

## Disability, Accessibility and Inclusion Policy

*Approved by the Globethics Board of Foundation on 29 April 2022*

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## Preamble

Globethics is committed to providing all individuals access to its provisions and services under the terms of the international and national legal instruments: The Charter of the United Nations (1945), The Universal Declaration of Human Rights (1948), and the Declaration on the Rights of Disabled Persons (1975, <https://www.ohchr.org/Documents/ProfessionalInterest/res3447.pdf>), and the Convention on the Rights of People with Disabilities (2014), as well as the Swiss Federal Act on the Elimination of Discrimination against People with Disabilities (2002, 2020, <https://www.fedlex.admin.ch/eli/cc/2003/667/en>).

## 1. This Policy's Intent

Globethics' compliance with applicable international and national disability legal frameworks is embedded in the organisation's vision, mission and values (www.globethics.net, Vision Mission-and-Values), as well as related Discrimination and/or Harassment Policy. Globethics with this policy defines its commitment to inclusion and to the provision of educational and professional conditions which allow the participation of all individuals regardless of their health or physical integrity status, in as much as the general principles of non-discrimination and harassment, as well as the principles of conduct explicated in the Globethics Code of Ethics (www.globethics.net, Code of Ethics) are respected.

This policy is part of the Globethics policy collection and is subject to the approval of the Board of Foundation. The Board of Foundation reviews Globethics policies periodically upon consideration of recommendations received by the Executive Committee and the Board of Foundation Committees as appropriate.

## 2. Definitions

Disability refers to a physical or mental status that prevents the full or partial exercise of any bodily or mental functions, or is demonstrated through a medical diagnosis impeding on the individual's full or partial exercise of any bodily or mental functions. Globethics is committed to international and national laws that protect individuals with such impairments from any form of harassment and discrimination, and is furthermore dedicated, within the framework of its Code of Ethics and values, to promote the inclusion of persons with disabilities.

Globethics considers the inclusion of persons with disabilities in its professional environment and in its educational programmes as a responsibility not only vis-à-vis the concerned individuals, in recognition of their dignity and rights, but also as an expression of the organisation's commitment to diversity, equity and equitable access.

The inclusion of persons with disabilities relates to the whole-organisational approach to demonstrate openness, diversity, respect of the person and her dignity, as well as equal opportunity of and equitable access to provisions and services.

Accessibility relates to the physical or digital access to the organisation's provisions and services. This entails the participation in the educational programmes, meetings and events, as well as the equitable access to resources, such as the e-library and publications, and general services Globethics provides.

In order to facilitate this accessibility for persons with disabilities, Globethics provides a range of support services, which may include, depending on the individual circumstances:

- Specific accommodation arrangements for programmes, meetings and events held physically;
- Specific transport and nutritional provisions;
- Specific, case-by-case amendments and derogations of Globethics policies, rules and regulations;
- Specific arrangements to facilitate access to buildings and venues;
- Specific arrangements pertaining to auxiliary services as appropriate and adequate;
- Specific arrangements and modifications of the professional environment as appropriate and adequate.

### 3. Responsibilities

Globethics compliance with the provisions of this policy and the respective laws in vigour are coordinated by the Coordinator for Disability Support Services, Accessibility and Inclusion, or a designee as assigned by the Academic Dean. The coordinator's responsibilities include, but are not limited to, the following:

- Ensuring that programmes, meetings and events are accessible;
- Collaborating with all organisational departments in the implementation of appropriate measures to ensure accessibility and inclusion;
- Reviewing the Support Service Forms submitted upon registration and implement appropriate measures for accessibility and inclusion;
- Assisting in the evaluation, periodical review and amendment of policies, rules and regulations as appropriate and as assigned in collaboration with the organisation's habilitated instances.

#### Contact information

The Coordinator for Disability Support Services, Accessibility and Inclusion  
Globethics  
Academic Department  
Chemin du Pavillon 2  
CH 1218 Le Grand-Saconnex, Geneva  
Switzerland  
Tel: +41 (0)22 566 78 50      Email: [academy@globethics.net](mailto:academy@globethics.net)

### 4. Standards and Principles of Inclusion

Globethics is committed to standards and principles of inclusion. This commitment entails to overcome exclusion and to recognise equality, justice and fairness for all. Beyond the adherence to principles of justice, inclusion constitutes for Globethics also the responsibility to endeavour the broadest possible representation in its stakeholder community, as an expression of the value added diversity provides to the ethical vision. The provision of educational programmes and resources is not only a subject of democratising the access for economically underprivileged, but also of underrepresented groups such as people with disabilities. With this policy, Globethics pledges to pay particular attention to making its programmes, events and services more accessible in an equitable way, to review its internal practices in this regard and to provide staff opportunities for continuing formation on the inclusion of and accessibility for people with disabilities. Globethics lays emphasis on the non-negotiable principles of non-discrimination, the respect of the integrity of the person, and states that discrimination, harassment, hate speech and retaliation are prohibited under the provisions of this policy and the provisions of the Harassment and/or Discrimination Policy.

