



# **DISABILITY MAINSTREAMING POLICY**

---

**2018**

## **UNIVERSITY VISION AND MISSION**

### ***Vision***

The University of Excellence in Discovery and Dissemination of Knowledge

### ***Mission***

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

## **QUALITY STATEMENT**

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2008 standard.

## **CORE VALUES OF THE UNIVERSITY**

- **Relevance**  
The University is committed to ensuring relevance in its programs and activities
- **Excellence**  
Excellence shall be targeted in outputs of the university
- **Equity**  
The University shall ensure that there is equity in all the opportunities within its jurisdiction
- **Quality**  
All outputs and processes of the University shall ensure that quality is maintained
- **Integrity**  
The University shall ensure integrity in all their undertaking

## Contents

UNIVERSITY VISION AND MISSION .....	1
Vision.....	1
Mission .....	1
QUALITY STATEMENT.....	1
CORE VALUES OF THE UNIVERSITY.....	2
FOREWORD.....	<b>Error! Bookmark not defined.</b>
APPROVAL AND COMMENCEMENT .....	4
1.0 PREAMBLE.....	6
2.0 POLICY BACKGROUND.....	6
3.0 LIST OF ABBREVIATIONS.....	7
4.0 DEFINITIONS .....	8
5.0 POLICY STATEMENT.....	9
6.0 PURPOSE .....	9
7.0 POLICY OBJECTIVES.....	9
8.0 JUSTIFICATION .....	9
9.0 SCOPE .....	9
10.0 UNDERLYING PRINCIPLES .....	9
11.0 POLICY.....	10
12.0 ROLES AND RESPONSIBILITIES.....	11
13.0 POLICY COMPLIANCE .....	12
14.0 MONITORING AND EVALUATION.....	12
15.0 COMPLAINTS / FEEDBACK.....	12
16.0 RELATED LEGISLATION AND DOCUMENTS .....	12
17.0 DOCUMENT MANAGEMENT AND CONTROL.....	13

## **FOREWORD**

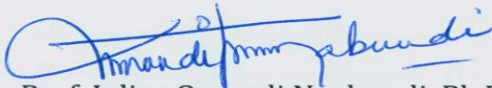
The University is committed to the provision of necessary opportunities and access to PWDs. Our aim is to provide an environment where there is equality of opportunity and where Persons with Disabilities (PWD) can enjoy a quality experience while studying, working or visiting the University. This is the purview within which the Disability Policy is formulated.

The policy has been formulated in line with Disabilities Act 2003 and the Constitution of Kenya (2010) among other statutes. As a University, we are committed to ensuring that PWD within our jurisdiction are taken care of. We believe that excellence will be achieved through bringing out the full potential of every individual.

MSU Strategic and Vision Plan 2017- 2022 has committed itself to enhancing access for PWD to information, buildings, education and any other utilities accessible to persons legal rights, but it also creates an environment for openness about Disability-related matters.

It is expected that this policy will play a major role in mainstreaming disability within the University. This policy provides clear guidelines regarding the position of the University with regard to non-discriminatory practices, effective participation, equity and respect to people with disability. This policy complies with other existing local and international initiatives on disability mainstreaming. It provides guidelines on mainstreaming disability into the various programs, services and structures of the University.

I am confident that with the implementation of the policy, the University will Provide a conducive environment for work and study. I wish to assure the University community and its entire stakeholders that the University is committed to the full implementation of this policy.

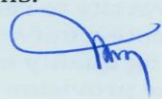


Prof. Julius Omondi Nyabundi, Ph.D, OGW  
**VICE-CHANCELLOR**

**APPROVAL AND COMMENCEMENT**

This policy shall be known as Maseno University Disability Mainstreaming Policy herein after also referred to as Policy No. MSU/ACA/PO/005 and shall take effect on approval by Council.

In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2)(q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.



Dated the .....day of .....2018

Signed Abdullah Said Date 13<sup>th</sup> Feb 2018

Prof. Abdullah Naji Said  
**CHAIRMAN, MASENO UNIVERSITY COUNCIL**

© copyright Maseno University 2018

This policy was written and produced by Maseno University  
Private Bag 40105 Maseno, Kenya  
Telephone: +254- 3516201/722203411  
Email: vc@maseno.ac.ke  
www.maseno.ac.ke

## 1.0 PREAMBLE

Maseno University acknowledges disability as a main concern that requires support from all stakeholders. The formulation and adoption of this policy is aimed at mainstreaming disability issues in the institutions. This policy is anchored on the UN Convention on the Rights of Persons with Disabilities of 2008, the Persons With Disabilities (PWDs) Act of 2003, the National Disability Policy of 2006, and the Draft Strategic Plan on Disability Mainstreaming of the Ministry 2009 - 2012.

