or personal task. This can also be a Reader to a Blind person or a Sign Language Interpreter to a Deaf Person.
Reasonable accommodation:	Means 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
Universal design:	Means the design of products, environments, programs and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. Universal design shall not exclude assistive devices for particular groups of persons with disabilities where this is needed
Usability:	Usability is the ease of use and learnability of a human-made object such as a tool or device to achieve quantified objectives with effectiveness, efficiency, and satisfaction in a quantified context of use.

FOREWORD

The National Treasury and Planning is committed to the provision of necessary opportunities and services to persons with disabilities. The purpose of formulating this disability mainstreaming policy is therefore to ensure that the Ministry provides an environment where there is equality of opportunities and where employees with disability can enjoy a quality work experience.

This Policy has been formulated in line with the requirements of the Constitution (2010), Persons with Disabilities Act, 2003, the Employment Act and the Public Service Commission Code of practice for mainstreaming disability in the Public Service among other legal requirements. Further, the policy complies with local and international initiatives on disability mainstreaming and provides clear guidelines regarding the position of the Ministry with regard to non-discriminatory practices, effective participation of persons with disabilities, equity and respect to persons with disabilities. The policy provides guidelines and strategies on the entrenchment of Disability Mainstreaming issues into our various activities, services and structures in the Ministry.

I am confident that with the implementation of this policy, the Ministry will provide a conducive work environment to all employees with disabilities. I wish to assure my members of staff and our stakeholders that I am committed to the full implementation of the policy.

CABINET SECRETARY/THE NATIONAL TREASURY AND PLANNING

PREFACE

The Government has undertaken various initiatives to ensure nondiscrimination against persons with disabilities. The initiatives include among others, the enactment of the Persons with Disabilities Act of 2003, the Public Officers' Ethics Act of 2003, the Employment Act of 2007 and the Public Procurement and Assets Disposal Act of 2015. Specifically, the Public Service Commission formulated the PSC Code of practice for mainstreaming disability in the Public Service which obligates public entities to reasonably accommodate the needs of persons with disabilities in public service by retaining, retraining and deploying public servants who acquire disabilities in the course of duty.

As part of the Government initiative to ensure nondiscrimination of persons with disabilities, this policy aims at promoting a safe, accessible and healthy work environment conducive to needs of employees with disabilities. The policy also aims at ensuring that there is adequate allocation of resources for disability mainstreaming and the sensitization of staff to increase their awareness on rights of persons with disabilities. Further the Policy aims at ensuring at least 5% employment of staff with disabilities, facilitate employees with disabilities to access facilities and ensure that the needs of staff with disabilities are catered for in the discharge of human resource functions in the work place.

The various strategies laid out in this policy create a clear framework for decision making to ensure that disability mainstreaming manifests in all functions and activities in the Ministry. Implementation of this policy will therefore go a long way in improving the wellbeing of staff living with disabilities and in the process maximize their contribution to service delivery.

PRINCIPAL SECRETARY/ NATIONAL TREASURY

EXECUTIVE SUMMARY

The National Treasury recognizes that disability mainstreaming is an important strategy in attaining its vision and mission. The Ministry has therefore put in place a Disability Mainstreaming Working Committee to implement the Government disability mainstreaming policy, train and sensitize staff on disability mainstreaming, develop and desegregate data on persons with disabilities by age, gender, and forms of disability, ensure service points are friendly to persons with disability and put up appropriate signage at strategic areas at Treasury Building, Bima (Treasury Annex) and Herufi House.

The National Treasury work-place Disability Mainstreaming policy provides guidelines on how the Ministry enhances equity and fairness towards persons with disabilities (PWDs). Article 27 of the Constitution on equality and freedom from discrimination cites several grounds against which the state shall not discriminate, one of these grounds is disability. There have been attempts to put in place measures to ensure non-discrimination against persons with disabilities in the country including enactment of the Persons with Disabilities Act of 2003. This Act established the National Council for Persons with Disabilities to spearhead activities that enable inclusion of persons with disabilities in Kenya.

This Policy further provides strategies for accessibility, Information Communication Technology (ICT), employment remuneration and compensation, training capacity building and empowerment, advocacy and inclusion, disclosure and acceptance, assistive devices, services and social support, equity and equality, budget and resource allocation, procurement and disaster preparedness.

