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Bisnis &  
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Indonesia

# INDONESIA BUSINESS AND DISABILITY NETWORK

## Member **Guide and Principles**



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### **About the Indonesia Business and Disability Network**

The Indonesia Business and Disability Network (IBDN) is a voluntary group of like-minded organizations with the shared aim of promoting employment opportunities for people with disabilities. It is part of the ILO Global Business and Disability Network (GBDN). IBDN was launched on 16 December 2016 in Jakarta by the five founding members: PT Bank Mandiri (Persero) Tbk., PT L'Oréal Indonesia, PT Standard Chartered Indonesia, PT TetraPak Stainless Engineering and PT Trans Retail Indonesia. A joint declaration of commitment was signed by the founding members, witnessed by the Minister of Manpower of the Republic of Indonesia and the Country Director of the International Labour Office for Indonesia and Timor-Leste. .

## Vision

The IBDN promotes an inclusive, conducive and equal working environment, where everyone, including people with disabilities, can partake active roles and develop their potential in equal manners, in accordance with their capabilities, interests and talents. It raises the awareness about the positive relationship between disability inclusion and business success.

## Mission

To encourage business communities in Indonesia to be more inclusive and conducive for diversity, be it through exchange of information and experiences, or through sustainable and mutually beneficial programmes of collaboration between companies and other relevant entities.

## Areas of Focus

IBDN enables businesses to improve access to employment opportunities for persons with disabilities through four major areas of focus:

1. **Readiness of the Business Sector:** Foster efforts aimed at preparing the business sector to be more inclusive in the areas including: infrastructure, mindset & policy, accessibility, reasonable accommodation, education & training, and awareness raising through exchange of information;
2. **Readiness of People with Disabilities:** Facilitate active roles and preparedness of people with disabilities to work in the areas including: mindset, skill, communication, reasonable accommodation, education and training, and awareness raising;
3. **Inclusive Recruitment:** Carry out merit-based recruitment of people with disabilities using mechanism that are equal and friendly with diversity; and
4. **Inclusive value Creation:** Encourage creative programmes which can improve both company's competitiveness and the independence of people with disabilities

## IBDN governance and membership guide

IBDN is an open and voluntary membership-based network of companies who act on the shared vision, missions and principles. Key decisions of the IBDN are made by the Steering Committee composed of elected representatives of members. The work of the Steering Committee is supported by the Secretariat. IBDN members elect Steering Committee members every three year at the Annual Members' Meeting.

### Governance Structure

#### 1) Steering Committee

The Steering Committee makes key decisions relating to the organization and operations of the Indonesia Business and Disability Network (IBDN). It sets priorities, action plans, operating mechanisms, and membership guidelines.

**The roles of the Steering Committee** are as follows:

- **Set annual action plans and strategies of IBDN;**
- **Make decisions on organizational matters of IBDN** such as approval of new members and amendment of membership guidelines;
- **Consider and approve or disapprove initiatives** (e.g. events, campaigns) proposed by members or the Secretariat;
- **Represent the network in official functions** such as delivering speeches and signing MoU on behalf of the Network; and
- **Guide the work of the IBDN Secretariat**

Expansion or reforms of the Steering Committee shall be based on the decision of the Steering Committee, pending approval of the decisions by majority voting at the next Annual Members' Meeting.

The term of Steering Committee members is three calendar years from the date of appointment.

The Steering Committee will be composed of seven member organizations, with one chair and two co-chairs. The Steering Committee members elect chairs by voting or by vote of confidence. For the initial

phase following the re-launch of the Network (i.e. 3 December 2020–2 December 2023), the Secretariat appoints Steering Committee members. Given the nature of the Network, business entities are eligible for the Chairs of the Steering Committee.

The Steering Committee meets at least twice a year. Meetings are convened by the Secretariat, and are hosted on a rotating basis as agreed upon by the Steering Committee members. In addition, meetings can only be convened if there is a quorum of at least 50% + 1 of the Steering Committee members.

The Steering Committee adopts the majority voting system for decision-making; any decisions will take effect if approved by at least more than a half of the steering committee members who are present at the meeting. For instance, if six members attend a steering committee meeting, approval of four members is required for committee decisions.

