**Tawafuq**

**Human Resources Development Fund**

**Accommodation Services Provided for Persons with Chronic Kidney Disease**

The First Edition



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**Kingdom of Saudi Arabia**

**Accommodation Services Provided for** **Persons with Chronic Kidney Disease**

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**1. Introduction**

This guide is one of a series of guides issued by the Human Resources Development Fund in order to provide practical guidance to employers regarding specific topics related to the employment of Persons with disabilities and Persons with health conditions. This guide will be specifically useful for human resources managers, supervisory managers, branches of Human Resources Development Fund and TAQAT centers, employment offices, and any other services aimed at encouraging the employment of persons with disabilities and persons with health conditions.

**What Is Chronic Kidney Disease?**

Chronic kidney disease (also known as renal failure failure) refers to the majority of conditions affecting the kidneys. It is a long-term disease and a common condition that occurs mostly as persons get older. However, this disease may affect anyone.

In the most severe cases, chronic kidney disease may lead to complications such as high blood pressure, anemia (low red blood cells count), osteoporosis, poor nutritional health, and neurological damage. These problems may occur slowly over a long period of time. Chronic kidney disease may result from diabetes, high blood pressure, and other disorders. However, detecting and treating the disease at an early stage often leads to preventing its worsening.

Chronic kidney disease may get worse over time and eventually lead to completely stop of kidney functioning, but this is not common. If chronic kidney disease develops, it may eventually lead to renal failure requiring dialysis (the process of removing waste from the blood that often involves passing blood through an equipment to clean it), or a kidney transplant. However, many persons with kidney disease live long and have substantially normal lives.

Moreover, there are different symptoms of chronic kidney disease that differ from one person to another. Most persons may not develop any severe symptoms until chronic kidney disease becomes in an advanced stage.

https://www.kidney.org/kidneydisease/aboutckd

Some symptoms of chronic kidney disease include the following:

* Feeling tired and lack of energy.
* Difficulty concentrating.
* Lack of appetite.
* Difficulty sleeping.
* Muscle spasm during the night.
* Swelling of the legs and ankles.
* Puffiness around the eyes, especially in the morning.
* Dry skin that leads to itchy and irritated skin.
* Needing to urinate more often, especially during the night.

Chronic kidney disease may range from a mild condition with no or few symptoms, to a serious condition in which the kidneys stop working completely, sometimes called renal failure.

Most persons with chronic kidney disease can control their condition by taking medications and undergoing regular medical examinations. In addition, chronic kidney disease only develops in one in 50 cases.

**What Are the Causes of Chronic Kidney Disease?**

Chronic kidney disease is usually caused by other conditions that put strains on the kidneys. The disease often

results from a combination of different issues.

Chronic kidney disease is caused by:

High blood pressure - over time, as high blood pressure may cause the tiny blood vessels in the kidneys to become stressed and stop working properly.

Diabetes - High blood glucose can damage the tiny filters in the kidneys.

High cholesterol - This can cause fatty deposits to build up in the blood vessels that supply the kidneys, making it difficult for them to work properly.

<https://www.nhs.uk/conditions/kidney-disease-chronic/pages/introduction.aspx>

* Infectious diseases affecting the kidneys.
* Glomerulonephritis - Inflammation of the kidneys.
* Polycystic kidney disease - A genetic condition in which cysts develop in the kidneys.
* Ureteral obstruction – For example, as a result of recurrent kidney stones or benign prostatic hypertrophy.
* Long-term regular use of certain medicines - For example, lithium and non-steroidal anti-inflammatory drugs (NSAIDs).

**Types of Treatment for Chronic Kidney Disease**

There is no cure for chronic kidney disease, but treatment can help relieve symptoms and stop their progression. Types of treatment depend on how severe a person's condition is.

The most common types of treatment are:

* Changing lifestyles, for example healthy eating.
* Taking medications to control the issues associated with the disease, for example high blood pressure and high cholesterol.
* Dialysis - An alternative treatment for some kidney functions; dialysis may be necessary in cases of advanced chronic kidney disease.
* Kidney transplant - This may also be necessary in cases of advanced chronic kidney disease.

