R1-A1. Roadmap of the Methodology

Erasmus+

ADAPTATIVE LEARNING PATHS FOR
EPLOYABILITY OF PEOPLE WITH
DIFFERENT SKILLS IN THE STONE
SECTOR
2021-1-DE02-KA220-VET-000033276

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INTRODUCTION

Currently, people with disabilities who are willing and able to work face a number of barriers that prevent them from accessing the labour market and, in many cases, from finding jobs that match their abilities and needs. The employment rate of people with disabilities is significantly lower than that of people without disabilities, and in some countries, the unemployment rate among people with disabilities exceeds 80%. Moreover, when people with disabilities do work, they often work in jobs with lower wages and few opportunities for career advancement. It is crucial to address these inequalities and to provide opportunities and support for the integration of people with disabilities into the labour market.

The inclusion of people with disabilities in the natural stone industry could make an important contribution to the labour market, as this sector offers the possibility to adapt jobs to the different abilities of the worker. The development of a pathway and training content on therapies for the disabled based on manufacturing processes and techniques used in the stone sector could help the integration of this group into the labour market through training and the use of innovative systems adapted to the digital age. Companies that strive to have a socially responsible inclusion policy and value the skills and abilities of people with disabilities could benefit from added value in the diversity of their workforce and the potential economic impact of their integration in the natural stone sector.

This report is included in the task "R1-A1. Methodology Roadmap", corresponding to Intellectual Output 1 "Educational approach for people with different abilities focusing on transversal skills in the stone sector." of the InclusiveStone project.

This task aims to establish a roadmap including research methodology for desk research, questionnaire and field research focused on the inclusion of people with disabilities in the natural stone sector. This methodology will allow for the collection of relevant data on barriers and opportunities for the inclusion of people with disabilities in the stone labour market, as well as for the identification of good practices and possible solutions. Research on inclusion in the stone sector is fundamental to achieve a more equal and fair society, where all people have access to employment opportunities regardless of their status.

This report and all the information about the project are available at the following url: - InclusiveStone project website: https://inclusivestone.eu/

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1. ROADMAP

Inclusion and diversity are nowadays very important issues in business, and more and more companies are joining this trend. However, it is not always easy to know how to become an inclusive company. Therefore, this section will describe the necessary steps to achieve this, from getting to know people with disabilities to promoting and disseminating progress in this area.

Below are the steps to be taken to achieve an inclusive company:

1. **Get to know people with disabilities:** If you do not have experience in this field, it is important that you get to know people with disabilities, abandon existing stereotypes and prejudices in society and consider the possibility of hiring them in your company.
2. **Know what an inclusive company is:** To continue moving in this direction, you need to know what an inclusive company is, reflect on the opportunity to become one and the benefits you will get from it.
3. **Make the decision and visualise the benefits:** It is important that you make the decision to become an inclusive company and visualise the benefits of this action in a decalogue: contribute to social cohesion, associate your brand with an entity of social prestige, contribute to the creation of a positive social and business climate, consolidate corporate culture, commit to the integration of people with disabilities, opt for public sector contracts, value your brand and take advantage of talent.
4. **Formalise the decision in the company's institutional documents:** It is essential that you formalise the decision to become an inclusive company in the company's institutional documents and communicate it internally in the organisation.
5. **Protocol recruitment processes to ensure equal opportunities:** It is important that you protocol recruitment processes to ensure equal opportunities and non-discrimination. Make sure you define jobs on the basis of professional competencies.
6. **Study possibilities of collaboration with representative entities and special employment centres:** Study possibilities of collaboration with representative entities and special employment centres to directly or indirectly favour the creation of jobs for people with disabilities.
7. **Study the accessibility of your products and services, facilities, and workstations:** It is essential that you study the accessibility of your products and services, facilities and workstations, and that you act proactively to comply with or improve on the law.

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8. **Disseminate positive impact and lessons learned:** It is important that you disseminate positive impact and lessons learned. Guide and encourage other companies, suppliers and stakeholders with whom you interact.

9. **Incorporate a consultancy resource:** It is important that you incorporate a consultancy resource that, in close collaboration with your human resources or personnel department, develops a proactive approach to incorporating diversity in your company, with a special focus on people with disabilities.

10. Finally, if you hire people with disabilities, set aside quotas for the provision of products and services with EWCs, are accessible and disseminate and encourage others to follow your process, you will encourage this process to become more common in the labour market and put an end to stereotypes and prejudices.