The purpose of the policy is to entrench disability mainstreaming in the Ministry's various functions and activities. The policy will apply to the Management, Directorates, Departments, Staff, stakeholders and Service providers at all levels.

MUSYIMI F. K., CBS
PRINCIPAL ADMINISTRATIVE SECRETARY/NATIONAL TREASURY

CHAPTER ONE

1.0 Introduction

The National Treasury is established under Article 225 (i) of the Constitution of Kenya 2010 and its mandate is outlined in Section 11 and 12 of the Public Finance Management (PFM) Act 2012 and the executive order No. 2/2013.

1.1 Vision

The vision of the National Treasury to be an institution of excellence in economic and Public Financial Management.

1.2 Mission

The vision of the National Treasury is to promote economic transformation for shared growth through formulation, implementation and monitoring of prudent economic and financial policy at National and County levels of Government.

1.3 Core functions

The core functions of the National Treasury as derived from the above legal provisions include;

- Formulate, implement and monitor macro-economic policies involving expenditure and revenue;
- Manage the level and composition of national public debt, national guarantees and other financial obligations of national government;
- Formulate, evaluate and promote economic and financial policies that facilitate social and economic development in conjunction with other national government entities;
- Mobilize domestic and external resources for financing national and county government budgetary requirements;
- Design and prescribe an efficient financial management system for the national and county governments to ensure transparent financial management and standard financial reporting.
- In consultation with the Accounting Standards Board, ensure that uniform accounting standards are applied by the national government and its entities;
- Develop policy for the establishment, management, operation and winding up of public funds;
- Prepare the annual Division of Revenue Bill and the County Allocation of Revenue Bill;
- Strengthen financial and fiscal relations between the national government and county governments and encourage support for county governments and
- Assist county governments to develop their capacity for efficient, effective and transparent financial management.
- To prepare the National Budget, execute/implement and control approved budgetary resources to MDAs and other Government agencies/entities.

1.4 Disability mainstreaming in the National Treasury

The National Treasury recognizes that disability mainstreaming is an important strategy in attaining its vision and mission. Disability mainstreaming aims at promoting inclusion and addressing barriers that exclude persons with disabilities from full and equal participation in society. In order to ensure that this mandate is met, The National Treasury has put in place a Disability Mainstreaming Working Committee which is charged with the responsibility of implementing the Government Disability Mainstreaming Policy, training and sensitizing staff on disability mainstreaming, developing and desegregating data on persons with disabilities by age, gender, and forms of disability, ensuring that service points are friendly to persons with disability and to put up appropriate signage at strategic areas at Treasury building, Bima and Herufi House.

This Policy is part of that effort to ensure that the issues affecting persons with disability are brought to the main stream.

1.5 Rationale for the Policy

The National Treasury is bound by the values and principles of the public service as contained in Article 232 of the Constitution. These values and principles include high standards of professional ethics, efficient and effective use of economic resources, responsive, prompt, effective, impartial and equitable provision of services, involvement of the people in the process of policy making, representation of Kenya's diverse communities and affording adequate and equal opportunity for appointment, training of members of all ethnic groups including persons with disabilities. Further, Kenya is a signatory to the UN Convention on the rights of persons with disabilities and is therefore committed to pursuing policies and programmes that promote and ensure mainstreaming of persons with disabilities in its national development agenda through state organs including the National Treasury.

The National Treasury has endeavored to address the challenges which impact on persons with disabilities. These challenges include inadequate access to information, inaccessibility to premises and lack of physical facilities, inadequate training, employment & retention in employment and appropriate institutional arrangements.

In order to address the gap between what is needed and what is currently available to persons with disabilities, this policy will be used as a tool to raise awareness about disability and to better support persons with various disabilities who work and those seeking services within the National Treasury.