<https://www.nhs.uk/conditions/kidney-disease-chronic/pages/introduction.aspx>

**2. What are Accommodation Services?**

Accommodation services are a method of removing barriers to persons with a disability or persons with a medical condition from doing their job. For example, changing their place of work, the way they do their work, or providing them with equipment to help them.

Accommodation services are not a special treatment but a way of treating persons differently in order to give everyone an equal opportunity to succeed in their work.

Accommodation services may be simple, inexpensive and economically feasible.

**Accommodation Services and the Best Practice Standards**

Employers should provide accommodation services for any employee who may experience barriers at work due to a disability, chronic disease or health condition - even if it has not been diagnosed as a disability or even if that person does not accept it as a disability.

The best practice is to provide "reasonable" accommodation service to anyone who needs them in order to work effectively and fully contribute to your establishment.

Most employers will want to know what is "reasonable". The proper starting point for defining what is reasonable is to do what seems fair and just to the person and others who work for the employer in proportion to the size and resources of the establishment.

This guide contains guidelines to help you reach the best practice standards.

In order to define best practice standards:

* Arrange for the participation of individuals in developing solutions and respect their rights to maintain confidentiality.
* You may need to treat persons differently in order to be able to treat them fairly.
* Don't make any assumptions about what persons can or cannot do.
* You must ensure that everyone is aware of their scope of responsibilities and when they must be performed.

**3. How Common Is Chronic Kidney Disease?**

According to the estimates by the US National Center for Biotechnology Information, the number of persons with chronic kidney disease is 200 million worldwide4. High-risk groups for chronic kidney disease include persons with diabetes, high blood pressure and a family history of renal failure.



The number of persons with chronic kidney disease is 200 million worldwide.

High-risk groups for chronic kidney disease include

* Diabetes
* High blood pressure
* Family history of renal failure

There is a misconception that persons with chronic kidney disease are unable to adapt to work needs or are unable to perform certain jobs. However, they can improve their abilities to work like any other person if they receive the right training and support. While certain jobs may not be suitable for certain persons, this should be discussed with the person to assess what type of job they are capable of doing.

4. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4112688/

In addition, effective management of persons with chronic kidney disease in the workplace is a good practice for the establishment, while failure to address disability and effectively manage chronic kidney disease cases can also result in high costs in terms of productivity, team morale, interpersonal relationships, high employee turnover and low individual performance.

Through regular talking with employees about their work, for example periodic one-on-one meetings, you may be able to learn about the difficulties an employee with chronic kidney disease faces, which will then give you an opportunity to talk about accommodation services to enable the employee to work more effectively.

Accommodation services can be simple, inexpensive and economically viable for the establishment. Without accommodation services, good candidates may not apply for jobs and good employees may be lost. Exact needs vary from one person to another so each person should always be asked about his needs.

**4. Ethics and Rules for Inclusive Communication**

**A word about language when talking about a disability or health condition**

 When talking about a disability or health condition, it is important to use the term “a person (or persons) with a disability or health condition”. The word “person” or “persons” is deliberately separated from the word “disability or health condition” by the word “who / with” in order to emphasize that the disability or health condition does not define or describe the person as a whole.

Therefore, when referring to a person with chronic kidney disease, it should be referred to as “a person with chronic kidney disease.”

For more information on behavior and communication ethics, see the "Guide to Ethics and rules for Communication with persons with Disabilities" issued by the Human Resources Development Fund.

<https://www.hrdf.org.sa/Page/Tawafuq>

**Response when disclosing** **the health condition**

The candidate may choose to disclose his health condition during the interview or the recruitment process. Likewise, any current employee of the Company may turn to you or another member of the management team to disclose his medical condition with which he has been diagnosed. Therefore, you should coordinate with the Human Resources Department, whenever possible, to obtain directions as to how to respond appropriately to an employee who has disclosed his or her health condition to you, as It helps to know what to say and what not to say when a candidate discloses their health condition to you.