Over the last few years, the University has had an increase in the number of PWDs. This has obliged the University to redesign its governing tools to address emerging issues related to PWDs and to create a university community that is ready to face development issues through providing quality education and equal work opportunities to all. The University is committed to the provision of necessary opportunities and access to PWDs.

Our aim is to provide an environment where there is equality of opportunity and where Persons with Disabilities (PWD) can enjoy a quality experience while studying, working or visiting the University. This is the purview within which the Disability Policy is formulated.

## 2.0 POLICY BACKGROUND

The government of Kenya has a National Action Plan for Implementation of the Sustainable Development Goals(SDGs), which includes a commitment to include disability in the development agenda. It is therefore actively promoting disability mainstreaming in order to anchor disability into government policies, plans and programmes. Consequently, inclusive processes and mechanisms that promote equity and participation of Persons With Disabilities should be part of every institution's endeavor.

Persons With Disabilities who **must** be registered with **the National Council for Persons with Disabilities** shall include persons with the following:

1. Acquired brain injury
2. Attention Deficit/Hyperactivity disorder (ADD/ ADHD)
3. Medical conditions as given by National Commission for Persons with Disability.
4. Deaf, deafened and hard of hearing – hearing impairment
5. Learning Disabilities
6. Low vision/ blindness
7. Mobility/Functional (includes physical mobility and neurological disorders)
8. Mental Disorders (includes depression, anxiety disorder, schizophrenia, mood disorders etc.)

### **3.0 LIST OF ABBREVIATIONS**

**AIDS-** Acquired Immuno Deficiency Syndrome

**NCPD-** National Council for Persons with Disability

**EWDS-** Employees with Disability

**HIV-** Human Immuno-Deficiency Virus

**MSNHC-** Ministry of State for National Heritage and Culture

**PWDS-** Persons with Disability



#### 4.0 DEFINITIONS

**Disability:** A physical, sensory, mental or other impairment including any visual, hearing, learning or physical incapacity which impacts adversely on social economic and environmental participation

**Disability Mainstreaming:** To promote inclusion and address barriers that exclude PWDs from full and equal participation in the Institution.

**Discrimination on the basis of disability:** Any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodation.

**Equity:** A reasonable accommodation should be provided to persons with disabilities in the workplace.

**Equality:** An equal basis with others, to just and favorable conditions of work, including equal opportunities and equal remuneration for work of equal value, safe and healthy working conditions, including protection from harassment, and the redress of grievances.

**Accessible format:** The text of this policy shall be made available in accessible Formats including braille

## **5.0 POLICY STATEMENT**

The policy intends to provide a set of comprehensive guidelines that regulate Disability Mainstreaming practices at the University.

## **6.0 PURPOSE**

The purpose of the Disability Mainstreaming policy is to promote, protect and ensure full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity.

## **7.0 POLICY OBJECTIVES**

The objectives of Disability Mainstreaming policy include:

- i. To create awareness on disability issues amongst staff and students
- ii. To create accessibility to the institution's services for PWDs
- iii. To provide equal opportunities at the workplace for PWDs
- iv. To create a conducive work environment for PWDs

## **8.0 JUSTIFICATION**

Maseno University has recognized that PWDs in the society form a core group who contribute immensely to the achievement of Vision 2030. They form part of the university employees, students and clients who may be marginalized and hence may not realize their full potential. Maseno University has therefore taken deliberate strategic efforts to bridge this gap by having a workplace policy on mainstreaming Disability issues.

## **9.0 SCOPE**

This policy sets standards for mainstreaming disability issues at the workplace in its programmes and activities. It applies to Council, Management, Employees, Students and other stake holders in all campuses.

## **10.0 UNDERLYING PRINCIPLES**

Maseno University shall be guided by the following principles in implementing the policy:

- i. Non discrimination
- ii. Equality
- iii. Equity
- iv. Integrity and Confidentiality
- v. Affirmative Action
- vi. Safe and Healthy Work Environment
- vii. Care and Support

## **11.0 POLICY**

### **11.1 Accessibility and Mobility**

Maseno University shall endeavor to provide barrier-free and disability friendly environment to enable PWDs to have access to buildings and services.

