

Equal Opportunity Policy

1. Overview:

This policy ("Policy") is made in light of new The Right of Persons with Disability Act, 2016 and Rules, 2017 ("**Disability Act and Rules**"), which supersedes all previous versions of any Disability Act in force in India. The new law, and thereby, this Policy aims to provide disabled persons equal opportunities in terms of employment and to protect them from various forms of discrimination on the ground(s) of Disability(ies) throughout the employee lifecycle. It ensures their access to equal employment, growth and career opportunities, and enhances their societal participation in general.

2. Eligibility & Scope:

This Policy covers and is applicable to all the person with Disability(ies) as defined and mentioned in the Disability Act and Rules and could be job applicants, full time and part time employees of the Company, interns/ trainee, contractual employees including temporary employees. It is also applicable to employees who aggravate Disability (ies) during their employment tenure. Further, the Policy aims at:

1. Appointment of a Liaison officer to oversee recruitment of disabled person(s)
2. Identification of Job vacancies for disabled person(s)
3. Prohibition of discrimination in recruitment, selection and growth of disabled person(s)
4. Accessibility norms with respect to Company premises & infrastructure
5. Maintenance of records of Disabled person(s) in employment of the Company

3. Definition:

A 'disabled person' is any person(s) with Disability, persons with benchmark Disability and persons with Disability having high support needs. This definition is inclusive and of 21 types of disabilities referred as 'specific disabilities' under Disability Act and Rules. Specified in Annexure A.

4. Dignity and respect:

Our leaders shall be responsible for creating a conducive work environment built on tolerance, understanding, mutual cooperation and respect for individual privacy.

Everyone in our work environment must be treated with dignity and respect. We do not tolerate any form of harassment, whether sexual, physical, verbal or psychological.

We have clear and fair disciplinary procedures, which necessarily include an employee's right to be heard.

We respect our employees' right to privacy. We have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or business interests."

Effective Date: 23 rd July'2021	
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6. Policy Statement:

This Policy aims to provide equal employment opportunities, and Company is committed to not to allow any kind of discrimination on the grounds of Age, Colour, Disability, Marital Status, Nationality, Race, Religion, Gender or Sexual orientation.

The Company is committed to maintain a work environment that is free from any discrimination or harassment based on above considerations. This Equal Opportunities Policy is subject to provisions of the applicable Disability Act and Rules along with other applicable laws, regulations, qualifications and merit of the individual.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual starting from the recruitment process till superannuation. In accordance with the provisions of the Disability Act and Rules, it is the Company's responsibility to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

The Company will build systems and processes to ensure:

- That no opportunity is denied to persons with Disability (ies), merely on ground of Disability.
- That, as such, a disabled person may apply to any of the jobs vacancies available in the Company provided that his/her selection or otherwise, is purely on the grounds of merit and as assessment of the key skills, knowledge or abilities required to perform said job.
- That appropriate facilities and amenities are provided to persons with Disability(ies) to enable them to effectively discharge their duties in the establishment.
- That the HR Department will ensure a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities. Such Liaison Officer shall be part of the Human Resources team reporting to the Head of Human Resources of the Company.
- That all forms of discrimination against persons with Disability(ies) are prohibited, unless it can be proved

Individuals with disabilities who apply to a job with the Company or employees who believe themselves to be covered by under Disabilities Act and Rules, are advised to contact the Human Resources Representative in any given location or Liason officer

Any information related to Disability that is obtained by the Company via it's HR team is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide such information will not subject an employee or a job applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

7. Statement:

- To provide equal and fair opportunities for employment to all qualified applicants.
- maintain a work environment free from harassment based on age, colour, physical ability, marital status, parental status, ethnic origin, religion, sexual orientation, or gender identity
- To make employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and other appropriate non-discriminatory criteria
- To adhere to the applicable laws pertaining to equal employment opportunities and fair employment practices
- The Human Resources Department will maintain the list of disabled personnel.

8. Communication of Policy:

- This Policy will be available to all employees via the Company's "intranet".

Details of Liaison officer:

S.No	Designation	Name of liaison officer	Contact
1	Liaison Officer	Ravindra Kumar Dubey	011-42193184

Disclaimer: Company reserves the right to change the content of policy any time without any notice.

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Annexure A – List of Disabilities

1. Blindness
2. Low-Vision
3. Leprosy-cured persons
4. Hearing impairment (Deaf and hard hearing)
5. Locomotor Disability
6. Dwarfism
7. Intellectual
8. Mental Illness
9. Autism Spectrum Disorder
10. Cerebral Palsy
11. Muscular Dystrophy
12. Chronic Neurological conditions
13. Specific Learning Disability
14. Multiple Sclerosis
15. Speech and Language Disability
16. Thalassemia
17. Hemophilia
18. Sickle Cell disease
19. Multiple Disabilities Including Deaf-Blindless
20. Acid Attack Victim
21. Parkinson's disease

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