Here are some suggestions for how to respond sympathetically and appropriately to an employee who has disclosed his medical condition to you:

* Don't give advice, Just listen.
* Avoid asking specific questions regarding the candidate's or employee's health condition. However, you can ask about his ability to work. For example, “How do you think your treatment might affect your work?” or “What accommodation services and supports do you think could help you do the work?”
* You can show concern and sympathy for the person but avoid being sympathetic. For example, you can say “I am sure you are in a tough situation” or “I am sure that it is difficult to deal with this situation”.
* You can say to a current employee: "Your presence among the team members gives it a valuable addition. So, let's work together to find workable solutions" or "Tell me how you think we can handle the workload more easily and effectively”.
* Do not try to relieve the employee to make him feel psychologically comfortable, and although your intentions are good, trying to relieve the employee can mean ignoring the person's feelings. Avoid saying things like "Things could be worse" or “Time will make you forget”.
* If you are not sure how to respond to the employee's disclosing about his health condition, tell him that you need to consult with the Human Resources Department and inform them about the matter. For example, "I'm not sure how to handle this situation. I'd rather report back to Human Resources to ensure your needs are met."

**5. Providing Accommodation Services**

**Recruitment and Selection**

 You must ensure that applicants with disabilities or health conditions are not discriminated against during the recruitment process. You may also be required to provide reasonable accommodation services. It is important not to make assumptions about what a job applicant can or cannot do. Instead, you should ask applicants what accommodation services they need as part of the hiring process.

In the event of outsource employment agencies, ask them to provide evidence that they also provide accommodation services to persons with disabilities or health conditions and operate to standards based on these guidelines.

It is not a good practice to ask candidates about their health condition or disability prior to being offered a job unless the question is directly related to an essential aspect of the role the applicant will be performing, or for the purposes of providing accommodation services during the application or interview process. Hence, the reason for this is that information obtained about a candidate's health or disability during the application and evaluation phase may lead hiring managers to make negative assumptions about a candidate's ability before they have had a chance to demonstrate what they can do for the required work.

Each candidate should be given the opportunity to request adjustments at every stage of the recruitment process. Candidates with chronic kidney disease may benefit from some of the following accommodation services:

* Being given extra time during the interview - The candidate may need to use the restroom and take a more streamlined approach, rather than just having a general conversation.
* Allowing the person to work on probation before making any job offer to ensure that he will be happy and to identify any accommodation services required.
* Obtaining the services of a professional recruitment consultant to help you both through the recruitment process.

Remember that requirements vary from one person to another, so you should always consult with the person to find out what accommodation services are appropriate for them.

**Job Description**

 When identifying job descriptions and candidate specifications:

* You must ensure that the job description clearly states the purpose and scope of the job role and administrative support related to the job.
* You must describe any risks associated with the job requirements, including any unreasonable or conflicting requirements. You must ensure that you can support the successful candidate by providing adequate training and resources upon recruitment.
* You must identify the required skills and the job requirements.
* You must differentiate between necessary conditions and desirable conditions, in order to be more flexible when identifying the required accommodation services.
* You must focus on what is required to be achieved in the job and not on how to achieve it. For example, an employee with chronic kidney disease may need to work from home several days a week. You must focus on the employee's production and not on the hours spent at his desk, and enable employees to work flexibly to accomplish the main tasks, when applicable.
* You must not place undue importance on educational qualifications or work experience that are not essential for the job.