### **11.2 Access to information**

Maseno University shall endeavor to provide information in accessible formats to PWDs.

### **11.3 Recruitment/ Promotion**

Maseno University shall endeavor to accord equal employment and promotion opportunities to qualified PWDs.

### **11.4 Compensation**

Maseno University shall endeavor to accord equal compensation, privileges, benefits, fringe benefits, incentives and allowances to all staff.

### **11.5 Taxation**

Maseno University shall exempt all registered employees with disability from tax as provided in the Act upon receiving Tax Exemption Certificate from Kenya Revenue Authority.

### **11.6 Responsibilities and Duty allocation**

Maseno University shall consider every disability case individually and assign appropriate responsibilities and duties with a view to enabling PWDs maximize their full potential.

### **11.7 Training**

Maseno University shall accord equal training opportunities to PWDs.

### **11.8 Transfers/Deployment/Retention**

Maseno University shall consider individual circumstances of PWDs before effecting any transfers, deployment and retention.

### **11.9 Discipline**

Maseno University shall subject all employees and students to equal disciplinary procedures.

### **11.10 Termination of Employment**

Termination of employment terms shall apply to all Maseno University employees regardless of disability status.

### **11.11 Retirement**

The retirement age for PWDs shall be as provided by the government from time to time.

### **11.12 Records on Disability**

Maseno University shall maintain records/data base of PWDs for planning and other purposes.

### **11.13 Awareness**

Maseno University shall regularly carry out disability awareness programmes amongst its employees and students to promote positive attitudes and ensure appropriate inclusion of disability issues in the provision of services.

### **11.14 Rights and Privileges**

Maseno University shall maximize its available resources to achieve full actualization and realization of rights and privileges of its PWDs.

### **11.15 Confidentiality**

Maseno University shall not disclose any information related to issues affecting employees who have disability without their permission and/ or consent.

### **11.16 HIV and AIDS**

Maseno University shall accord equal treatment to PWDs who are living and affected with HIV and AIDS as other employees.

### **11.17 Harassment/ Abuse**

Maseno University shall not tolerate sexual harassment, any form of abuse or exploitation of PWDs at the workplace.

## **12.0 ROLES AND RESPONSIBILITIES**

### **12.1 The Vice-Chancellor shall:**

- i. Constitute a Disability Mainstreaming Committee as follows;
  - a) Senior staff who should be the Chairman
  - b) Head of human resources
  - c) Head of procurement
  - d) At least 30% representation by persons with disabilities
  - e) Disability mainstreaming Focal person/secretary of the committee
- ii. Provide necessary resources and support for implementation of this policy.

### **12.2 Disability Mainstreaming Committee**

- i. Create awareness among employees on the needs of PWDs
- ii. Implement the workplace policy
- iii. Maintain a data base on Employees with Disabilities
- iv. Liaise with the National Council of PWDs on all matters concerning Disabilities
- v. Advise the Vice Chancellor on emerging issues and matters concerning PWDs
- vi. Identify and coordinate the rehabilitation of employees who

- acquire disability while on duty
- vii. Hold monthly meetings to deliberate on disability issues and activities
- viii. Conduct Research and Studies on Disability issues
- ix. Submit bi-annual reports to the Council

### **13.0 POLICY COMPLIANCE**

It is the responsibility of all the employees and students to comply with this policy.

### **14.0 MONITORING AND EVALUATION**

Monitoring and evaluation of this policy shall be done on a continuous basis by Maseno University through the Disability Mainstreaming Committee

### **15.0 COMPLAINTS / FEEDBACK**

Complaints on Disability issues shall be forwarded to the Vice-Chancellor who shall refer the case to the Disability Mainstreaming Committee for action.

### **16.0 RELATED LEGISLATION AND DOCUMENTS**

The policy on Disability Mainstreaming should be read alongside the under mentioned:

- i. Universities Standards and Guidelines (2014)
- ii. Teaching and Learning Policy (2017)
- iii. Human Resource Policy and Procedure Manual
- iv. Employments Act
- v. The Persons With Disabilities Act (2003)
- vi. The Constitution of Kenya(2010)

## 17.0 DOCUMENT MANAGEMENT AND CONTROL

<b>Policy Manager:</b> Deputy Vice Chancellor, Academic and Student Affairs			
<b>Version</b>	<b>Approval Date</b>	<b>Authority</b>	<b>Review Date</b>
1		Deans Committee	
2		Senate	
3		Council	3 years after approval by Council