1.6 Legal Framework

National Treasury will be guided by existing statutes and regulations for mainstreaming disability related issues in the workplace. The relevant legislations and regulations to be relied on include the following;

- The Constitution of Kenya, 2010
- UN-CRPD, 2006
- International Labour Organization
- Marrakesh Treaty 2013

- Persons with Disabilities Act, 2003
- PSC code on Mainstreaming Disability
- The Employment Act, 2007
- Public Service (Values and Principles) Act
- Public Officers' Ethics Act
- Work Injury Benefit Act, 2007
- Occupational, Health and Safety Act, 2007
- Public Finance Management Act, 2012
- Public Procurement and Disposal Act
- Pensions Act CAP 189
- Any other Government circulars and directives on disability mainstreaming

1.6.1 The Constitution of Kenya, 2010

The Bill of Rights in the Constitution of Kenya (2010) represents a change in the protection of the rights to equality and non-discrimination in Kenya. Article 54 specifically focuses on the rights of persons with disabilities providing a list of specifics including the right to be treated with dignity and respect.

Chapter 4 of the Constitution, Under the Bill of Rights, the dignity of individuals and communities recognized and protected including their fundamental freedoms so as to preserve to promote social justice and the realization of the potential of all human beings. It is a fundamental duty of the state and every state organ to observe, respect, protect, promote and fulfill the rights and fundamental freedoms in the Bill of Rights. In addressing equality and freedom from discrimination, under this Constitution, the state shall not discriminate directly or indirectly against any person on any ground, including disability.

1.6.2 Convention on the Rights of Persons with Disabilities

At International level Kenya is a signatory to Convention on Rights of Persons with Disabilities (CRPD) and standard rules on equalization of opportunities and the World Programme of Action on PWDs. Kenya signed and ratified the CRPD in March 2007 and May 2008 respectively and has to submit annual reports to Geneva on PWDs.

The Convention obligates signatory states to ensure the promotion of the full realization of all human rights and fundamental freedoms for persons with disabilities without discrimination. The CRPD outline measures to ensure accessibility and usability rights are met. The government of Kenya has taken upon itself to include disability matters into Performance Contracting for all Government Ministries, Departments, Corporations and Agencies.

1.6.3 International Labour Organization

The International Labour Organization (ILO) promotes rights at work, encourages decent employment opportunities, enhances social protection and strengthens dialogue in handling work related issues.

1.6.4 Marrakesh Treaty 2013

The Treaty is premised on the principles of non-discrimination, equal opportunity, accessibility and full and effective participation and inclusion in society. The treaty seeks to bridge the gap on the challenges faced by PWDs such as the freedom to seek, receive and impart information and ideas of all kinds on an equal basis with others, while ensuring copyright protection as an incentive and reward for literary and artistic creations. The treaty requires that State parties allow persons with disabilities to access published works, and emphasizes the need to both expand the number of works in accessible formats and to improve the circulation of such works.

1.6.5 Persons with Disabilities Act, 2003

The Act was passed by Parliament in 2003 and came into force in 2004. It recognizes persons with disabilities face discrimination in various forms and that the government shall take steps to the maximum of its resources to achieve the realization of the rights of persons with disabilities as set out in the Act. The Persons with Disabilities Act, 2003 provides for the rights, rehabilitation and achieving equalization of opportunities for persons with disabilities. The Act created the National Council for Persons with Disabilities (NCPWD) – a State Corporation, with wide mandates on persons with disabilities. The Act provides for the equalization of opportunities and the right to health, education, and employment, access to buildings, information and services.

1.6.6 The PSC code of practice for mainstreaming disability in the Public Service

The PSC Code of practice for mainstreaming disability in the Public Service, 2017, obligates public entities to reasonably accommodate the needs of PWDs in public service by retaining, retraining and deploying public servants who acquire disabilities in the course of duty.

1.6.7 Employment Act

The employment Act 2007 recognizes disability and outlaw's discrimination on grounds of disability in employment both in public and private sectors.

1.6.8 Public Service (Values and Principles) Act, 2015

The Public Service (Values and Principles) Act, of 2015, gives effect to Article 232 of the Constitution. The Act allows public institutions for purposes of ensuring representation of PWDs and other marginalized groups, not to unduly rely on merit in making appointments, which more times than not may disadvantage PWDs.

1.6.9 Public Officers' Ethics Act

The Public Officers' Ethics Act of 2003 creates an environment that nurtures respect for diversity including disability. The Act demands of public officers to treat fellow public officers, including PWDs, with respect while discharging their mandate.

1.6. 10 Work injury and benefits Act 2007

The Act provides for compensation to employees for work related injuries and diseases contracted in the course of their employment and for connected purposes.