It can be appropriate to inform potential candidates that certain jobs involve a certain degree of stress or responsibility but that statements should not be considered as an abdication of responsibility in the job description. Employers are still required to deal with the pressures and stress levels of their employees. General statements such as: “The employee must be able to work under pressure” or “The employee must be able to work in stressful situations” should be avoided.

|  |  |
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| TAQATThe National Labor Portal |  |

**Job Advertisements and Attracting Applicants**

When posting a job:

* Use positive phrases, for example “we welcome applicants with disabilities and persons with health conditions”.
* Note the name of the contact person that persons who need accommodation services during the recruitment process can contact using a number of different means of communication (for example, email, phone, SMS and MMS).
* Note that applications may be accepted in alternative formats, for example in writing, or as an audio record or by email.
* Post the advertisement in more than one place. In addition to the newspaper, use the local radio station or websites.
* Post the job advertisement on the National Labor Portal - TAQAT

<https://www.taqat.sa/web/guestemployer/home>

**Employment Application Forms**

 Accommodation services may be required during the shortlist selection process, whereby an applicant with chronic kidney disease may:

* There could be gaps in his CV statement due to his health condition.
* He could have gained experience in unpaid work, for example work experience and volunteer work.

**Interviews**

 Since you want to hire the best person for the job, you may need to ensure that all candidates are able to demonstrate their ability to do the work.

Before inviting a candidate for an interview, be sure to ask the candidate if they require any accommodation services. The basic requirement for candidates to be able to tell you the appropriate accommodation services

they need is to give them detailed information on how and what the interview will involve - i.e. the format of the interview and details of any assessment procedures.

**Induction and Training**

 Awareness of disability and the need for accommodation services should be included in all policies, for example policies on sick leave, training and performance appraisal. New employees should be made aware of these policies during the induction process.

It is important that your company's regular induction and training program is available so that employees with kidney disease have access to the same information, for example the same information about the company's health and safety policies and procedures. Ask all new employees if they need accommodation services and ensure that employees with kidney disease have equal opportunities to participate in external training, meetings and career development opportunities.

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| **Case Study 1** **Ohoud- Part One** |
| Ohoud has been working as a researcher for a private medical company for ten years. She recently had a mild kidney disease that caused her to feel tired and had difficulty concentrating. |  |
| The fact that Ohoud suffers from kidney disease also means that she needs to use the rest room more frequently. However, the nearest rest room in the office is two floors up, which means she has to take longer breaks away from her office. |  |
| Since Ohoud was diagnosed with chronic kidney disease, she has had to visit the doctor regularly to monitor her condition.Ohoud met with her line manager, Hessa, to inform her about her recently diagnosed disease. |  |
| Hessa suggested to Ohoud that it might be useful for her to meet with the Director of Human Resources, to help determine the type of support that can be provided to Ohoud based on the recommendations of her doctor and the ideas that Ohoud deems appropriate on how to perform her work duties. |  |

**Employee Retention**

 Once someone has been offered a job, you may need to provide accommodation services to make sure they can perform the job to their best potential. Accommodation services should begin as soon as possible after the employee is hired - this can take time and you must consult with the person and ensure that the employee's manager or line manager understands the agreed accommodation services.

Periodic reviews of accommodation services should be included, for example at the end of a probationary period, and in supervision and evaluation sessions in order to ensure the continued effectiveness of accommodation services. Accommodation services agreement tailored to the employee's needs is a good way to record and review reasonable accommodation services.

It should also be ensured that the same approach is followed with regard to accommodation services when an employee with chronic kidney disease applies for promotion, and here too no assumptions should be made about what the employee can or cannot do.

The accommodation services that an employee with chronic kidney disease needs vary greatly from person to another. Therefore, managers should talk to employees about their difficulties on an individual level, and employees with chronic kidney disease may know exactly what they need, or they may not need anything at all. If a person has had kidney disease for a long time, they may have developed helpful techniques and "coping" methods to control symptoms.

In most cases, the only accommodation service required is to increase coworker awareness and acceptance of persons with chronic kidney disease. It is very important for the person to be involved when an accommodation service is being considered or any reasonable accommodation service is being provided. Accommodation services should be examined in light of their specific function.

