




Policy on Equal Opportunity & prohibition of discrimination against Disable employee

Function: Human resources Management	Policy: Policy on equal opportunity to Disable employee
Prepared by: GA & HR	Approved by: Management
Date: 1st September 2021	Version No.: HR/DIS/21 / 00

Policy Number	HR/ PCL/ 20/02
Policy Distribution	GA & HR
Effective Date	1 st September 2021
Objective	<ol style="list-style-type: none"> To provide equal opportunity to disable employees and to ensure prohibition of discrimination against disabled employee at workplace. To provide additional facilities or special benefits to disabled employees to enable them to discharge their duties in the company To comply with provision of the Right of persons with disabilities (RPWD) Act 2016.
Applicability	This policy will be applicable on all employees engaged directly & indirectly having any disabilities.
General Guidelines	<ol style="list-style-type: none"> Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else. Each interviewer is mandated to record her/his comments on the candidate's capability in the Interview Evaluation Form. Reasons for rejection must be objective and not related to the person's disability. An employee's request for extra leave, for a reason related to her/his disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly. Company provides an option of unpaid special leave for a maximum period of three months for employees with disabilities who plan to undergo medical treatment. The procedure for availing the leave is detailed out in the company's Leave Policy For official travel, employees with disabilities will be provided accessible modes of transport - air travel (in case road/train travel is inaccessible), and accessible guest houses and hotels and allowing a personal attendant to travel along, as the case may be. An employee can place a written/email request for this with HR through his/her HOD. Management shall ensure to make all company events and meetings inclusive by ensuring that it should be accessible to employee with disabilities. Management shall entrust the responsibilities to someone who will be responsible for taking or Implementing the action plan for making the workplace and IT systems accessible for people with disabilities Management shall ensure that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the



	<p>Equal Employment Opportunity policy. Liaison officer shall develop proactive strategies to prevent discrimination and harassment.</p> <p>9. Employees with disability have the right to file a complaint concerning any discrimination to liaison officer or HR either directly or through his/her immediate. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any company facility, will be regarded as grievance and action shall be initiated against whom the complaint is received</p> <p>10. Management shall ensure that facilities & amenity to be provided to the persons with disabilities to enable them to discharge their duties effectively</p> <p>11. Provisions for assistive devices, barrier free accessibility and other provisions for person with disabilities shall be made .</p>
Disability certificate	<p>1. Person with disability shall submit the certificate of disability in the prescribed format V, VI, VII issued by the appropriate government .</p>
Contact	<p>For any doubt or clarification, please contact GA and HR Department.</p>
Approval	<p>Approved by:</p>  <p>Managing Director</p> <p>Date: 1st September 2021</p>