

GUIDELINES FOR THE PLACEMENT AND TARGETED INTEGRATION OF EMPLOYEES UNDER THE DISABLED WORKERS' *CATEGORIE PROTETTE* SYSTEM

Fondazione Bruno Kessler, in an effort to open the organization to both personal and professional growth needs of individuals, poses particular care at providing employment for disabled people. A targeted and supported placement of the disabled person makes it possible to provide guidance, give confidence to their potential and enhance their capabilities.

It is thus important to undertake a placement plan that will include guidance, training and the work integration of disabled people based on the actual working capacity of each individual and on the characteristics of their job position and activity.

In specific cases, it is advisable to initiate training internships to have a more in-depth knowledge of the disabled person, to understand their skills and aptitudes. In this context, the intervention of external facilitators proves important to provide support with the knowledge and learning of their work as well as to consider and grasp the psychological and psycho-pedagogical aspects (specifically adaptation, awareness and attitudes).

At the basis of a successful placement lies the concept of integration together with all those complementary actions that can achieve a fruitful interaction between the disabled person and the different facets of the work context (work organization, time, limits and potential). The uniqueness of the person and their need to metabolize the changes should be taken into account and carefully considered when assigning their tasks and including them in a working group.

During the placement and integration stage, the role of the internal tutor is essential: he/she will be identified for each working group/activity and will provide not only their technical expertise but also their sensitivity, becoming a reference contact for the disabled person. The appointment as tutor is a key moment for both orientation, during which the disabled worker learns the "job", and subsequently for the management of continued organizational and internal relationships. For this reason, the tutor is a reference point at any time of the working experience of the disabled, contributing to their socialization, overall knowledge of the working environment and functional integration within their Unit of affiliation.

The monitoring by the Human Resources Service is crucial as well, both in the initial stage of orientation and subsequently for the purposes of assessing work integration, relationships

established, experiences lived and the role of the disabled worker. Monitoring activities allow to understand the growth, training and development of both personal and professional potential. These are important occasions for discussing and sharing needs, progress, expectations, as well as bringing out any problems, difficulties and hardships in order to take targeted and appropriate action.

The Foundation aims at a total integration, where work can prompt the worker's global participation in the organization, while it is aware that the integration of a disabled person involves adaptation on both sides.

Pursuant to Resolution n. 2/2015 by the Head of the Human Resources Service