Examples of accommodation services may include the following:

Employees with chronic kidney disease may need a change in work pattern or job roles. The required accommodation services may include the following:

* Modifying performance targets taking into account the impact of chronic kidney disease.
* Flexible working hours - For example, allowing the employee to take regular breaks to help them manage the effects of stress.
* Allowing the employee to work from home for a certain number of days a week or if he is fine.
* Modifying the job description to exclude any unnecessary tasks that cause specific difficulties.
* Allowing the employee to take breaks in order to help them focus, move around, or take medication.
* Changing the work environment, For example allowing the employee with chronic kidney disease to sit close to the restroom if he needs frequent breaks to use it.

**Employees Undergoing Dialysis**

The purpose of dialysis is to help maintain the balance of chemicals in the body, just as the kidneys do when they are healthy. Dialysis is usually done in a dialysis center or in a hospital three times a week, for two to four hours each time. Accordingly, the employee will need sufficient time to attend these sessions.

The time required for dialysis varies from one person to another. In some cases, kidney disease may be a temporary problem and dialysis can be stopped after the kidneys have recovered. Sometimes, a person with chronic kidney disease needs a kidney transplant but it is not always possible to perform a kidney transplant immediately, so he may need dialysis until a suitable donor is found.

If a kidney transplant is not suitable, for example if a person is not well enough to undergo major surgery, they will need to undergo dialysis for the rest of their lives.

In addition, if the employee is undergoing dialysis, a catheter (which is a thin tube inserted into the artery between the shoulder and the neck) may be placed for him and the person will need to keep this tube clean, and therefore any physical actions required by his job can be modified.

An abdominal catheter is placed for persons undergoing peritoneal dialysis. This tube may be an obstacle for their physical work and the employee needs a place with privacy to change the abdominal catheter tube or for a period of time to go to the hospital or dialysis center to do so, depending on the type of peritoneal dialysis he is undergoing.

Employees undergoing dialysis need periods of time off from work for this purpose. The accommodation services required depend on the time period requested. If the person is on dialysis for a short period of time, an effective accommodation service may be allowing them to have flexible working hours. If the person requires dialysis for an extended period of time, permanent changes on the employee's working arrangements may be needed to be considered.

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| **Case Study 1** **Ohoud- Part Two** |
| After meeting with the Director of Human Resources and Ohoud about the accommodation services that may help her in the work place.These accommodation services may include the following: |  |
| * Allowing Ohoud to be late for one hour for her work start and end times to help her cope with her morning stress.
 |  |
| * Allowing Ohoud to have flexible working options whereas she can work from home (remote work options) on days when she feels like she is not fine or when she needs to see a doctor.
 |  |
| * Changing the place of Ohoud’s desk and place her near the restroom.

After the meeting, Ohoud sat to discuss these accommodation services with Hessa and they agreed on the ability to effectively apply them. |  |

**Emotional Support and Emotional Safety**

It is normal for a person to experience mood changes after having chronic kidney disease. This may include psychological stress, anxiety, sadness or depression, and these feelings may be new to the person, and the employee's line manager or employer may also notice the difference. Sometimes, these emotions disappear after a period of time and as a result of rehabilitation. The line manager must provide support to the employee during this stage, and he must also manage the reactions of other employees.

Such support may include ensuring that the employee participates in an employee assistance program (if any), counseling services, or participation in relevant employee forums or networks.

**Disability Leave and Absence Management**

You may need to make accommodation services with attendance and dismiss management procedures to ensure that persons with chronic kidney disease are treated fairly.

While some employees may need time off for medical appointments, we should not assume that the absence rate shall be high for each employee with chronic kidney disease. Employees may need some hospital appointments, but these are often planned in advance and the employee has a consistent treatment program. This type of absence can be classified as "disability leave" and can be considered a reasonable accommodation service. If the disability leave is for a reasonable period, it should be paid.

Employers may need the following:

* The gradual and progressive return of the employee to work after the period of sick leave, so that the working hours are gradually increased over a period of time.
* Allowing leave for a sufficient period of time for medical appointments, treatment, or rehabilitation.
* Allowing the employee to have flexibility in working hours to overcome stress resulting from treatment.
* Being understandable as an employee is more likely to try to return to work if he knows he can take a break or leave and go home when necessary.

