**STAFF DISABILITY DECLARATION**

Dear Colleagues

As an institution, CPUT is committed to creating a workplace where everyone enjoys the experience of being valued, respected, and supported. As part of our ongoing efforts to ensure an **inclusive, accommodating and conducive work environment**, and in keeping with the values of the University, we encourage all employees who have a disability to declare it confidentially.

The Employment Equity Act No. 55 of 1998 (as amended) (the Act) defines people with disabilities as **"*people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment*"**.

We wish to draw your attention to the fact that while the definition that is contained in the Act specifies a disability as:

- long term;
- recurring;
- physical **or** mental; and
- substantially limiting

for the current financial year, **only 25 employees have made declarations** of their disability to Human Capital. It is for this reason, and to support greater awareness and understanding of **disabilities, disorders and conditions** that you might have but were not aware could be declared, we attach the South African Human Rights Commission's refer to you to pages 14 to 19.

**Why It Matters:**

Declaring a disability is **entirely voluntary and confidential**, but it is a vital step in helping us better understand and **support the needs of our employees**.

By doing so, we can:

- Ensure that **appropriate accommodations** (as far as reasonably possible) are in place to support our staff to perform optimally.
- Ensure that **no employee is unfairly discriminated** on the basis of their disability status.
- Foster a **culture of inclusivity** and understanding across the organisation.
- Continuously **improve our workplace policies and practices** to support all employees.

**Confidentiality:**

We understand that disclosing a disability is a personal decision, and **we want to assure you that all information that you share with us will be treated confidentially**. Declaring your disability will not negatively affect your current position and shall be used to **provide necessary support** and **will not affect your employment status or career opportunities**.

**POPIA**:

The University is required to **ensure compliance with the Protection of Personal Information Act** and accordingly ensure that all information shared with the University will only be used for the purpose for which it is intended. Any requests to the University, through the Human Capital Department, for declared information to be used for another purpose, will not be honoured without the express permission of the employee, at the point that the information is requested.

**Disclosure:**

- If you choose to declare your disability, disorder or condition, please do so by completing the attached EEA1 form and return the completed form to your Human Capital Business Partner.
- Please support your declaration with the submission of medical evidence and supporting documents from a registered health professional as confirmation of your disability status.
- If you have any questions relating to this matter, please feel free to contact **Ms Lucina Reddy, Employment Equity Specialist** via email *reddylu@cput.ac.za*.

CPUT seeks to create an environment where everyone can thrive. Thank you for helping us make ours a more inclusive workplace for everyone.

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*Creating an inclusive space is a powerful and transformative journey that enriches everyone involved. It starts with the belief that every person deserves to feel valued, respected, and heard. By embracing diversity and fostering an environment where differences are celebrated, we not only uplift individuals but also enhance our collective strength and creativity.*

*Issued by: Human Capital Department*