1.6. 11 Occupational, Health and Safety Act 2007

The Act provides for the safety, health and welfare of workers and all persons lawfully present at workplaces and for connected purposes

1.6.12 Public Finance Management Act No.18 of 2012

The Act provides for the effective management of public finances by the national and county governments; the oversight responsibility of Parliament and county assemblies; the different responsibilities of government entities and other bodies, and for connected purposes.

1.6.13 Public Procurement and Asset Disposal Act

The Public Procurement and Disposal Act 2015 and Regulations 2006, reserves thirty percent of public procurement for women, youth and PWDs as a means of empowering them.

1.6.14 Pensions Act 189

The Pensions Act (Cap.189), the main Act, makes provisions for the granting and regulating the payment of pensions, gratuities and other allowances in respect of the public service for officers under the Government of Kenya

1.6.14 National Treasury Performance Targets

As part of cross cutting agenda, Disability Mainstreaming forms part of the targets pursued by the National Treasury during the period.

1.7 Guiding Principles

The general guiding principles for this policy shall be to uphold respect for inherent dignity, equal opportunity, non-discrimination, accessibility, full and effective participation and inclusion of all.

1.8 Objectives of the Policy

The objectives of this policy are to:

- Promote a safe, accessible, healthy work environment conducive to needs of employees and stakeholders with disabilities
- Make allocation of adequate resources for disability mainstreaming programme in the annual budget
- Carry out Training, capacity building and empowerment to increase awareness on Rights of PWDs
- Strive to attain at least 5% employment of staff with disabilities
- Create awareness and strive to ensure that procurement opportunities are allocated to the persons with disability
- Ensure that the needs of staff with disabilities are catered for in the discharge of human resource functions and management in the work place

- Create a clear framework for decision making and action on disability
- Ensure clear guidelines and principles on disability mainstreaming are followed in the National Treasury.

1.9 Scope of the Policy

The National Treasury workplace disability mainstreaming policy applies to the Staff, stakeholders and service providers at all levels. The Policy should influence ethics, policies, programmes, projects and laws related to the National Treasury.

CHAPTER TWO

2.0 Policy Provisions

The committee through consultations in preparing this policy identified the key thematic areas which are covered in this chapter. The areas of intervention covered in this chapter are as indicated below:

- Accessibility
- Information Communication and Technology
- Employment, Remuneration and Compensation
- Training and capacity building
- Advocacy and inclusion
- Disclosure and acceptance
- Assistive Devices, Services and social support
- Equity and equality
- Budget and resource allocation
- Procurement
- Disaster preparedness and Emergency intervention

2.1 Accessibility

The National Treasury recognizes the importance of which a supportive work environment plays towards inclusion of all staff and enhancing productivity. Consequently, the National Treasury management will strive towards removing all forms of social, structural and other environmental barriers to enhance disability mainstreaming within its environment.

2.1.1 Objectives

To improve accessibility, participation, performance and productivity of staff with disabilities

2.1.2 Strategies

- Construct and provide ramps with suitable rails.
- Reserve and designate parking slots and washrooms accessible to PWDs.
- Avail well lit appropriate concrete pathways that are obstacle free;
- Provide lifts where applicable to ease movement of staff with disabilities;
- Conduct regular accessibility audits on buildings, pathways and equipment;
- Modify doorways, washrooms and accommodation premises;
- Modify equipment to suit users with disabilities;
- Promote accessibility to facilities and services within the National Treasury;
- Include persons with disabilities in physical planning;
- Strongly advocate adherence to existing occupational health and safety standards and the introduction of early intervention and referral procedures (PSC HR Manual 2016)

2.2 Information Communication and Technology

Communication is central to successful integration of all members of the society. The ICTs combined with proper methodologies can offer individuals the ability to compensate for physical or functional limitations, thus allowing them to enhance their social and economic integration in communities by enlarging the scope of activities available to them. It is crucial that the National Treasury takes necessary steps to mainstream disability in the workplace through available communication strategies.

2.2.1 Objectives

To promote appropriate and effective communication channels.

