

# Action Plan „Inclusion for people with disabilities at the UFZ“

Responsibility: Management

Technical coordination: Inclusion Officer

Contributors: Organizational units in administration

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## Abbreviations

BEM	Reintegration management in the workplace at the UFZ
OU	organizational units
SBV	Representative body for severely disabled persons
UFZ	Helmholtz Center for Environmental Research GmbH
UN CRPD	UN Convention on the Rights of Persons with Disabilities
WfbM	Workshops for people with disabilities

## 1. Prologue

This action plan "Inclusion for people with disabilities at the UFZ" of the Helmholtz Centre for Environmental Research GmbH - UFZ is an important step on the way to an inclusive research institution. This action plan includes an analysis of the current circumstances at the UFZ, formulates concrete goals and identifies the measures necessary to achieve them. It is intended as an instrument for actively promoting equal opportunities at the UFZ. To ensure this, the focus is not only on the concrete implementation of the defined measures, but also on regular evaluation and the resulting continuous development of the action plan.

The action plan "Inclusion for people with disabilities at the UFZ" is based on the understanding of disability of the Convention on the Rights of Persons with Disabilities, the UN Convention on the Rights of Persons with Disabilities (UN CRPD), which was adopted by the General Assembly of the United Nations in 2006.

Inclusion as the elementary guiding principle of the UN CRPD describes the idea of self-evident belonging and unrestricted participation of all people in social life. Inclusion is defined as the opposite of exclusion or marginalization. The term inclusion thus goes beyond of the term "integration". Whereas integration merely creates a space for disadvantaged people within already existing structures, the aim of inclusion is to redesign social structures in such a way that they do justice to all people, completely independently of individual limitations.

As a publicly funded research institution, the UFZ aims to actively shape inclusion as a social mission. Against this background, the UFZ has identified the following fields of action in the development of this action plan: employment, recruitment, accessibility, public relations, purchasing, and other measures, and has underpinned them with measures. It is planned to establish or at least initiate the measures by the end of 2026.

## 2. Status Quo

Currently, there is little statistical data available at the UFZ on the situation of employees with disabilities or chronic illnesses. An evaluation of the development of the employment rate over the last 4 years shows a clear downward trend. At the UFZ, 2.67% of the jobs (cf. § 156 SGB IX) are occupied by employees with a severe disability or equivalent persons. Due to the non-fulfillment of the legal employment quota of 5%, the UFZ is obliged to pay a compensation levy to the Kommunalen Sozialverband Sachsen.

In accordance with legal requirements, the UFZ has a representative body for severely disabled persons (SBV), which is elected every 4 years by the severely disabled employees and employees with equal status to severely disabled persons. The SBV represents their interests at the UFZ and is available to advise and support them in their concerns. This representative is to be consulted in all matters concerning severely disabled employees. This means that he/she will be informed and consulted before a decision is made, particularly in the case of hiring, reassignment or dismissal procedures.

In addition, the UFZ has appointed an inclusion officer who is the employer's contact person for employees with severe disabilities and those with equal rights.

The contact details of the SBV and the inclusion officer can be found in the intranet. Furthermore, a telegraph series (internal newsfeed of the UFZ) was published in 2020, in which the various UFZ representatives presented himself in his role every week. Both the SBV and the inclusion officer were able to present their activities to UFZ employees.

The inclusion of people with disabilities is only one topic area in the field of diversity. A workshop on diversity at the UFZ was held in October 2019 together with employees from science and administration at the UFZ. The topic "inclusion of people with disabilities" was identified as an essential topic and first ideas for measures were developed. On the basis of these initial ideas and possible measures, as well as with a working group of various UFZ stakeholders, this action plan was developed.

### 3. Fields of action

In the following sections, the identified fields of action are briefly described and the planned measures are presented.

#### 3.1 Field of action: Employment

The UFZ has the exemplary function of enabling people with disabilities and chronic illnesses to participate with equal opportunities and without discrimination.

Therefore, the UFZ pursues the goal of creating optimal working conditions for its employees, even in the event of sudden changes in the individual situation, as well as ensuring communication and sensitivity to the topic of inclusion.