Besides formal decision making at Steering Committee meetings, the Steering Committee members may approve or disapprove suggestions from the Secretariat by giving written notice on practical matters such as agenda of Annual Members' Meeting or approval of new member applications. The same decision making rules of the Committee apply to this simplified approval method.

Steering Committee members may designate two representatives—a primary representative, and an alternate representative—for their organization's participation in the steering committee. Designated primary representatives must be the company's person-in-charge for disability inclusion initiatives, while alternate representatives may be a member of the company's team that promote social inclusion and diversity.

## 2) Secretariat

The ILO office in Jakarta acts as the Secretariat for IBDN.

**The Secretariat is responsible** for the following activities:

- **Convene Steering Committee meetings, and provide technical inputs** to the Committee discussions where appropriate;

- **Facilitate the implementation of the plans and decisions** made by the Steering Committee;
- **Organize the Annual Members' Meeting;**
- **Screening and process membership applications** based on the established criteria;
- **Communicate** the activities of IBDN to the public; and
- **Coordinate with ILO GBDN**, including the preparation and submission of the IBDN annual report

### 3) Annual Members' Meeting

The IBDN holds annual Members' Meeting, a gathering of the IBDN Members and the Secretariat on 3 December each year. The annual meeting commemorates the United Nations' International Day of Disabled Persons. The Annual Members' Meeting will be convened by the Steering Committee and organized by the Secretariat.

The Steering Committee reports key achievements of the past year and presents IBDN's directions, strategies and plans for the coming year at the Annual Members' Meeting. Annual Members' Meeting elects Steering Committee members every three year. Each IBDN member organization has one vote. The Secretariat facilitates sharing of good practices at the Meeting.

## Memberships

### Membership criteria

The Indonesia Business and Disability Network (IBDN) is open to any companies, committed to work together in improving the access of persons with disabilities to employment opportunities. Member companies are legally registered in Indonesia.

Civil society organizations, research institutes, non-profit organizations, any other institutions (hereunder non-corporate entities) who share the IBDN vision may join as affiliates. Affiliates can join annual meetings and working groups but they cannot vote for decision-making of the Network.

## Joining Process

Any companies and non-corporate entities that intend to join the IBDN undergo the following process:

1. Submit the registration form and a letter signed by a senior executive to the IBDN Secretariat (i.e. ILO Jakarta Office). The registration form is available online (<https://bit.ly/registrasiIBDN>). The letter expresses the entity's willingness to act upon IBDN's vision and principles. Please send a scanned copy of the letter to the IBDN Secretariat ([IBDN@ilo.org](mailto:IBDN@ilo.org)).
2. IBDN Secretariat reviews applications based on the established membership criteria, and seeks approval of membership from the Steering Committee. It will notify the applicants of the decision of the Steering Committee regarding their membership application.
3. Approved companies and affiliates register with the Secretariat a duly authorized primary representative, and an alternate representative who join the network's meetings and activities:
  - a. The primary representative is the lead person of the entity's inclusion and diversity initiatives.  

If the organization does not have existing inclusion and diversity initiatives, then the company may appoint a high-level officer from their Human Resources or CSR department as the primary representative.
  - b. The alternate representative is a member of the entity's inclusion and diversity initiatives.  

If the organization does not have existing inclusion and diversity initiatives, then the company may appoint a mid-level officer from their Human Resources or CSR department as the alternate representative.
4. Approved new members and affiliates are welcomed during Annual Members' meetings, working group meetings, and/or learning sessions organized by the IBDN. The Secretariat renews IBDN website and lists new members and affiliates.

## **Responsibilities of IBDN members**

1. IBDN members comply with government regulations on the employment quota of workers with disabilities.
2. IBDN members undertake at least one activity per year in line with the IBDN's vision. They annually report to the Secretariat the initiatives, successes, and/or lessons learnt in promoting disability-inclusive employment in writing, preferably with copyright-free photos and/or video clips. The annual reports are published on the IBDN website. The Secretariat may use the information contained in the report for communication purposes such as web articles, leaflet, case studies and research papers.
3. IBDN members must participate in at least one thematic working group meeting, learning session, or Annual Members' Meeting to maintain membership.
4. Where appropriate, IBDN members act as a goodwill ambassador of the Network and encourage others to promote disability inclusion.