2.2.2 Strategies

- Carry out ICT training for PwDs especially on use of assistive devices.
- Train staff to assist PwDs in accessing information and services on relevant modes of communication e.g. sign language, braille and other communication formats and technologies accessible to PwDs.
- Avail assistive devices in technology for PwDs to access information e.g. provide hearing aids and embosser and relevant software where appropriate.

2.3 Employment, remuneration and compensation

The National Treasury recognizes that the principle of non-discrimination should be respected throughout the employment process, to ensure maximum benefit to the employer and equitable opportunities for employees with disabilities.

2.3.1 Objectives

- Improving employment prospects for persons with disabilities by facilitating recruitment, return to work, job retention and opportunities for advancement;
- To help the managers and supervisors manage the induction process for employees with disabilities;
- Promoting a safe, accessible and healthy workplace;
- Maximizing the contributions which employees with disabilities can make to the National Treasury.
- Ensuring that qualified persons with disabilities have equal opportunities at the workplace.
- Provide a return to work programme and a systematic integration process for those who have acquired disability while in office.

2.3.2 Strategies

- Advertising job vacancies in accessible format, including forwarding the same to the NCPWD.
- Ensuring that the workplace is accessible to persons with disabilities.
- Ensure career advancement and promotions to qualified staff with disabilities.
- Ensure progressive implementation of the principle of 5% employment opportunities for PwDs.

- Ensure that the rights and privileges of PWDs as stipulated in the Constitution, laid policies and other legislations are enforced.

2.4 Training, Capacity Building and Empowerment

This policy acknowledges the role of education, training for personal development and increased opportunity for career progression.

2.4.1 Objective

To facilitate education and training for Staff with Disabilities at the National Treasury.

2.4.2 Strategies

- Accord equal training opportunities to all staff.
- Promote special needs education at all levels.
- Provide opportunities for lifelong skills, research and innovation to staff with disabilities.
- Endeavor from time to time to participate in disability mainstreaming training and activities at both national and international forums.
- Rehabilitate, re-train, re-deploy (where necessary) and provide assistive devices to staff who graduate to disability status.
- Make provisions for collaboration with other stakeholders in training and development.
- Apply affirmative action on training and development as appropriate.

2.5 Advocacy and inclusion

TNT will endeavor to create awareness on the needs, aspirations and rights of PWDs to staff through sensitization and training.

2.5.1 Objective

To ensure that staff with disabilities have equal opportunities at The National Treasury.

2.5.2 Strategies

- Sensitize staff on disability etiquette.
- Undertake annual awareness training and sensitization of staff on the rights and privileges of PWDs.
- Incorporate PWDs representation in the organization's Disability Mainstreaming Committee (DMC) to atleast 30% membership.
- Enlist the full and effective participation of PWDs in the operations of the Organization.
- Promote inclusion of PWDs in all social activities of the Organization.
- Undertake personal mentoring of PWDs for motivation purposes.

2.6 Disclosure and acceptance

The National Treasury will endeavor to eliminate all forms of discrimination in the workplace against staff with disabilities.

2.6.1 Objectives

- To increase access to opportunities and services for all staff with disabilities at the National Treasury.
- To optimize participation of staff with disabilities at the National Treasury.

2.6.2 Strategies

- Sensitize the staff members on understanding disability.
- Create an avenue through which staff can come and disclose their disability status under reasonable confidentiality.
- Seek professional counseling services as and when required for staff graduating to PWDs status.

2.7 Assistive Devices and Services

TNT will endeavor to provide PwDs with relevant assistive devices, support instruments and services. These assistive devices will aid PwDs to integrate into general populations and carry on with the activities of daily life.

2.7.1 Objective

To enhance work performance for staff with disabilities through provision of adaptive equipment, appropriate technology and sign language services.

2.7.2 Strategies

- Lobby for budgetary allocation for procurement of assistive devices and services.
- Provide PwDs with relevant assistive devices, support instruments and services to enhance their ability to deliver on core functions within TNT.
- Facilitate training of staff members on basic sign language, braille and any other appropriate skills.
- Facilitate training of staff members on the use and care of assistive devices

2.8 Budget and resource allocation

TNT will endeavor to allocate financial resources for disability mainstreaming programmes in the annual budget.