## **5. Accessibility of Programmes and Events**

Globethics is committed to enable course participants with disabilities equal and equitable access to its programmes, events and services. The organisation aims at providing course participants or participants in its programmes and events adequate access, within reasonable parameters, unless such provisions would significantly alter the programmes and services. In view of evaluating the needs and planning for adequate measures in advance, Globethics implements a Support Service Form for Course Participants with Disabilities (see 12. of this policy).

## **6. Support Services for Course Participants with Disabilities**

Persons with disabilities with the desire to participate in Globethics Programmes and events can make a request for specific support services, inter alia, for specific accommodation as applicable, for auxiliary services, specific arrangements regarding transport, access to buildings and other environmental adjustments, or the amendment of policies, rules and regulations to be evaluated by the habilitated instances. Course participants are invited to use the Support Service Form at registration (see 12. of this policy).

The Coordinator for Disability Support Services, Accessibility and Inclusion (hereafter: The Coordinator) upon review of the form, and in collaboration with the respective departments, will by way of an individual consultation with the course participant assess the specific needs and determine if and what kind of support needs to be arranged. The Coordinator for Disability Support Services will coordinate the measures and their implementation in close collaboration with the Globethics Support Services.

The Coordinator for Disability Support Services, Accessibility and Inclusion will communicate with the course participant throughout the process of the individualised assessment and in particular on the determinations regarding the provision of individualised support services.

Course participants may contact the Coordinator for Disability Support Services, Accessibility and Inclusion at all times and continue to benefit of the programmes, events and services of Globethics.

## **7. Review of Determinations Regarding Accessibility of Programmes**

Upon communication of the determinations related to support services for accessibility of Globethics programmes and events, the course participant may request a review. This review has to be made within 30 days of the communication of the individual determination to the Coordinator for Disability Support Services, Accessibility and Inclusion. In consultation with the Academic Dean, the Coordinator may solicit the recommendations of Globethics Support Services, members of the teaching bodies, staff members and professionals for counsel.

## **8. Complaint Reporting, Investigation and Resolution**

### **8.1 Complaints against discrimination**

Any individual participating in the programmes and activities of Globethics, in particular the course participants, who believe that they have been subjected to or witnessed discrimination as regulated by the Globethics Harassment and/or Discrimination Policy and the national legislation in vigour may report a complaint to the Coordinator.

Any participant considering reporting a complaint may at any time contact the Coordinator or a designee for consultation on the matter. The Coordinator or a designee will explain the complaint reporting procedure.

A complaint investigation is initiated upon submission of a written statement alleging discrimination prohibited by the Swiss Federal Act on the Elimination of Discrimination against People with Disabilities (see Preamble), or when a participant provides similar information in an interview. A prompt submission of complaints is encouraged.

The Coordinator will consider the complainant's submission and may, in consultation with the appropriate internal instances, dismiss it if the Coordinator determines that the complaint is on its face without merit, not credible, or outside of the scope of these procedures.

If the complaint is retained, it will be reviewed, and depending on the case, the Coordinator may conduct individual interviews, review evidences and take any other appropriate action in view of collecting relevant information pertaining to the complaint.

The Coordinator will determine if the complainant was subject to discrimination according to the national laws in vigour. The Coordinator will consult with other departments and instances of the organisation as necessary in view of attaining a decision regarding the complaint. The Coordinator will establish a report detailing findings, conclusions and actions to be taken, if any, and will determine the departments in the organisation with whom to share the report. The investigation time will depend on multiple factors. Globethics attempts to keep the investigation as short as possible and to conclude complaint procedures within thirty (30) working days. The Coordinator or the designee will keep the complainant informed on the status of the process and communicate the outcome. The coordinator will ensure that, following the review, necessary measures are taken in view of the organisation's compliance with laws in vigour as needed and appropriate.

## **8.2 Reconsideration of a decision regarding accessibility**

Course participants have the right to appeal for review of decisions taken in relation to the accessibility of Globethics programmes and events. Through the Coordinator, Globethics will in particular receive requests for reconsideration of decisions directly affecting the participation in programmes or the access to resources. The complainant may first seek counsel from the Coordinator, who will discuss the matter with the participant, receive additional information and, upon review and in consultation with internal instances as appropriate, make an informed decision, which will be communicated to the complainant as soon as possible, latest within thirty (30) working days.

## **9. Confidentiality**

The information a course participant, or participant, in Globethics programmes and events provides orally or in written are kept confidentially under the provisions of the international and national legislative framework, as describes and explicated in the Globethics Privacy and Data Protection Policies.

