



DISABILITY POLICY

1. Purpose

To create a fair, inclusive, and supportive workplace for employees with disabilities by ensuring equal opportunities in recruitment, career growth, training, and day-to-day work, while eliminating discrimination and barriers.

2. Scope

This policy applies to:

- All employees (permanent, probationary, contract, part-time, interns).
- All recruitment, training, development, promotion, and workplace practices.

3. Policy Statement

- The Company is committed to being an **equal opportunity employer** and ensures **non-discrimination on the basis of disability**.
- Employees with disabilities will receive **reasonable accommodations** to enable them to perform their roles effectively.
- All workplace facilities and practices will be progressively aligned with **universal accessibility standards**.

4. Key Principles

1. Equal Opportunity in Recruitment

- No discrimination in job postings, applications, or selection processes.
- Interview processes adapted to suit accessibility needs.

2. Workplace Accessibility

- Physical accessibility (ramps, lifts, washrooms, signage).
- Digital accessibility (screen readers, assistive software, captioning).

3. Reasonable Accommodation

- Job modifications, flexible hours, or adaptive equipment provided wherever required.
- Confidential assessment of needs by HR & HSE team.



4. Training & Sensitization

- Regular workshops for employees on disability inclusion and awareness.
- Training managers to understand workplace adjustments.

5. Career Growth & Development

- Equal access to promotions, skill development, and leadership roles.

6. Non-Discrimination & Anti-Harassment

- Zero tolerance towards harassment or bias against employees with disabilities.
- Strict disciplinary action for violations.

5. Roles & Responsibilities

- **HR Department:** Drive inclusion practices, monitor compliance.
- **Managers/Supervisors:** Ensure fair treatment and workplace accommodations.
- **HSE Team:** Ensure physical & digital accessibility standards are implemented.
- **Employees:** Promote respect, empathy, and inclusive behavior.

6. Grievance Mechanism

- Employees with disabilities may raise concerns via HR, Ethics Committee, or Whistleblower channel.
- All grievances will be investigated confidentially and resolved promptly.
- Retaliation against employees raising disability-related concerns is prohibited.

7. Disciplinary Measures

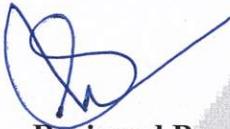
Any violation of this policy, including discrimination, harassment, or denial of reasonable accommodations, will result in:

- Written warning or suspension.
- Removal from supervisory roles.
- Termination of employment in severe cases.
- For vendors/contractors – contract termination and blacklisting.



8. Monitoring & Review

- Annual **Disability Inclusion Audit** (review accessibility, recruitment ratio, grievance cases).
- HR will prepare an **Inclusion Progress Report** for management review.
- Policy reviewed annually or as per legislative updates.



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