##### 3.1.1 Organization of the workplace and employment

	Measure	Lead management/ Implementation	Timeline/Status
1	Evaluate the GBV Betriebliches Wiedereingliederungsmanagement des UFZ (BEM) with regard to the BEM letters and make any necessary adjustments.	PACE	2022
2	Organization of a BEM retreat for improved transparency of the process (participants are all persons involved in the process)	PACE	2023
3	Establishment of a regulation on the prevention procedure in accordance with § 167 (1) SGB IX	SBV/ Inclusion Officer	2022

4	Name and communicate contact person for disability-friendly workplace equipment	WKDV (IT-equipment) ASU (Furniture)	2022
5	Review fire protection and evacuation measures, paying particular attention to the situation of employees with disabilities, and, if necessary, develop a concept for rescuing the respective employee, giving priority to the use of particularly suitable rooms, e.g. ground floor of building 1.0.	ASU	To be performed on case-by-case basis
6	Update/revision of the UFZ integration agreement towards an inclusion agreement.	SBV	2022
7	Provide information and advice on application procedures (e.g. for recognition of a severe disability, equality).	SBV/ Inclusion Officer	continuous

### 3.1.2 Culture

	Measure	Lead management/ Implementation	Timeline/ Status
8	Establish contact persons and make them visible	GF	fulfilled
9	Create intranet/internet pages with target-group-specific and general information.	Department concerned/ Implementation ÖA	from 2022
10	Inclusion as a leadership responsibility - expanding the competence of leaders in dealing with people with disabilities; raising awareness among leaders that employees with disabilities can offer valuable potential if barriers are	GF	from 2022

Measure	Lead management/ Implementation	Timeline/ Status
<p>removed in good time and the necessary precautions are taken, e.g. by including the topic in training formats, but also in management-level meetings; making diversity competence a management task, i.e. the assessment of management competence also includes diversity competence.</p> <p>(here, for example, with a focus on the inclusion of people with disabilities or commitment to the topic) (reference to the Gender Equality Plan, measure 2.1 "Quality standards for diversity-sensitive personnel selection").</p>		
<p>11 Topic-related events to increase the awareness of all employees on the topic of inclusion (e.g. lectures, theme days, theme stand at the summer festival, external speakers, workshops, telegraph contributions, activities for World Disability Day on 3 December).</p>	<p>Inclusion Officer, SBV Inclusion working group, Other organizational units (OU) such as PACE or ÖA</p>	<p>continuous</p>
<p>12 Offer training and awareness-raising events on diversity competence; specific or integrated into existing curricula (e.g. Unconscious Bias Trainings) (reference to Equality Plan Measure 5.1 "Create a concept for building diversity competence for all employees")</p>	<p>PACE</p>	<p>continuous</p>
<p>13 Generate statistics and monitoring regarding diversity (here focus on people with disabilities)</p>	<p>PACE/ Inclusion Officer</p>	<p>Continuous and related to the diversity monitoring starting in 2022</p>

### 3.2 Field of action: Recruitment

The UFZ wants to attract the best heads with its vision to act as the world's leading research center in the field of environmental research. All applicants and interested parties should feel welcome and be encouraged to apply.

#### 3.2.1 Applicants

	Measure	Lead management/ Implementation	Timeline/ Status
14	Make UFZ goals regarding inclusion more prominent in recruitment texts/present them more strongly	PACE	2022
15	Include contact details of the SBV in the recruitment process	PACE, SBV	2021 fulfilled
16	Particular consideration and more in-depth examination of unsolicited applications from severely disabled persons	PACE	starting in 2022
17	Network research and research for target group specific job portals	PACE	2023

#### 3.2.2 Professional training

	Measure	Lead management/ Implementation	Timeline/ Status
18	Establish buddy program for trainees with disabilities	Inclusion Officer with support from PACE Implementation: OU concerned	2024
19	Consideration of the possibilities for training cooperation with vocational rehabilitation institutions.	PACE	2023

### 3.3 Field of action: Accessibility

Infrastructure plays an important role for the everyday work of all employees and guests at the UFZ. For employees and guests with disabilities, depending on the type and extent of the individual impairment, participation in working life is sometimes not even possible without a barrier-free infrastructure. The UFZ would like to enable all employees and guest's barrier-free access to the UFZ buildings, to information, to services, and to communication. The goal is to identify existing barriers and to remove them in a continuous process, in compliance with applicable building regulations.

