

# EQUAL OPPORTUNITY POLICY

(Section 21 of Rights of Persons with Disabilities Act, 2016)

---

0	20.04.2020	Issued for implementation			Gopa Swain
Rev. No	Date	Purpose	Prepared by	Reviewed by	Approved by

---

**INDEX**

<b>Sl.No.</b>	<b>Subject</b>	<b>Page No.</b>
1.0	Title	3
2.0	Preamble	3
3.0	Objective	3
4.0	Applicability	3
5.0	Role and Responsibilities	3-5
6.0	Assistive devices and Barrier free environment	6
7.0	Communication of the Policy	6

---

## 1.0 TITLE

The policy shall be called “Equal Opportunity Policy in EIL” as mandated under Section 21 of the Rights of Persons with Disabilities Act, 2016.

## 2.0 PREAMBLE

Engineers India Limited is a fair employer and believes in diversity and inclusiveness. The Policy aims to elucidate its commitment towards providing equal opportunity to all including differently abled persons in employment without any discrimination and creating a conducive work environment for all to harness their skills and knowledge and give equal opportunity to grow together.

The Rights of Persons with Disabilities Act, 2016 has been enacted by the Parliament. Under Section 21 of the Act, every establishment is required to notify equal opportunity policy detailing measures proposed to be taken by EIL. The Equal Opportunity Policy in EIL is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016.

Equal Opportunity & non-discrimination means EIL shall provide equal opportunity to differently abled persons for employment in all positions where they can be employed and to provide them with necessary facilities and amenities to enable them to discharge their duties for which they are employed.

## 3.0 OBJECTIVE

The objective of this policy is to provide for and maintain a conducive all-inclusive work environment which is free from any discrimination and harassment. The policy focuses on facilitating Diversity in the workplace and enabling inclusiveness such that the productivity, collaboration, engagement and decision making can be enhanced. The policy aims at:

- Creating fair practices which eliminate discrimination
- Promoting behaviors that prevent harassment in the workplace
- Laying down transparent processes of selection, promotion and grievance handling
- Ensuring equitable access to opportunities and facilities

## 4.0 APPLICABILITY

The policy shall be applicable to all employees of EIL. The policy shall be subject to applicable rules and guidelines of the Company.

## 5.0 ROLE AND RESPONSIBILITIES

5.1 **Employees:** Each employee shall be responsible for respecting the personal dignity of their fellow employees and treating each other with respect. No employee shall discriminate or engage in harassment of any other employee for any reason whatsoever.

5.2 **HOD/ In-charge:** All Heads of the Division/ In-charge shall maintain a healthy atmosphere at the workplace that promotes equal opportunity and discourages discrimination in any form. Within the overall organizational requirements, they shall also make efforts to provide such job responsibilities to Persons with Disabilities wherein their skills can be adequately utilised.

The HODs/ In-charges shall also take responsibility to resolve complaints of discrimination in any form that are brought to their attention and treat all grievances raised with sensitivity and in a fair manner.

5.3 **Employer:**

5.3.1 **Identification of Post:** HR Core shall identify suitable posts for recruitment of Persons with Disabilities in compliance with the provisions of the RPwD Act, 2016 in the matters of reservation as laid down under the Act and Govt Guidelines as notified from time to time after considering the nature of job/ work.

Reservation, relaxation and concessions will be provided to persons with disabilities in terms of the directives/ instructions issued by Govt. of India from time to time.

5.3.2 **Reservation:** As per Section 34 (1) of the Act, as modified from time to time, EIL shall appoint not less than four percent of the total number of vacancies in the cadre strength in each group of posts meant to be filled with persons with benchmark disabilities. One percent each shall be reserved for person with benchmark disability under clause a,b,c and one percent under clause d and e as per below.

- a) Blindness and Low Vision
- b) Deaf and Hard of Hearing
- c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- d) Autism, intellectual disability, specific learning disability and mental illness
- e) Multiple disabilities from amongst persons under (a) to (d) above including deaf-blindness in the post identified for each disabilities

---

The reservation in promotion shall be in accordance with the Govt. instructions from time to time.

### 5.3.3 Selection Process:

HR Department shall ensure that selection process is merit based and suitable relaxations and concessions as prescribed under the Act are extended to Persons with Disabilities.

The department shall further ensure that the manner of selection of Persons with Disabilities is fair. While conducting any written/online examination or any other test, specific needs of Persons with Disabilities should be suitably accommodated including allowing a scribe.

### 5.3.4 Post Recruitment Training:

Training Division shall provide necessary training to person with disabilities to enable them to carry out their jobs effectively.

It shall be the responsibility of the concerned Head of the Department to nominate Persons with Disabilities to various training from time to time as deemed fit for development of their skill sets. The decision of Training Division shall be final.

### 5.3.5 Maintenance of Records:

The HR Department shall further ensure that all reports and returns required are timely submitted to the appropriate authorities and documents and registers are regularly updated and maintained in the formats as prescribed.

### 5.3.6 Appointment of Liaison Officer:

A senior officer shall be appointed as Liaison Officer for Persons with Disabilities. He shall fulfil all responsibilities as laid down in this regard.

### 5.3.7. Grievance Redressal Officer:

A senior officer shall be appointed as Grievance Redressal Officer. The officer so appointed shall undertake responsibilities as laid down under Rule 10 of the Central Rule formed in this regard.

---

Any persons aggrieved with non-compliance of section 20 of the Act, may file a complaint with Grievance Redressal Officer, who shall investigate in a time bound manner and shall take up with the concerned Department for corrective action.

## **6.0 ASSISTIVE DEVICES AND BARRIER FREE ENVIRONMENT:**

6.1 All offices/installations/facilities shall comply with standards relating to physical environment and put in place appropriate procedures and systems to ensure a barrier free accessible environment for Persons with Disabilities.

Depending on the type and extent of disabilities of persons posted at locations, an illustrative list of efforts that can be undertaken (keeping in view technical feasibility, justifiability and reasonability) to meet the aforesaid objective is given below:

- a) Ramps at the entrance of the building
- b) Convenient parking space
- c) Accessible toilets for both genders
- d) Hand rails on staircase and ramps
- e) Proper signage and floor layout related to facilities such as Pantries, Washroom, Exit, Elevators etc.
- f) Auditory signals in elevators
- g) Voice Interactive Keyboards for visually impaired

## **7.0 COMMUNICATION OF THE POLICY**

The Equal Opportunity Policy shall be published in EIL's Employees Portal for information and transparency in matters related to Persons with Disabilities.