2. DIAGNOSIS OF INCLUSION

2.1. Context

The inclusion diagnosis is a fundamental tool to assess the current situation of the company in terms of accessibility and inclusion of people with disabilities. This analysis will identify opportunities for improvement so that the company can move forward on its path towards becoming an inclusive company.

To carry out this diagnosis, five basic dimensions will be analysed: Physical space and transport, technical resources and tools, Information and communication, Attitudes and Policies, rules and procedures. Each of these dimensions will be evaluated based on the degree of compliance that the company has with respect to them, considering three levels: high, medium and low.

The Physical space and transport dimension will focus on reviewing the accessibility conditions of the company and its immediate surroundings, including nearby means of transport, the urban environment where the company is located, access to buildings, surface area, corridors, interior layout, sanitary facilities, furniture, counters and customer service counters and signage.

Regarding the dimension of Technical Resources and Tools, the machinery, equipment and objects that can increase, maintain or improve the abilities of people with disabilities and that the company can make available or facilitate their use will be evaluated, taking into consideration the standards and criteria of universal design.

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The Information and Communication dimension will focus on evaluating the channels that facilitate the exchange of information, considering the conditions of accessibility in the emission and reception of visual, audible, tactile and gestural messages, the signage of buildings and facilities, mechanisms, methods and procedures used to communicate and provide information, as well as advertising.

As for the Attitudes dimension, the level of knowledge of disability, the appropriate use of language and of positive and inclusive concepts, the promotion of diversity participation, the detection and elimination of false myths, as well as the implementation of specific training and awareness-raising actions in favour of non-discrimination and diversity management will be assessed.

Finally, the Policies, standards and procedures dimension will analyse compliance with and implementation of legislation related to disability, accessibility and employment, taking into account its impact on standards and codes of behaviour, business policies, production standards, business objectives, mission and vision, recruitment and commercial policies, among others.

In summary, the inclusion diagnosis is an essential tool for the company to identify opportunities for improvement and move towards becoming an inclusive company, assessing key aspects such as accessibility of physical space, use of technical resources and tools, communication and information, attitudes, and company policies and standards related to disability and inclusion.

2.2.   Survey

In this context, the consortium that makes up InclusiveStone has considered it necessary to carry out a survey to assess the degree of compliance with the different dimensions in the companies with which it has contact. This survey aims to provide participating companies with an analysis that identifies opportunities for improvement to facilitate their move or improvement towards becoming an inclusive company. In addition, this survey will gather valuable information on the accessibility of companies, the use of technical resources and tools, communication and information, attitudes and policies, standards and procedures. With this information, the consortium will be able to work more effectively with participating companies to improve their accessibility and make their work environments more inclusive for people with disabilities.

	Compliance		
PHYSICAL SPACE AND TRANSPORT	H	M	L

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The company has transport for its staff, or there are accessible means of transport nearby.			
The urban environment near the company is accessible (pavements with curbs, audible traffic lights, etc.).			
There are accessible parking spaces or spaces reserved for people with reduced mobility.			
Access to the workplace is accessible: no steps and/or ramp, door, lifts, turnstiles...			
The interior spaces of the workplace are accessible: wide passageways, corridors, access to rooms, interior layout, brightness...			
Toilets are accesible.			
Emergency doors and other safety measures are accessible and signposted.			
Accessible furniture is available: tables, chairs, filing cabinets, cupboards, shelves, shelving, etc.			
Counters and customer service counters, if any, are accessible to both those providing and receiving care.			
Universal design criteria and standards are taken into account in all planning of works and/or refurbishment of company infrastructures.			
Remarks:			

	Compliance		
TECHNICAL RESOURCES AND TOOLS	H	M	L
Machinery, equipment, systems or work tools (including software) are accessible and/or adaptable to persons with disabilities.			
In all planning for the acquisition of tools, equipment or other resources, universal design criteria and standards are taken into account.			
Remarks:			

	Compliance		
INFORMATION AND COMMUNICATION	H	M	L
The mechanisms, methods and procedures used to communicate and provide information (internal and external) of the company contemplate universal design: telephony, electronic messaging, audiovisual, etc.			
The signage located in the company's premises facilitates the circulation of people and the location of the departments and services offered.			
There are alternative communication systems, staff trained in Sign Language, magnetic loop or other communication measures for All.			

