

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 08/07/13	
POL-132-06	WORK INCLUSION	P 1/2	ED.1.0
REVIEWED BY: Mónica Ruiz Huerta Administrative Vice President		AUTHORIZED BY: Dr. Luis Ernesto Derbez Bautista President	

I. Objective

To establish the guidelines that Fundación Universidad de las Américas Puebla will follow to hire people in vulnerable situations.

II. Definitions

- **Employee:** Person who works for Fundación Universidad de las Américas, Puebla.
- **People in Vulnerable Situations:** Indigenous people, people with disabilities, senior citizens, single mothers, and others.
- **University:** Fundación Universidad de las Américas Puebla.

III. Regulation

1. The “university”, in accordance to its **Code of Ethics**, promotes the inclusion of “people in vulnerable situations”, looking for equality with tolerance and non-discrimination.
2. The “university” promotes a work environment favorable to “people in vulnerable situations”, offering them as “employees” equal opportunities in hiring, growth, and working conditions.
3. The Human Resources Department, through the Inclusion Office, will be the area responsible for sensitizing the university community, promoting work inclusion, and providing attention to “people in vulnerable situations”.
4. The “university” will consider hiring “people in vulnerable situations” according to what is stated in its **Policy of Personnel Management**.

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5. The “university” will be able to provide the necessary work tools for the performance of “people in vulnerable situations” that are hired according to their job description.
6. The Campus Management Department will be responsible for the modifications required for “people in vulnerable situations” that are hired by the “university”, based on the information provided by the Inclusion Office.
7. The Information Technologies Department will determine the IT infrastructure required for “people in vulnerable situations” to perform their activities, based on the information provided by the Human Resources Department.
8. Any situation not foreseen in this regulation will be analyzed and authorized by the University President or the person they assign.

IV. Transitory Articles

- This policy is valid the day after it is published on the Intranet and repeals any other regulations on this topic.

V. Directly Related Documents

POL-132-03 Policy for Personnel Management

VI. Change History

Edition	Change Description	Date of Change
1	New Document	July 2013

VII. Annexes

This policy has no annexes.