



Disability Policy

1.1 HISTORY

Integrity Academy (Pty) Ltd was established on 26 June 2013.

The founder of Integrity Academy (Pty) Ltd has established an enviable brand and track record of excellent service to his clients over the years. Part of the future strategy of Integrity Academy (Pty) Ltd is to expand its offering to its existing and potential clients with accredited training programmes and in the process to expand their skills and knowledge and enable them to be “Fit & Proper” as required by the FAIS Act.

The positive effect of this initiative to Integrity Academy is that the organisation will be perceived as an organisation providing a solution to the Brokers and Intermediaries development and compliance needs. The training and development offering will focus at first in the big centre, but gradually will expand to the whole country.

1.2 The Constitution of South Africa (with specific reference to section 9: Equality)

(3) The state may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.

(4) No person may unfairly discriminate directly or indirectly against anyone on one or more grounds in terms of subsection (3). National legislation must be enacted to prevent or prohibit unfair discrimination.

1.3 Non-Discrimination Declaration

Integrity Academy (Pty) Ltd hereby declares that it does not discriminate on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth, and that Integrity Academy (Pty) Ltd complies with the provisions of section 9 (4) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).

Integrity Academy (Pty) Ltd accepts that the Registrar of Private Higher Education Institutions may, in terms of section 29 (3) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), and section 62(1) of the Higher Education Act, 1997 (Act No. 101 of 1997), cancel this institution’s registration or provisional registration should it be proven otherwise.

1.4 Principles

1.4.1 Integrity Academy (Pty) Ltd will treat all employees with dignity and respect and will provide an environment for learning and working that is free from unlawful discrimination, harassment, bullying and victimization.

1.4.2 Integrity Academy (Pty) Ltd is committed to an Equal Opportunities Policy and recognizes the importance and value of diversity. It recognizes its social, moral and statutory duty to admit and employ people with disabilities, and will do all that is practicable to meet this requirement responsibility.

1.4.3 Integrity Academy (Pty) Ltd employment policies aim to ensure that people with disabilities receive treatment that is fair, equitable and consistent with their skill and abilities. Similarly, Integrity Academy (Pty) Ltd admits students to the available places on its courses based on their academic ability and motivation, whilst recognizing the particular achievements of disabled students who have reached this stage.

1.4.4 Integrity Academy (Pty) Ltd will make every effort, if an existing employee becomes disabled, to retrain and retain wherever practicable.

1.5 Definition of Disability

1.5.1 A physical or mental condition that limits a person's movements, senses or activities.

1.5.2 A disadvantage or handicap, esp. one imposed or recognized by the law.

1.6 Discrimination and Exclusion

1.6.1 Discrimination against disabled applicants or staff can take place in the following ways:

1.6.1.1 Direct Discrimination: An individual is treated less favourably than another because of a disability.

1.6.1.2 Indirect Discrimination: When a rule or policy that applies to the majority but disadvantages someone with a disability.

1.6.1.3 Discrimination by Association: Direct discrimination against an individual because they associate with another person who has a disability.

1.6.1.4 Discrimination by Perception: Direct discrimination against an individual because others think they possess a particular disability.

1.6.1.5 Harassment: Many people with disabilities experience harassment at work. At Integrity Academy (Pty) Ltd harassment will not be tolerated and every reasonable step will be taken to deal with it. Any refusal to work with people because of their disability is unacceptable and will not be tolerated. Staff can complain of behaviour they find offensive even if it is not directed at them.

1.7 Roles and Responsibilities

1.7.1 Staff

Integrity Academy (Pty) Ltd recognizes that all staff shares the responsibility to ensure the rights of students with a disability are upheld. This responsibility extends to all aspects of Integrity Academy (Pty) Ltd operations, including:

- Services and facilities;
- Admissions;
- Access and participation;
- Course design and delivery;
- Assessment methodologies.

The trained coordinators work in collaboration with students, teaching teams, administration staff and management on decisions to be made on the provision of services to students with a disability.

1.7.2 Students

In order for Integrity Academy (Pty) Ltd to fulfil its obligations under the policy, students are required to meet reasonable requests for information and evidence about the nature or existence of a disability. Integrity Academy (Pty) Ltd does not accept responsibility for measures or actions required for accommodating a student with a disability where staff are uninformed of the need for adjustment, or not provided sufficient time for the adjustment to be made. Students have the following responsibilities:

- Inform the training coordinator of a disability if they believe they require support with access, enrolment, participation and assessment;
- Investigate and fully understand all academic and practical requirements of the course they hope to undertake;
- Abide by Integrity Academy (Pty) Ltd Student Rules.

1.8 Disclosure of a disability.

Although there is no legal requirement for disclosure, Integrity Academy (Pty) Ltd encourages all students with a disability to provide information relating to the impact their disability has on their capacity to achieve a successful outcome. It would thus be the student's responsibility to inform Integrity Academy (Pty) Ltd of any disabilities should they require acknowledgement thereof and if any special needs may arise during the time of study that Integrity Academy (Pty) Ltd may have the recourses readily available to assist.

1.9 Confidentiality

Under legislation it is imperative that we safeguard the confidentiality of personal and medical information. When a person's disability status is known, all unnecessary and potentially damaging disclosures will be avoided. Disclosure will only occur under the following circumstances:

- With the explicit consent of the individual;
- When it helps to facilitate the person's ability to do the job;
- It is absolutely necessary and within the law.