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In the advertising and marketing of the products and services offered by the company, universal design criteria are taken into account.			
Remarks:			

		Compliance	
ATTITUDES	**H**	**M**	**L**
The values promoted in the company's culture are based on the principles of non-discrimination, equal opportunities and inclusion in all its dimensions.			
The company's staff has basic knowledge on how to interact with people with disabilities (hearing, visual, intellectual, physical and psychosocial or mental), legislation on the subject, or customer service, among others.			
People with disabilities already exist in the company and are fully integrated.			
Remarks:			

		Compliance	
POLICIES, STANDARDS AND PROCEDURES	**H**	**M**	**L**
The company has a Corporate Social Responsibility Committee			
The company has clear and well-publicised policies for the selection and recruitment of personnel in general.			
The company has some kind of positive action policy on gender, disability, youth, or other groups at risk of exclusion.			
The company has designed an organisational policy that promotes equal opportunities, non-discrimination, inclusion and participation of people with disabilities in all dimensions (physical space, information and communication, attitudes, etc.).			
The company has a mechanism in place to disseminate and monitor its disability-inclusive policy, including sanctions for any type of discrimination.			
The company includes in its Strategic Plan an action plan that directs the organisation towards the inclusion of people with disabilities in all dimensions, with the participation of the different administrative and operational units, resources, responsibilities and deadlines.			
The company has a personnel selection policy that does not discriminate against people with disabilities, and/or those who acquire a disability while working in the company, or in its promotion processes.			
The company's rules and codes of conduct take into account the needs of stakeholders with disabilities.			
The company's production standards take into consideration the criteria and standards of universal design (equitable use, flexible use, intuitive and simple use, perceptible information, error tolerance, low physical effort, size and space).			
The company's business objectives, mission and vision are aligned with the inclusion of people with disabilities in all dimensions of the company.			

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The needs of customers, consumers and other stakeholders with disabilities are considered in the company's products and services.			
The company's suppliers and companies that provide raw materials and services to the company comply with non-discrimination.			
Remarks:			

Where:

H   HIGH degree of compliance. The criterion is fully / largely met.

M   MEDIUM degree of compliance. The criterion is not met, but could easily be met.

L   LOW degree of compliance / non-compliance. The criterion is not met / cannot be met.

3. JOB ANALYSIS

3.1.   Activities and Jobs

Taking into account the steps described above, a fundamental task is the identification and analysis of the business activities that may be susceptible to incorporate disabled personnel, and the subsequent evaluation of the jobs related to these activities. The aim of this task is to ensure the inclusion of people with disabilities in the workplace and to foster a diverse and respectful work environment.

In order to carry out this task, a detailed assessment of the company's business activities will be carried out, identifying those that may be susceptible to incorporating staff with disabilities. The specific requirements of each job related to these activities will be analysed, taking into account the skills and competencies needed to perform the job effectively.

In order to obtain this list of tasks, the following data table has been developed and filled in by experts and companies in the natural stone sector:

Consortium members: Deutscher Naturwerkstein-Verband e.V. (DNV), Asociación Empresarial de Investigación Centro Tecnológico del Mármol, Piedra y Materiales (CTM), Federación de Asociaciones Murcianas de Personas con Discapacidad Física y Orgánica (FAMDIF), Institute of Entrepreneurship Development (iED), Klesarska skola (KSK).

Activity:	Approximate weight in the main activity of the company (%)	Principal machinery, tools and equipment	Generic skills required	Approximate number of workers assigned	Remarks

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3.2. Adaptation of workstations

Once the workstations that can be occupied by people with disabilities have been identified, the possible adaptations to be made to ensure accessibility and equal opportunities in the workplace will be assessed. These adaptations can be in the physical infrastructure as well as in the processes and tools used at work.

The following points outline the different factors to be taken into account in each workplace, the skills required and the necessary adaptations to ensure the inclusion of people with disabilities in the company. This outline will serve as a reference tool for personnel selection processes and as a guide for the adaptation of jobs to the specific needs of each employee.

