

EQUAL OPPORTUNITY POLICY (RIGHTS OF PERSONS WITH DISABILITIES)

Background:

The Government has recently enacted the Rights of Persons with Disabilities Act, 2016 ("Act"). In terms of the same, establishments in private sector have some duties to perform.

The Company strongly believes in providing equal opportunity to all including differently abled person to be employed. The policy enunciated below is towards that direction

Applicability:

This Policy applies to all units and project sites of the Company and aims to promote inclusiveness.

Equal Opportunity & Non-discrimination:

The Company shall provide equal opportunity to differently abled persons considered for employment in positions where they could be employed. The company would also provide to them necessary facilities and amenities based to enable them to effectively discharge their duties for which they are employed.

Identification of positions & manner of selection:

The jobs for which differently abled person could be considered would be identified by the HR Head of the location in consultation with the respective Business Head. The positions that may be identified would be notified on the intranet Sparkle of the company and to employment exchanges as well as to authorities as provided for under the Right to Persons with Disabilities Act 2016. The persons being considered for such positions would be notified of the Recruitment & selection process as well as other associated rules of employment.

The positions so notified should not be construed as reservation. The Company will give first preference to candidates who differently abled for positions so notified.

Manner of Selection:

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. Candidate with necessary disability certificate issued in accordance with the Act by the competent authority will only be considered for the identified positions. In case such candidates are not found suitable

or no such candidate is available, the company will recruit the candidates without disability in those positions.

Post Recruitment:

Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the HR department and its opinion shall be final. Wherever necessary, the qualified medical personnel of the Company will be consulted.

Leaves:

The differently abled employees will be governed by rules of leave as is applicable in the Company.

Accessibility:

The Company shall provide suitable infrastructure subject to practical feasibility to enable differently abled employees to have a barrier-free access to common facilities including physical environment, transportation, information and communications including technologies and systems for differently abled persons.

Awareness Campaigns:

The Company shall conduct, support and promote at its locations awareness campaigns and sensitisation programmes through appropriate means to promote inclusion of differently abled persons.

Liaison Officer:

HR Head of Sector will be the liaison officer as per provisions of Rule 8(e) of Rights of persons with disabilities Rules 2017 published by the central government. The Liaison Officer shall be responsible for ensuring adherence to this policy and the law along with the location Business Head.

Grievance:

Any person having any grievance regarding this content of the policy or its implementation should report the same to the Liaison officer of the location.

Registration:

The policy would be formally registered with the appropriate authority as required under section 21 of the Act as and when rules regarding the same are framed by the government.

Compliance:

The Business Head along with the HR Head will be responsible for implementation of the Rights of persons with Disabilities Act 2016 and rules framed thereunder.

Additional guide for persons with disabilities:

1. Any person with specified disability should apply in Form IV of the Rights of Persons with Disabilities Rules, 2017
2. The application can be made to the notified competent authority in which the applicant resides. The address should be the same as mentioned in his/ her proof of residence
3. The certificate can also be obtained from the concerned medical authority of a government hospital where the applicant is undergoing treatment in connection with a disability
4. For people with intellectual disability, application can be made by his/ her guardian
5. The application should be accompanied with
 - Proof of residence
 - Two recent passport size photographs
 - Aadhaar number or Aadhar enrolment number

Krity Sharma
Chief People Officer

FORM IV

Application for Obtaining Certificate of Disability by Persons with Disabilities

(1) Name: _____
(Surname) (First Name) (Middle Name)

(2) Father's Name: _____ Mother's Name: _____

(3) Date of Birth: _____/_____/_____
(Date) (Month) (Year)

(4) Age at the time of application: _____ years

(5) Sex: Male/Female/Transgender: _____

(6) Address:

(a) Permanent address

(b) Current Address (i.e. for communication)

(c) Period since when residing at current address: _____

(7) Educational Status (please tick as applicable)

(i) Post Graduate

(ii) Graduate

- (iii) Diploma
- (iv) Higher Secondary
- (v) High School
- (vi) Middle
- (vii) Primary
- (viii) Non-literate

(8) Occupation: _____

(9) Identification marks:

- (i) _____ (ii) _____

(10) Nature of disability:

(11) Period since when disabled: From Birth//since year: _____

(12) (i) Did you ever apply for issue of a certificate of disability in the past - yes/no

(ii) If yes, details:

(a) Authority to whom and district in which applied

(b) Result of application

(13) Have you ever been issued a certificate of disability in the past? If yes, please enclose a true copy.

Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law

(signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with intellectual disability, autism, cerebral palsy and multiple disabilities, etc)

Date:

Date of issue: 01 November 2017

Place:

Enclosures: 1. Proof of residence (Please tick as applicable).

(a) ration card,

(b) voter identity card,

(c) driving license,

(d) bank passbook,

(e) PAN card,

(f) passport,

(g) telephone, electricity, water and any other utility bill indicating the address of the applicant,

(h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer, or the concerned Patwari or Head Master of a Government school,

(i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, and other disability, a certificate of residence from head of such institution.

2. Two recent passport size photographs

(For office use only)

Date:

Place:

Signature of issuing authority

Stamp