2.8.1. Objective

Ensure adequate resources to support disability mainstreaming activities in National Treasury

2.8.2 Strategies

- Submit a disability mainstreaming work plan at the beginning of every financial year to be accommodated in the Administration department budget.
- Come up with programmes that can enhance collaborations with development partners.
- Develop modalities to seek further support including funding for resource provision for staff with disabilities.

2.9 Procurement Opportunities

The Ministry recognizes the empowerment of special groups under Access to Government Procurement Opportunities (AGPO) program which is founded on the Constitution of Kenya, Article 227 on fair, equitable, transparent and cost-effective public procurement of goods and services, Article 55 on affirmative action and the Public Procurement and Asset Disposal Act, 2015.

2.9.1. Objective

To implement the legal requirement that 30% of all Government procurement opportunities be set aside specifically for enterprises owned by the affirmative action groups.

TNT will endeavor to reserve the minimum statutory requirement for procurement of goods, works and services to youth, women and PwDs.

2.9.2 Strategies

- Ensure Public Procurement Directorate (PPD) maintains a record of all AGPO registered PwDs
- Encourage PwDs to register their businesses under AGPO to access Government Procurement opportunities
- Redesign the *pre-qualification-to-supply* advertisement to include: "Youth, Women and PwDs are encouraged to apply" and a copy of the advertisement forwarded to NCPwD.
- Encourage provision of promotional materials in alternative modes (e.g. audio, visual, large prints, large fonts, Braille) to allow all individuals to be fully informed about the Organization's products and services.
- Encourage PwDs to participate in the pre-qualification process.
- Maintain a disaggregated database of PwDs who are beneficiaries of TNT services.

2.10 Disaster Preparedness and Emergency Intervention

The National Treasury is committed to establishing a disability responsive disaster preparedness plan in situations of emergencies, risks, armed conflicts and occurrence of natural disasters within its premises.

2.10.1 Objective

To facilitate safety of PwDs in the event of a disaster at the National Treasury

2.10.2 Strategies

- Keep a record of all the Staff and stakeholders with Disabilities within the premise
- Training of Staff with Disabilities on the response mechanisms in the event of a disaster
- To sensitize Staff with Disabilities on disaster management and risks mitigation.
- Establish an auxiliary exit to specifically serve PWDs in the event of an emergency.
- Ensure there is an effective and prompt system to warn PWDs on an emergency disaster.
- Ensure there are effective evacuation procedures for PWDs.
- Liaise with the Health and Safety Committee to have a strategy on how to handle PWDs in case of emergency.

CHAPTER THREE

3.0 Implementation Structure

3.1 Introduction

The ultimate goal of this policy is to ensure that the National Treasury is able to promote and sustain a safe, accessible and a healthy work environment conducive to PWDS. The success of this policy will therefore depend on its effective implementation and a coordinated effort of all stakeholders. The implementation modalities are as stipulated below:

3.2 Institutional Framework

An appropriate institutional framework is necessary for the implementation of the policy particularly with respect to human and financial resource management. This calls for high level of commitment by the National Treasury in terms of willingness and commitment to allocate adequate human and financial resources for the disability mainstreaming programme. This policy will be implemented by the following:

Cabinet Secretary / Principal Secretary National Treasury

- Support the implementation of the disability mainstreaming indicators provided in the Performance Contract
- Appoint members of the Disability mainstreaming committee.
- Provide resources and support the implementation of disability mainstreaming.
- Be the custodian of the Disability Mainstreaming policy.
- Take appropriate action on disability mainstreaming issues

Director Generals and Heads of Department

- Ensure that PWDs within their Departments have reasonable accommodation.
- Forward all disability related issues to the Disability Mainstreaming committee.
- Supervise activities related to disability mainstreaming within their Departments

Human Resource Management and Development Department

- Maintain a data base for Staff with Disabilities and report on the same.
- Afford equal employment opportunities and promotions to qualified PWDs
- Strive to attain the 5% reserve of all its permanent, temporary, casual, contractual, Industrial attachment, Internships positions for PWDs.
- Promote use of sign language, braille/tactile during employment/promotion interviews

Disability Mainstreaming Committee

- Develop a strategic action plan for disability matters
- Bench mark for best practices on mainstreaming issues