3.2.1. General data

POSITION (C.N.O.):	PROFESSIONAL LEVEL:
TYPE OF CONTRACT MOST USED: (Indefinite, Temporary, Training, Work and Service...)	DURATION OF THE MOST COMMON CONTRACT:

Full time ☐	Part time ☐	Shifts: YES ☐	Geographical Mobility: YES ☐
Timetable (continuous, split, morning, afternoon...) ☐	Number of hours: ☐	NO ☐	NO ☐

REMARKS:

3.2.2. Task analysis

Task No.	Description	% of time

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3.2.3. Job requirements profile

SKILLS	Levels:			Specific remarks:
	A	B	C	
Manual dexterity: Ability to perform activities requiring coordinated actions, with manual accuracy and speed.				
Movement: Ability to walk, and or move around, whether or not using some form of equipment.				
Access to transport: Ability to access (physically access) public transport or make use of a private vehicle.				
Posture: Ability to adopt and maintain a particular posture; SITTING, STANDING, OTHER.				
Strength: Ability to perform physical exertion (physical exercise/loading-handling of weights and/or bulky objects).				
Tolerance: Ability to withstand situations that may generate stress, tension and/or mental fatigue.				
Personal Autonomy: Ability to act independently, without supervision in activities related to self-care and risk perception.				
Interpersonal Relationships: Ability to initiate and maintain relationships with others**.**				
Orientation in the environment: Ability to orientate oneself in the environment where one lives (neighbourhood, city) and to use (know and use) public transport (metro, bus).				
Money management: Ability to engage in basic economic transactions.				
Learning: Ability to acquire knowledge, to perform new tasks.				
Vision: Ability to recognise and/or distinguish objects and colours.				
Hearing: Ability to hear, recognise and/or discriminate sounds**.**				
Verbal comprehension: Ability to understand oral messages.				
Oral expression: Ability to express oral messages.				

A: Required
B: Occasionally required
C: Not required

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3.2.4. Working conditions

FURNITURE AND/OR TECHNOLOGY USED

1.- Furniture
2.- Technology
3.- Tools / Machinery / vehicles

ENVIRONMENTAL ENVIRONMENTAL CONDITIONS AND RISK FACTORS

1.- Accessibility and Barriers
Barriers: Yes: ☐ No: ☐	Brief description of barriers:

2.- Environmental setting: Indicate, where necessary, special features in relation to the following factors:

Remarks:

Factor		Remarks
Temperature	☐	
Humidity	☐	
Lighting	☐	
Noise	☐	
Vibrations	☐	
Environment (extreme weather conditions, dust, smoke, air conditioning).	☐	

Consortium members: Deutscher Naturwerkstein-Verband e.V. (DNV), Asociación Empresarial de Investigación
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3.- Risk Factors: Identify possible risk situations related to the following factors:

Remarks:

Machinery

Heights

Efforts

Mobility

Position

Tension / Anxiety / Stress

Handling

Schedules / Working hours

Indoor Work

Outside Work

Continuous Oral Expression

DNV

Centro Tecnológico
del mármol, piedra y materiales

FAMDIF / COCEMFE - MURCIA

iED

institute of
Entrepreneurship
Development

Consortium members: Deutscher Naturwerkstein-Verband e.V. (DNV), Asociación Empresarial de Investigación
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3.2.5. Competences

EDUCATION

Qualifications:	Languages:	Other knowledge

WORK EXPERIENCE

State whether previous experience is necessary for the job:	YES ☐	NO ☐

OTHER REQUIREMENTS

Driving licence: YES ☐ NO ☐ Tipo ☐

Age: > ☐ < ☐

Own vehicle: YES ☐ NO ☐

Time availability: YES ☐ NO ☐

Place of work: ☐	Working day: ☐	Timetable: ☐

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REMARKS

4. CONCLUSIONS

In conclusion, inclusion is a necessity that all companies should embrace, not only because of its ethical and moral importance, but also because inclusive companies can reap many benefits, such as improving productivity, increasing innovation and improving public image. To achieve inclusiveness, it is necessary to carry out a thorough analysis of the different dimensions that make up the business environment, such as physical space and transport, technical resources and tools, information and communication, attitudes, and policies, rules and procedures.

The surveys and analyses conducted in the InclusiveStone project are valuable tools for companies to identify areas for improvement and develop strategies to include people with disabilities in their operations and organisational culture. In addition, these analyses also enable companies to better understand the needs and expectations of their employees, customers and other stakeholders, which can result in better decision making and competitive advantage. In summary, the InclusiveStone project and its diagnostic tools are crucial to promote a culture of inclusion in the business world and to build a more equitable and sustainable future.