#### 3.3.1 Structural barrier-free access

	Measure	Lead management / Implementation	Timeline/ Status
20	Inventory of all structural barriers at the properties of the UFZ and identification of the requirements for the establishment of barrier-free accessibility	BFM	2025
21	Establishment of a contact person in the BFM department, who is also trained and sensitized to the topic.	BFM	2023
22	Involvement of the representative body for severely disabled employees / guests during the planning of comprehensive renovations and new buildings	BFM	continuous
23	Ensure accessibility in upcoming renovation projects and therefore make funds available	BFM/ GF	continuous
24	Realizing handicapped-accessible entrances to the KUBUS by installing electronic door openers	BFM	2022



### 3.3.2 Barrier-free communication and information technologies

Measure	Lead management / Implementation	Timeline/ Status
25 Establish contact persons and make them visible	WKDV/ÖA	2022
26 Integrate the requirement for barrier-free soft- and hardware into the process of procurement for IT solutions (check possibilities and necessity)	WKDV	continuous
27 Raise awareness and provide training on barrier-free accessibility at training sessions / info events for websites.	ÖA	continuous
28 Provide barrier-free templates in the corporate design of the UFZ	ÖA	continuous
29 Designing barrier-free tools for communication and collaboration (unified collaboration and communication; tools such as WebEx, Zoom, GoToMeeting, Teams, Cisco, etc.)	WKDV ÖA	continuous

### 3.4 Field of action: Public relations

As an internationally active research institution, the UFZ is convinced that diversity, tolerance and openness to the world are of particular importance. In this context, communication with the public has high priority. In addition, it is important to actively shape the awareness of employees and to further develop it through internal communication.

Measure	Lead management/ Implementation	Timeline/ Status
30 Diversity sensitive text, image and media language (here with focus on people with disabilities)	ÖA	continuous
31 Location map of the UFZ with references to barrier-free accessibility;	BFM/ ÖA	2023

describe barrier-free access routes on the website.

32	Establishment of a website "in easy language "	ÖA	2024
33	Develop a concept for the implementation of barrier-free events (what needs to be considered in order to be able to label an event as barrier-free?)	ÖA, Event management	2023
34	Review the barrier-free accessibility of the UFZ locations by public transport; provide information on this on the Internet.	SBV	2022

### 3.5 Field of action: Purchasing

In addition to the goal of offering employees, guests and applicants an inclusive working environment, the UFZ would like to make its contribution to an inclusive society by assigning more contracts to workshops for people with disabilities (WfbM) and to inclusive businesses.

	Measure	Lead management/ Implementation	Timeline/ Status
35	Working out a process for awarding contracts to WfbM, considering possible additional costs	EK/Inclusion Officer	2023
36	Developing direct contacts with WfbM in order to be able to realize framework agreements for long-term cooperation.	EK/GF	starting in 2022
37	Communicate award to inclusion businesses more visibly on the Internet	EK/ÖA	continuous
38	Make an overview of contact persons for WfbM and the services offered at the UFZ available to all employees and draw their attention to this (mailing campaigns, telegraph messages, communicating examples).	EK	2022

### 3.6 Field of action: Further measures

In addition to the measures already mentioned, there are a number of other activities that encourage inclusion at the UFZ and in society.

	Measure	Lead management/ Implementation	Timeline/ Status
39	Networking with local inclusion actors; establishing cooperation and dialogue with the Leipzig Association for the Disabled	SBV/ Inclusion Officer	2022
40	Contacting the counseling center for severely disabled academics of the Federal Employment Agency	Inclusion Officer	2022
41	Establishment of a supporting funding of doctoral students' budget position, which is awarded to severely disabled applicants (independent of topic)	GF	2022
42	Establishment of a working group on inclusion at the UFZ, consisting of the main responsible actors.	Inclusion Officer	2022
43	Launch a challenge for more inclusion at the UFZ (define a goal and set a budget for implementation which OU will find the best solution)	Inclusion Officer	continuous
44	Internal competition/ call for entries for a slogan for the action plan "Inclusion for people with disabilities at the UFZ".	SBV	2022
45	Include people with disabilities in the further development of the action plan "Inclusion of people with disabilities at the UFZ"	Inclusion Officer/SBV	2022

#### **4 Next steps**

The UFZ understands the action plan "Inclusion for people with disabilities at the UFZ" as a living document, which must be continuously developed through ongoing evaluation. This version of the action plan is initially in force for the period 2022-2026. In order to keep an eye on the success or the status of the measures, an exchange takes place in an annual meeting of the inclusion working group. If necessary, individual measures can be adjusted and the implementation of individual measures can be improved.