



# **BIRLA CORPORATION LIMITED**

## **EQUAL OPPORTUNITY POLICY**

**Preamble:**

Birla Corporation Limited (“Company/“BCL”) is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect, care, fairness, sensitivity and dignity. It provides equal employment opportunities without any discrimination on the ground of age, colour, disability, marital status, nationality, geography, ethnicity, race, religion, sex and believes in providing equal opportunity to persons from all the sections of the society including Persons with Disabilities (PWDs).

This Equal Opportunity Policy (hereinafter referred to as “**Policy**”) has been framed in accordance with the provisions of ‘The Rights of Persons with Disabilities Act, 2016’ (hereinafter referred to as “**Act**”) and the rules made thereunder.

**Purpose:**

The purpose of this Policy is to ensure that the PWDs enjoy the right to equality, life with dignity and respect equally with others. This Policy is intended to empower the employees with disabilities and enhance their engagement with the organization. It also provides the necessary safeguards to the PWDs in the form of amenities & facilities at the workplace, defines roles and tasks specifically designated for PWDs, provision for assistive devices and Grievance Redressal Mechanism.

**Applicability:**

This Policy is applicable to all prospective and existing employees of the Company throughout the period of their employment and all of its offices, units and divisions. They could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees.

**Definition:**

- (i) “person with disability” means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;
- (ii) “discrimination” in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation;
- (iii) “Employee” shall mean as defined under the BCL Service Rules.

**Guidelines:**

In accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and rules made thereunder the Company shall ensure:

- a) that the work environment is free from any discrimination against PWDs;
- b) that facilities and amenities are provided to the PWDs to enable them to effectively discharge their duties in the establishment without any hindrance;
- c) that preference is given to PWDs at the time of transfer, posting, promotion and allotment of residential accommodation as far as possible and subject to administrative constraints;

- d) that it encourages the professional development of PWDs by providing the necessary facilities or training as required;
- e) that easy, barrier free accessibility and accessible workstations is provided to PWDs, wherever posted or transferred;
- f) preparation of a list of posts suitable for persons with disabilities in the establishment and shall notify such posts during the recruitment process; and
- g) that the HR department looks after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.

**Maintenance of records:**

The Company shall maintain records reflecting details of the disable person like nature of disability, nature of work, and the facility provided in the following manner:

At the time of hiring:

- a) New joiners would need to disclose any existing Disability;
- b) The individual will be required to submit the Disability Certificate from the Government authorised personnel; and
- c) Recruitment team will ensure the provisions are available in the candidate application form to capture the Disability details.

For existing employees:

- a) In course of employment with BCL, any employee who wants to be covered by the Act, should contact their respective local HR representative. The declaration of Disability will be completely on voluntary grounds and will be kept confidential.

**Grievance Redressal:**

The HR (Head) of the Company shall act as the Liaison Officer for all types of complaints, grievances and welfare of the PWDs employees.

**Communication:**

This Policy shall be displayed to all the employees through internal portal of the Company.

**Review of this Policy:**

In the interests of maintaining best practice, the contents of this Policy shall be reviewed at such time as may be considered appropriate by the HR (Head) of the Company.

The Company reserves the right to vary and/or amend the terms of this Policy from time to time.

<b>Date of Original adoption / Revision</b>	<b>Effective date of the Policy</b>
04.02.2023	04.02.2023