

Equal Employment Opportunity Policy for Differently Abled



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Equal Employment Opportunity Policy for Differently Abled



1. Overview:

At EIL, we recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and fostering an inclusive workplace where all employees are treated with respect and dignity. At EIL, workforce diversity is a business imperative. We strive to ensure that our workforce is representative of all sections of the society. We believe that, by doing so, we would be better equipped to develop and deliver accessible and inclusive products and services. In this way, we hope to be able to meet the needs of our clients and customers better, thus producing business excellence.

2. Policy Statement:

EIL is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of employees with disabilities.

We continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to employees with disabilities. We encourage candidates with different abilities to apply for opportunities within EIL as they emerge. Our decisions on employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that a person with disability is provided with any suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly.

EIL is committed to promoting awareness of diversity, equal opportunity and inclusion of people across all sections of society, caste, creed and ability among all employees by organising training and sensitisation programmes and campaigns.

3. Scope:

The Policy covers all current and potential employees with disabilities in EIL. They could be job applicants, full-time/part-time employees, interns/trainees, contractual employees, including temporary employees.

The Policy applies to all aspects of employment, including recruitment, training, working conditions & career advancements.

This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and Central Government Rules 2017. We will always abide by the principles of the Policy in letter and in spirit.

4. Definitions as per The RPWD Act:

"Person with disability" means a person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others.

"Person with benchmark disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms.

It also includes a person with disability where specified disability has been defined in measurable terms by a certifying authority.

"Specified disabilities" are the disability categories mentioned in the Schedule of the Act.

There is also "any other category", which allows the Central Government to add any other disability by issuing a notification.

Equal Employment Opportunity Policy for Differently Abled

everest

The disability categories as mentioned in the Schedule are:

- Locomotor disability
- Muscular Dystrophy
- Leprosy cured
- Dwarfism
- Cerebral Palsy
- Acid attack Victim
- Low vision
- Blindness
- Deafness
- Hard of Hearing
- Speech and Language disability
- Intellectual Disability
- Specific Learning Disability
- Autism Spectrum Disorder
- Mental illness
- Chronic Neurological Conditions
- Multiple sclerosis
- Parkinson's disease
- Haemophilia
- Thalassemia
- Sickle Cell disease
- Multiple Disabilities

Any other category (as may be notified by the Central Government.)

Everest has identified the following disabilities viz a viz job locations:-

DISABILITY	PLANTS	HO / DESIGN CENTER / R&D CENTER	ZONES
• Locomotor disability	√	√	
• Muscular Dystrophy	√	√	
• Leprosy cured	√	√	√
• Dwarfism	√	√	√
• Cerebral Palsy			
• Acid attack Victim	√	√	√
• Low vision			
• Blindness			
• Deafness	√	√	
• Hard of Hearing	√	√	√
• Speech and Language disability	√	√	√
• Intellectual Disability			
• Specific Learning Disability	√	√	√
• Autism Spectrum Disorder			
• Mental illness			
• Chronic Neurological Conditions			

Equal Employment Opportunity Policy for Differently Abled



• Multiple sclerosis	✓	✓	✓
• Parkinson's disease			
• Haemophilia	✓	✓	✓
• Thalassemia	✓	✓	✓
• Sickle Cell disease	✓	✓	✓
• Multiple Disabilities			

Job Roles Identified are as below

Function	Area 1	Area 2
IT	Functional Consultants	IT Support
HR	Operations / Admin / Payroll	L & D / TA / BHR
Marketing	Product / Brand Management	Digital Marketing
Manufacturing	HO Based Roles	Production Data Entry / Posting
Accounts	Corp Finance	BU Finance
Business	EA / Sales Co-ordinator	MIS / Data Analyst
SCM	Purchase / Planning	PO/GR (operations)

5. Policy Details:

5.1 Facilities & Amenities:

5.1.1 Physical Infrastructure

The organization will ensure suitable facilities and infrastructure are provided to employees with disabilities to enable them to effectively discharge their duties in the establishment. EIL aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards given in the Harmonised Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016 and the National Building Code, 2016.

Any new facility that is built, renovated, leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction.

Any employee facing accessibility issues should report to the facilities team at their location or write to the CHRO.

5.1.2 Digital Infrastructure

It is EIL's continuous endeavour to ensure that all our documents, communication and information technology systems adhere to the accessibility standards.

The Standards for Information and Communication Technology as given in the RPWD Rules 2017 are-

(i) Website Standards: Guidelines for Indian Government Websites (GIGW), as adopted by Department of Administrative Reforms and Public Grievances, Government of India.

Equal Employment Opportunity Policy for Differently Abled



(ii) Documents Standards: Electronic Publication (ePUB) or Optical Character Reader (OCR) based pdf formats.

We will ensure that only accessible technologies are procured. Any employee facing accessibility challenges can reach out to the local IT support team or write to the CHRO.

