

**EMPLOYER OF THE YEAR**  
**General Criteria, Nomination Form and Guide Questions**

**Deadline for submission: April 30, 2017**

The award is given to recognize the employer who demonstrates leadership in providing and encouraging workplace opportunities by hiring, employing, and promoting Persons With Disabilities, with flexibility to remove work barriers and to make accommodations for PWDs to realize their full potential.

**The employer or company should be:**

1. Operating in the Philippines and consistently employing Filipinos with disabilities for at least the past three years.
2. Of any nationality, any business or industry, private or public:
  - national/multinational chain
  - individual branch or part of a chain
  - individual business not part of a national chain
3. Upholding the dignity of PWDs in its employment practices

**To be considered for the Award, employer nominee must meet the following criteria:**

1. Compliance with general legal requirements of enforcing laws that prohibit employment discrimination against people with disabilities
2. Long-term systematic approach to PWD employment as indicated by the following:
  - proactive expansion of the number of hired PWDs.
  - creation and maintenance of a disability-friendly workplace that provides accessibility or workplace modifications
3. Promotion of awareness and demonstration of the benefits of including PWDs, both to their employees and the general public.

Apolinario Mabini Awards 2017

I. Nominee Profile

Company Name

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Official Address

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Phone

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Fax

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Website

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Other Company Branches

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SEC registration/ DTI

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Other legal registration

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Nominated by:

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Position/ relationship to the nominee

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Contact Details

Attachments, if any	Brochure	
	Company portfolio	
	Company Video	
	Photos of office to show accessibility	
	Photos of projects with PWDs	
	Others	

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Past Awards received

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**Guide Questions**

**A. Hiring Profile**

1. How big is the workforce? How many are Persons with Disabilities (PWD)?
2. What is the general profile of the PWD employees? (Type of disability, work, length of service, type of contract, etc)
3. Does the nominee have a written policy in hiring PWDs? (Please attach copy of policy)
4. How did the nominee start hiring PWDs? When did the nominee start hiring PWDs?

**B. Accommodations in the Workplace**

*"Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms;" ~UNCRPD*

1. How did the other employees react to working with Persons with Disabilities ?
2. Does the nominee conduct seminars/ trainings on working with PWDs for its employees ?
3. Does the nominee develop new seminars for the employees and PWDs as part of company training? If yes, please attach a sample training module.
4. Does the nominee have policies related to accommodations for PWDs? (Please attach copies of such policies.)

**C. Equal Opportunity Employment**

1. How was the PWD job placement determined?
2. Where there awards/recognition given to PWDs by virtue of their work performance (If yes, please explain.)
3. Have the nominee ever promoted a PWD by virtue of his/her performance in the company? (If yes, please explain.)

**D. Other Involvement with PWD/ PWD Advocacy**

1. Is the nominee involved with other PWD advocacy issues other than hiring, and placement? If yes, please enumerate and explain.
2. Does the company join in other activities organized by other PWD organizations? If yes, please enumerate and explain.
3. Do your employees, including officers, get involved in PWD activities outside of the office in their own personal capacity?

**E. Accessibility**

*"Universal design" means the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. "Universal design" shall not exclude assistive devices for particular groups of persons with disabilities where this is needed." ~UNCRPD*

1. What adjustments/installations were made by the nominee to make the physical set up of the office more accessible for PWDs?
2. What adjustments/installations were made by the nominee to make the office equipment (eg. Computers, tools) more accessible for PWDs?
3. What adjustments/installations did the nominee set-up to make information dissemination and collection easier for PWDs?