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| **Case Study 2** **Mohammed** |
| Mohammed works as a clients account manager at an insurance company. He has had chronic kidney disease for ten years and was able to manage his condition effectively and work full time. |  |
|  | Mohammed’s condition got worse recently and his doctor assured that he will need to undergo dialysis for a short period of time. |  |
| Mohammed told Abdullah that his condition had deteriorated and that his doctor had assured him that he would need dialysis for a period of time. Abdullah asked Mohammed to meet with him to discuss this. |  |
| During the meeting, Mohammed explained that he needed two days off every week to visit the hospital and receive treatment. Abdullah told him that the company wanted to support him during his treatment until his recovery. |  |
| Abdullah assured Mohammed that his days of absence would be recorded as disability leave and would not be counted as general sick leave. Abdullah also suggested that Mohammed work from home on days when he feels tired or if he is unable to come to the office, as the company gives employees the option to work over the phone. |  |
| Abdullah also contacted the Human Resources Development Fund, which advises on financial subsidies that the company can receive to compensate it for Mohammed's absence for undergoing dialysis. |  |

**Health and Safety**



In the vast majority of cases health and safety do not present any barriers to the employment of persons with disabilities or persons with health conditions. However, health and safety is frequently used as a factor to justify not hiring or terminating a person with a disability or a person with a medical condition.

Employers often misconceive that hiring a person with a disability or a person with a health condition poses an unmanageable risk to the health and safety of the person with a disability and his co-workers.

If you have any health and safety concerns about an employee with an acquired brain injury, in order to achieve the best accepted standards, you should do the following:

* Follow the case management method.
* Conduct an individual, objective and effective assessment of any risks involved in hiring a person with chronic kidney disease.
* Provide accomodation services that can reduce or eliminate risks that a person may be exposed to.
* Do every reasonably practicable thing to reduce or eliminate hazards related to the work environment or work activities and to apply safe and sound standards of practice.
* Reasonably handle any other risk situations.

**Emergency Evacuation**

 Employers should also provide means of escape and put in place safety precautions to ensure all employees' lives are preserved in case a fire.

Employers should partner with employees with disabilities or employees with health conditions to develop a personal plan that includes what happens in an emergency.

Considerations for persons with chronic kidney disease may include the following:

* Allow additional time for evacuation training.
* Use a fire evacuation elevator, if available.
* Place handrails for stairs to assist during evacuation.
* Fire officials conduct additional inspections.

**6. The regulatory framework in the Kingdom of Saudi Arabia**

The rights of persons with disabilities are clearly stipulated both at the national level in the United Nations Convention on the Rights of Persons with Disabilities, and at the local level in the definition of disability issued by the Ministry of Labor and Social Development and the People with Disabilities Care Law in the Kingdom of Saudi Arabia.

**(A) At the international level**

 In 2008, the Kingdom of Saudi Arabia signed and ratified the United Nations Convention on the Rights of Persons with Disabilities, which states the following:

**Article (27)**

**work and workers**

1. States Parties recognize the right of persons with disabilities to work, on an equal basis with others, this right includes providing them with the opportunity to earn living through work that they freely choose or accept in a labor market and work environment that is open for persons with disabilities, inclusive and easy for their inclusion. States parties protect and promote the realization of the right to work, including the right of those who become disabled during their work, by taking appropriate steps, including the enactment of legislation to achieve several objectives, including the following:
2. Prohibition of discrimination on the basis of disability in all matters relating to all forms of employment, including conditions of employment, hiring and work, continuation of employment, career advancement, and safe and healthy working.
3. Protection of the rights of persons with disabilities to just and adequate conditions of work, on an equal basis with others, including equal opportunity and equal pay for work of equal value, safe and healthy working conditions, including protection against harassment, and redress of grievances.
4. Ensure that persons with disabilities are able to exercise their labor and trade union rights at all levels on an equal basis with others.
5. Enable persons with disabilities to have effective access to public technical and vocational guidance programs, employment services and vocational and continuing training.
6. Promote employment opportunities and career advancement for persons with disabilities in the labor market, as well as provide assistance in finding, obtaining and maintaining employment and returning to it.
7. Promote self-employment opportunities and self-employment, forming cooperatives, and initiating self-employment businesses.
8. The employment of persons with disabilities in the public sector.
9. Encourage the employment of persons with disabilities in the private sector through appropriate policies and measures, which may include corrective programs, incentives and other measures.
10. Ensure that reasonable accommodation services are provided to persons with disabilities in the workplace.
11. Encouraging the acquisition of professional experiences by persons with disabilities in the open labor market.
12. Enhancing programs for vocational and occupational rehabilitation, job retention, and return to work

