



3.1

Disability Inclusion Policy

	SYNCHRO Engineering Co. Ltd شركة اينكرو الهندية المحدودة	Documents No.: SYN/MNL-2011-010		
		Issue No.: 1	Rev. No.: 3	Department: Management
DISABILITY INCLUSION POLICY		Issue Date: 01-11-2011	Rev. Date: 01-01-2018	Page: 1 of 4

TABLE OF CONTENTS

- 1.0. INTRODUCTION
- 2.0. OUR MISSION
- 3.0. OUR COMMITMENTS
- 4.0. ACCESSIBILITY
- 5.0. PARTICIPATION
- 6.0. SUPPORT
- 7.0. REPORTING
- 8.0. MEASURABLE OUTCOMES

Prepared By Abdalla	Reviewed By M. Eltayeb	Approved By M. Jamal	Effective Date 01-Jan-2018
-------------------------------	----------------------------------	--------------------------------	--------------------------------------

	SYNCHRO Engineering Co. Ltd شركة اينكرو الهندية المحدودة	Documents No.: SYN/MNL-2011-010		
		Issue No.: 1	Rev. No.: 3	Department: Management
DISABILITY INCLUSION POLICY		Issue Date: 01-11-2011	Rev. Date: 01-01-2018	Page: 2 of 4

9.0. INTRODUCTION

At SYNCHRO Engineering Co. Ltd, we are committed to fostering an inclusive workplace that values diversity and ensures equal opportunities for all employees, including individuals with disabilities. Our Disability Inclusion Policy reflects our dedication to creating a supportive environment where everyone can thrive, contribute, and reach their full potential.

At SYNCHRO Engineering Co. Ltd, we believe that diversity drives innovation, and we are proud to champion an inclusive workplace where everyone belongs.

10.0. OUR MISSION

The mission of SYNCHRO Engineering is to value the ability and individuality of people with disabilities by providing each individual with the opportunities they need to reach their full potential as participants within an inclusive ethos/culture. At SYNCHRO we will achieve disability inclusion by continually reviewing an approach that is implemented by the members, staff and management and by working in partnership with our clients, disability groups and in consultation with people with disabilities and their societies. This will ensure that our company is inclusive for everyone.

11.0. OUR COMMITMENT

Our company welcomes all members of the community, regardless of their abilities. We will include people with disabilities in our company in both technical & administrative roles to the greatest extent that we can. We will endeavor to make our company as inclusive and accessible as possible, based on our commitment to comply with the Article 30.5 of the United Nations Convention on the Rights of Persons with Disabilities.

12.0. ACCESSIBILITY

We are committed to ensuring that as far as reasonably practicable, our company's environment, offices, warehouses and physical facilities are accessible to people with disabilities. We are ready to consider all reasonable adjustments that would, over time, help us to achieve this aim more fully and effectively. In our efforts to deliver on this we will:

- Improve on the physical layout out of the facilities that we use
- Update our training and education to reflect disability awareness/inclusion
- Adjust how we deliver/promote our information to people with disabilities
- Organize disability awareness/inclusion training for all board, staff and members
- Ensure that all resources are produced in accessible formats
- Improve accessibility of all programmes
- Review all areas in line with health and safety requirement

Prepared By	Reviewed By	Approved By	Effective Date
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018

	SYNCHRO Engineering Co. Ltd شركة □ اينكرو الهند □ ية المحدودة	Documents No.: SYN/MNL-2011-010		
		Issue No.: 1	Rev. No.: 3	Department: Management
DISABILITY INCLUSION POLICY		Issue Date: 01-11-2011	Rev. Date: 01-01-2018	Page: 3 of 4

13.0.PARTICIPATION

By developing our capacity and capabilities within our company we will strive to deliver inclusive programs, promote and advocate for disability inclusion and increase the numbers of people with disabilities participating in our activities. In our efforts to deliver on this we will:

- Adopt an inclusive approach across all aspects of the entire company by consulting with our members
- Consult with and listen to the voices of people with disabilities in all of our deliberations and program development
- Work in partnership with other companies and individuals who are advocates for the inclusion of people with disabilities
- Promote good governance across the entire company to ensure that participation of people with disabilities is delivered
- Acknowledge and support the contributions, achievements and successes of people with disabilities in our company
- Commit to and adopt the Sport Inclusion Disability Charter

14.0.SUPPORT

In the development of a Disability Inclusion Policy we understand that it requires a lot of support across all aspects of our company. We will endeavor to provide supports where they are needed and where financially and strategically possible. In our efforts to deliver on this we will:

- Increase the capabilities of our management, staff and members so that they have a better understanding of what is required to deliver an inclusive environment. We will do this by providing disability awareness/inclusion training to all our board members, staff and members
- Appoint a Disability Inclusion Officer to monitor, support and assist in our work to be more inclusive of people with disabilities
- Educate and support management, staff and members to be accepting of people with disabilities throughout our organization
- To ensure that all future policies, strategies and plans are inclusive of people with disabilities
- Develop our coaching/training pathway to include disability awareness training
- Develop a standalone disability inclusion workshop specific to our sport or organization
- Collaborate with external company who work in the area of disability and consult with them and their members in the development of our programs

15.0.REPORTING

We will endeavor to review and update the company Disability Inclusion Policy annually and to review any recommendations and developments that will have arisen as a result of the development of the policy. In our efforts to deliver on this we will:

Prepared By	Reviewed By	Approved By	Effective Date
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018

	SYNCHRO Engineering Co. Ltd شركة اينكرو الهندية المحدودة	Documents No.: SYN/MNL-2011-010		
		Issue No.: 1	Rev. No.: 3	Department: Management
DISABILITY INCLUSION POLICY		Issue Date: 01-11-2011	Rev. Date: 01-01-2018	Page: 4 of 4

- Review the work that has being completed during the time frame
- Check the list of actions or measurable outcomes that were set as part of the policy development
- Consult with people with disabilities, members and company staff on their views and achievements in relation to the policy
- Update the policy where necessary
- Request approval of any updates to the policy by the board of management

16.0.MEASUREABLE OUTCOMES

It is important to set a list of measureable outcomes so that the company can monitor and track that the Disability Inclusion Policy is being implemented. In our efforts to deliver on this we will:

- Ensure that the Disability Inclusion Policy has being approved by all board of management and all members of the company
- Ensure that the board of management, staff and members understand the policy
- Ensure that the board of management, staff and members commit to the policy and adopt the Sport Inclusion Disability Charter
- Ensure that the policy is included in the company handbook and is part of induction training of all new staff
- Ensure that the policy is displayed publicly within the company
- Ensure that the training needs of the company board, staff and members in relation to the Disability Inclusion Policy has been identified and met
- Ensure that all incidents are recorded and dealt with in line with the policy
- Conduct an inclusion audit of the company and all the environments and facilities used for programmes and events

End of Policy

Prepared By	Reviewed By	Approved By	Effective Date
Abdalla	M. Eltayeb	M. Jamal	01-Jan-2018



SYNCHRO Engineering Co. Ltd

 info@synchro-sd.com

 www.synchro-sd.com