- Review the disability mainstreaming policy when necessary
- Deliberate on all complaints related to disability and recommend appropriate action to the Principal Secretary
- Prepare and submit a report on disability mainstreaming on quarterly basis to NCPWD

Individual Staff

- Encourage persons with disabilities to register with NCPWD.
- Be sensitive, accommodative, supportive, responsive to the needs of PWDs

3.3 Dissemination of the policy

The policy will be launched officially to serve as the initial forum for policy awareness. In addition, IEC materials including but not limited to Policy booklets, brochures, fliers in braille and other communication formats and technologies accessible to PWDs will be disseminated to staff and other stakeholders. Further, the policy will be uploaded on the National Treasury Website. It will also be disseminated through workshops and seminars.

3.4 Monitoring and Evaluation

The Disability Mainstreaming Policy will be monitored and evaluated in three elements to ensure accountability and information for decision-making.

- Policy maintenance by keeping the policy once adopted;
- Policy monitoring by continuous tracking of activity implementation and progress;
- Policy evaluation through periodic exercise to objectively assess the relevance, efficiency, effectiveness, impact and sustainability of provisions.

3.5 Review of Policy

This policy will be reviewed every three (3) years to accommodate emerging disability issues or when need arises.

APPENDICES
AVAILABLE SIGNAGES FOR USE



(A Symbol for Accessibility i.e Accessible washroom, accessible parking e.t.c)



(Access to Low Vision)



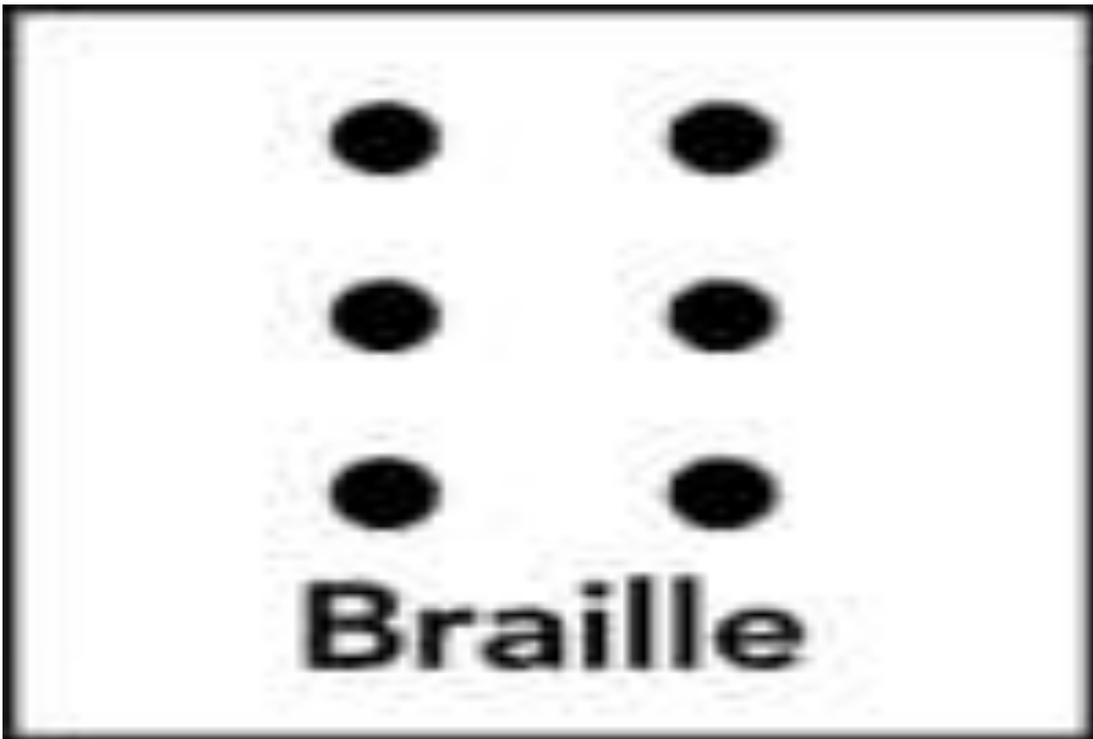
(Telephone/Type-writer)



(Sign Language Interpreter)



(Large print symbol)



(Braille symbol)



(Information symbol)



(Assistive listening system)