for the benefit of persons with disabilities.

2. States Parties shall ensure that persons with disabilities are not subjected to slavery or servitude, and that they are protected on an equal basis with others from forced or compulsory labor.

**(B) At the national level**

**Definition of disability issued by the Ministry of Labor and Social Development**

**People with Disabilities Care Law**

 The Ministry of Labor and Social Development issued a definition of disability and work in Article (ten) of the executive regulations in implementing the provisions of Article (twenty-eight) of the Labor Law, which was issued in accordance with Ministerial Resolution No. 1982, dated 6/28/1437 AH, which approved the amended executive regulations for the Labor Law.

Whereas, Article 10 thereof clarifies what is meant by a person with a disability as “every person who proves, according to a medical report issued by the Ministry of Health or hospitals in other government sectors, or under one of the identification cards issued by the Ministry of Labor and Social Development, that he has one or more of the following permanent disabilities: visual disability, hearing disability, mental disability, physical disability, motor disability, learning difficulties, speech and language difficulties, behavioral disorders, emotional disorders, autism or any other disability that requires one of the forms of accommodation arrangements and services”.

The definition of disability can be viewed on the website of the Ministry of Labor and Social Development in Arabic through the following link:

<https://portal.moi.gov.sa/ar/News/news_343>

**7. Beneficial Establishments and Subsidies Provided**

If you are an employer interested in hiring talented and skilled persons, including persons with disabilities, the following services, organizations and companies can facilitate your business needs.

* **TAQAT - The National Labor Portal**

TAQAT is a national initiative established to be a virtual platform for the labor market in the Kingdom of Saudi Arabia, and extends to the public and private sectors. TAQAT's message is based on providing and exchanging recruitment and training services efficiently and effectively to increase the stability and development of the workforce.

Website: <https://www.taqat.sa/web/guest/about-taqat>

* **Branches of the Human Resources Development Fund and TAQAT Centers**

Website: <https://www.hrdf.org.sa/Locations>

Services or institutions not affiliated to the Human Resources Development Fund are not necessarily endorsed by the Fund.

* **Saudi Center for Organ Transplantation**

Coordination of organ transplantation and donation from the brain dead, and raising the level of care services for patients with organic failure to include all organs.

Free phone: 8001245500

Phone: 009660126611548 - 009660114451100

Website: [www.scot.gov.sa](http://www.scot.gov.sa)

Region: 13-1

* **Prince Fahad bin Salman Charity Association for Renal Failure Patients Care**

Providing equipment, medicines and medical supplies, encouraging and supporting scientific research and prevention and awareness programs of kidney disease and its transplant.

Free phone: 8006105555

Phone: 009660114103332

Website: [www.kellana.org.sa](http://www.kellana.org.sa)

E-mail: info@kellana.org.sa

Region: 13-1

* **King Salman Center for Disability Research**

Researches, lectures, courses and programs in the field of disability3

Phone: +966 11 488 4401

Fax: +966 11 482 6164

Website: [www.kscdr.org.sa](http://www.kscdr.org.sa)

Region: 13-1

* **King Salman Center for Kidney Diseases**

Providing distinguished and high-quality medical services to citizens who have kidney diseases by the most efficient and safest means in addition to achieving excellence in the field of education and training and scientific research.