## **Membership Benefits**

Members of the Indonesia Business and Disability Network (IBDN) are entitled to the following benefits:

1. Use of the IBDN logo to indicate their membership, following the IBDN branding and communication guidelines;
2. Participate in knowledge-sharing and learning sessions organized by the IBDN. The IBDN events promote good practices and policies to the favour of disability-inclusive employment;
3. Access resources and publications on building organizational capacity regarding disability-inclusive employment;
4. Participate in regional or global meetings organized by the ILO GBDN to learn and share experiences and good practices with other national networks; and
5. Enjoy social recognition through visibility of the entity's logo on IBDN communication material including website and publications.



### *Note*

Please note that IBDN membership does not represent endorsement or support of the products and services of members by the ILO or the United Nations. Logos of the ILO or the UN cannot be used without prior written permission.

## **Termination of membership**

IBDN members and affiliates may leave the Network by giving a one-month written notice to the Secretariat.

The Steering Committee may terminate memberships unilaterally when:

- Members and affiliates become inactive. If members fail to participate in IBDN activities or do not submit annual report for two consecutive years, the members are deemed inactive; or
- Conducts of members and affiliates are deemed against the vision and the nature of the IBDN such as gross negligence of applicable laws and regulations.

## **Membership fees and contributions**

IBDN does not charge any membership fees. The cost associated with IBDN activities are born by members (e.g. transportation costs to join events). IBDN is not financially responsible for any initiatives undertaken by its members.

IBDN welcomes in-kind contributions of members such as hosting of meetings, sharing of photos and videos that can be used as communication material of the Network, collaboration with research initiatives, sharing of good practices, participation in job fairs for jobseekers with disabilities, and engaging like-minded actors in the Network.

## **Thematic Working Groups**

The structure, roles, and activities of the Thematic Working Groups (TWG) shall be designed by the Steering Committee. The Secretariat will announce the TWG. Members are required to join at least one TWG.

## **Relationship with ILO GBDN**

IBDN is a member of ILO GBDN. ILO GBDN provides IBDN with guidance in growing and sustaining the network based on experience with other national business and disability networks. ILO GBDN also shares good inclusive employment practices and policies in the world, provides technical assistance, and supports IBDN events. IBDN members are welcome to participate in global events hosted by GBDN and interact with members from other countries.

## **IBDN Principles**

IBDN members observe the following principles and act accordingly:

### **Respect and Promotion of Rights**

Promote and respect the rights of persons with disabilities by raising awareness on these rights, and combating the stigma and stereotypes they face.

### **Non-discrimination**

Develop, strengthen, and ensure the implementation of policies and practices that protect persons with disabilities from all types of discrimination.

### **Equality of Treatment and Opportunities**

Promote equal treatment of, and equal opportunities for persons with disabilities by providing reasonable accommodation in all aspects and conditions of employment.

## Accessibility

Progressively make, and ensure that the company premises, and communication to staff, accessible for all employees with disability.

## Job Retention

Undertake appropriate measures to retain, or facilitate a return to employment if current employees develop or suffer from conditions that are considered disabilities.

## Confidentiality

Respect confidentiality of personal information regarding disability.

## Attention to all Types of Disabilities

Consider diverse needs of persons with disabilities who face particular challenges accessing the labor market, including persons with intellectual and psychosocial disabilities.

## Collaboration

Promote employment of persons with disabilities among business partners and other stakeholders, and collaborate with national employer and business networks, as well as with organizations working to advance the rights of persons with disabilities.

## Evaluation

Regularly review the company disability inclusion policies and practices for their effectiveness, and update these accordingly based on evaluation results.

## Knowledge Sharing

Report on company efforts to promote the employment of persons with disabilities to all relevant stakeholders, and share information, and experiences with other members.



**Jejaring Bisnis dan Disabilitas Indonesia**

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