If in the course of a review process, confidential information is to be disclosed to or received by a third party not part of Globethics, the participant will be asked to sign a Release of Information form (see 12. of this policy, Annex B).

## **10. Service and Assistance Animals**

As service and assistance animals are considered animals that enable participants with disabilities the physical and digital access to programmes and event, and that do not impact the habitual delivery of the respective programmes or events. Course participants may make the request to the Coordinator to attend Globethics programmes and services, held and provided onsite, in accompaniment of a service or assistance animal, in as far as this aids to fulfil conditions under which the individual is enabled to participate in programmes and to benefit of services provided by Globethics. In order to ensure that related environmental arrangements can be made, the participant is invited to contact the Coordinator in a timely manner prior to the programme or event, at least 14 working days prior to the first day of the programme or event. The Coordinator may be contact at all times for any specifications on the parameters and procedures in relation to service and assistance animals.

## **11. Digital Accessibility**

Globethics is committed to support the access to its digital resources and facilities, and is in particular dedicated to promote inclusion and equity in relation to the accessibility of its open access e-library and publications resources. Measures taken by Globethics to ensure broadest possible digital accessibility include the introduction to the use of technology, particularly with regard to its virtual learning environment, to the access of digital resources, such as the e-library collections and the free publications series. Globethics provides in this context dedicated orientation sessions for all course participants and is committed to provide additional support services for persons with disabilities. The Coordinator may be contacted at all times for requests for individual support regarding the access to its digital resources and facilities.

## Annex A:

### Disability Support Service Request Form

Tel: +41 (0)22 791 62 49

Email: [academy@globethics.net](mailto:academy@globethics.net)

[www.globethics.net](http://www.globethics.net)

**Disability Support Service Request Forms are reviewed upon submission for the current semester.**

- The submission is recommended within a timeframe of 30 to 14 days before the next semester begins.

(January/February for the First/Spring Semester (March/April start dates); August/September for the Second/Autumn Semester (September/October start dates);

- Forms for future semesters will not be retained. Any support requests have to be resubmitted for each semester anew.

**NOTE: After submission, your request will be reviewed in the order received. If you are submitting during the first two weeks of the semester (during high volume) the review may take up to a week for a response. If you need to submit additional information or have questions, please submit to the central email at: [academy@globethics.net](mailto:academy@globethics.net)**

**Please do not submit multiple requests unless providing new or additional information.**

**Semester:**

- Spring (March/April course start dates)
- Autumn (September/October course start dates)

**Name:**

First Name, Last Name

**Date of Birth:**

DD, MM, YYYY

**Email:**

**Telephone:**

**I have taken notice of the provisions in the Disability, Accessibility and Inclusion Policy**

Please view the **Disability, Accessibility and Inclusion Policy**

**Category of Disability:\***

- Cognitive
- Hearing
- Physical
- Psychological/Emotional
- Specific Learning Disability
- Speech
- Visual
- Other

\*Please check all that apply.

Please provide any **further specific information** here (e.g. on other impairments, and/or on the level of your disability):

**Disability Status**

- Temporary
- Permanent

**List the specific support you are requesting:**

- Accommodation (if applicable and only for onsite programmes and events)
- Transport (if applicable and only for onsite programmes and events)
- Provisions for access to buildings and architectural provisions (if applicable and only for onsite programmes and events)
- Digital accessibility
- Other

**Please list specific support requests here:**

**Please indicate for which courses:**

- For specific courses
- Please name the course title here:
- For all courses

**Please indicate if you have any supporting documentation for your request here:**

- Yes
- No

**If yes, please specify the documentation here:**

The Course Coordinator/Coordinator for Disability Support Services, Accessibility and Inclusion will review your submitted request form and contact you in due course prior to the start of the courses as needed and communicate the determinations related to the support services proposed.



## Annex B:

### Release of Information Form

Tel: +41 (0)22 791 62 49

Email: [academy@globethics.net](mailto:academy@globethics.net)

[www.globethics.net](http://www.globethics.net)

I, *First Name, Family Name*, of legal age, and currently residing at *Domicile Address (full postal address)*, do hereby authorize Globethics with legal domicile at Route de Ferney 150, CH-1211 Geneva 2, Switzerland, to release the following records:

Disability Status Records

Academic Records

The information to be released shall be for the purpose of

Seeking external professional counsel for specific disability support services needed to access Globethics programmes, event or services.

I understand that this authorization to release records and information will remain effective until I revoke it in writing and in the understanding that the recipient shall use the information in compliance to applicable laws.

Last day of effectivity DD/MM/YYYY

This authorization permits the recipient to authorize release of my information to a third party without my consent.

This document is a standing consent and all information processed shall be limited to what is authorized to be shared by the owner of the information.

Signature

Signed by DD/MM/YYYY, Name