Phone: 00960114976333

Website: [www.kskc.gov.sa](http://www.kskc.gov.sa)

Email: info@kskc.gov.sa

Region: 13-1

* **Qaderoon - Business Disability Network**

Provide guidance, direction, training, and the best practice standards for employers to recruit, retain, and include employees with disabilities through work comprehensive environments.

Phone: +966 12 698 6116

Website: [www.qaderoon.sa](http://www.qaderoon.sa)

E-mail: info@qaderoon.sa

Region: 13-1



* **World Wide Web Consortium W3C**

An organization which was established in order to set and keep standards up to date with regard to the Internet to enable users to access Internet pages without problems.

Website: [www.w3.org](http://www.w3.org)

Region: Global

* **World Health Organization**

World Health Organization staff works with governments and other partners in more than 150 countries in order to ensure the highest levels of health for all people.

Website: <http://www.who.int/en>

Region: Global

* **World Health Organization’s Global Business Disability Network**

A network of multinational enterprises, employers, companies, business networks and organizations ofpeople with disabilities

Website: <http://www.businessanddisability.org/index.php/en>

Region: Global

**Appendix 1**

**Human Resources Development Fund Hemodialysis Day Wage Support**

**Program Eligibility Criteria**

**The employee with** **renal failure must be:**

* A Saudi national, or of a Saudi mother.
* To be registered with the General Organization for Social Insurance.
* To be one of those who undergo kidney dialysis.
* To have a registered number with the Saudi Center for Organ Transplantation (SCOT).

That the establishment pays the employee's wage without deducting the days of his absence for dialysis.

The monthly bill of exchange along with the documents required by the fund are to be submitted.

A sick employee has the right to benefit from this program even if he was supported by another program provided by the Fund.



**Human Resources Development Fund Hemodialysis Day Wage Support Program**

**Support program period?** ****

The Human Resources Development Fund shall bear the salary costs for the days of leave taken by the employee to obtain dialysis throughout the period of his work until he leaves the job. The compensation is to be paid to the employer in which the person suffering from renal failure is an employee.



**Human Resources Development Fund Hemodialysis Day Wage Support**

**Program Objectives**

Encouraging establishments to employ renal failure patients of Saudis or of a Saudi mother, and their continuation in the work they joined by compensating the establishments for the wages of vacation days that employees take to undergo dialysis, in order to achieve job stability for them.

The owner of the establishment can submit a request for support through the following:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **First** | **Second** | **Third** |
| Registering the data of the establishment in Employment and Training System (ETS) | Submitting a support application through logging into the establishment’s account on the system | The establishment shall register the employee with renal failure in the Hemodialysis Day Wage Support Program |



**Human Resources Development Fund Hemodialysis Day Wage Support**

**Program Support Mechanism**

Encouraging establishments to employ renal failure patients of Saudis or of a Saudi mother, and their continuation in the work they joined by compensating the establishments for the wages of vacation days that employees take to undergo dialysis, in order to achieve job stability for them.

The owner of the establishment can submit a request for support through the following:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| The Fund shall bear the wages for the days of leave taken by the sick employee to undergo dialysis during his work in the private sector until he leaves it | Compensation of the facility for the working days during which the employee is absent to undergo dialysis, provided that the compensation does not exceed an average of 13 days / month, with compensation value not exceeding SR 3466 / monthfor each employee | The monthly wage shall be calculated based on the wage registered with the General Organization for Social Insurance |
|  |  |  |
| There is no minimum salary for the beneficiary | Support shall be disbursed at the end of each calendar month | The maximum wage shall be eight thousand Saudi Riyals, and if it is more, support shall be provided on a basis of eight thousand |



**8. Collaborating Partners**

The Human Resources Development Fund welcomes receiving feedback from persons, establishments and employers interested about this employment accommodation services guide.

Please contact the Human Resources Development Fund - through e-mail

tawafuq@hrdf.org.sa

Submit your feedbacks and suggestions and the second edition of the guide will include the names of the establishments and employers who participated in the review process.

The deadline for submitting feedbacks on the first edition shall be August 1, 2017.