5.1.3 Reasonable Accommodation

EIL will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per The RPWD Act.

Such accommodation would be provided:

- 1) to ensure equal opportunity in the application and selection process,
- 2) to enable an employee with a disability to perform the essential functions of a job
- 3) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

All documents concerning an employee's reasonable accommodations request would be maintained in the employee's confidential file, separate from the employee's official personnel file.

5.2 List of posts identified as suitable for persons with disabilities in the establishment:

EIL will map and identify position for qualified employees or job applicants who have disabilities, as per The RPWD Act.

Such accommodation would be provided:

- To ensure equal opportunity in the application and selection process,
- To enable an employee with a disability to perform the essential functions of a job, and
- To enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

Flexibility and accommodations will be provided to persons with disabilities on an individual basis as detailed in the subsequent section.

5.3 Manner of Selection:

5.3.1 Vacancy advertisement and application:

- Wherever possible, all vacancies will be advertised internally and externally.
- Wherever possible, vacancies will be notified to colleges and disability organisations.
- All vacancy advertisements will include an appropriate short statement on equal opportunities for people with disabilities.
- 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.

5.3.2 Selection Process:

EIL shall adopt a transparent selection process based on merit and without any bias. The selection

Equal Employment Opportunity Policy for Differently Abled



process is the same for all candidates, including persons with disability. Whereas flexibility and accommodations will be provided to job applicants with disabilities as required.

5.4 Other Facilities:

5.4.1 Training and career development:

EIL will endeavour to provide course materials meant for induction and training in accessible formats on request. The request for reasonable accommodation, such as assistive aids, accessible training venue, accessible materials, etc will be made available as required. The company has an accessible and inclusive appraisal process. Any employee/Manager requiring any accommodations for an appraisal process must place a request with the CHRO at least two days in advance.

5.4.2 Special Leave:

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. EIL will provide an option of special medical leave policy for a maximum period of 60 days for employees with disabilities who plan to undergo medical treatment. Special leave can be availed in case PL and CL are exhausted.

5.4.3 Travel, stay & transport:

For official travel (local, outstation and international), employees with disabilities will be provided accessible modes of transport. Air travel (in case road/train travel is inaccessible), accessible guest houses and hotels and allowing a personal attendant to travel along, will be provided, as per our reasonable accommodation guidelines. An employee can place a written request for this with the CHRO.

5.4.4 Employee Engagement and social inclusion:

EIL will endeavor to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues / platforms with a provision of reasonable accommodation being available to employees with disabilities.

5.5 Governance:

The CHRO is responsible for ensuring that the establishment operates in compliance with The RPWD Act, 2016 and to fulfil the terms of this Policy.

The HR Head takes a lead in implementing the programme and is responsible for planning, monitoring and reviewing the programme's progress to ensure compliance with the Policy.

5.5.1 Disability Leadership Committee:

Disability Leadership Committee comprises of representatives of all business units/functions, two elected representatives from employees with disabilities and the CHRO.

The charter of the Disability Council is to:

- Collect periodic feedback from various stakeholders on disability barriers.

Equal Employment Opportunity Policy for Differently Abled



- Create an annual action plan based upon the feedback received.
- Allocate budget to implement the plan.
- Monitor the progress of the plan to ensure that the required targets are met.
- The Council reports annually on the various equal opportunity activities undertaken.

5.5.2 Liaison Officer:

As per the mandate of The RPWD Act, EIL has designated CHRO as the Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible workplace and reasonable accommodation.

The Liaison Officer is responsible for Implementing the action plan for making the workplace and ensuring that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Employment Opportunity policy as per RPWD Act.

The Liaison Officer will share the quarterly progress report with MD & CEO and the Disability Leadership Council.

All employees have the responsibility to comply with the Equal Opportunity Policy. Managers and team members need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others. All employees are encouraged to report any incidents of violation of this policy and Managers should act promptly when concerns arise or complaints are made.

5.5.3 Maintenance of Records:

EIL has a mechanism of collecting and maintaining data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per The RPWD Act. All employees will be asked to fill the Voluntary Disability Self Identification Form in order to give information regarding any disability that she/he may have.

An employee can edit the information at any time during her/his tenure.

There will be no penalties imposed because she/he did not share information regarding her/his disability earlier.

An employee who acquires disability can also edit and update the form.

The information that an employee shares about her/his disability will be kept confidential.

It will be maintained in a separate file and not in her/his personal file.

Exceptions to the confidentiality clause:

- Managers/Supervisors may be given information about an employee's disability for allowing/providing any accommodations.
- Security personnel may be given information about an employee's disability so as to facilitate obtaining any necessary support during an emergency.
- Government officials who are investigating the compliance with The RPWD Act may be given information about an employee's disability.

Equal Employment Opportunity Policy for Differently Abled



5.6 Governance & Grievance Redressal:

Any form of Grievance can be raised to the designated officer CHRO who will periodically monitor the policy adherence.

Date: 22nd March 2024