

## **MOREPEN LABORATORIES LIMITED**

CIN: L24231HP1984PLC006028

**Registered Office:** Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: [plants@morepen.com](mailto:plants@morepen.com), Website: [www.morepen.com](http://www.morepen.com),

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591

## **ACCESSIBILITY OF WORKPLACE**

## **PURPOSE**

Morepen Group is committed to fostering an inclusive and accessible workplace for all employees, including individuals with disabilities. This policy aims to ensure equal opportunities, remove barriers, and create a supportive work environment that enables every employee to perform their best.

## **SCOPE**

This policy applies to all employees, job applicants, contractors, visitors, and stakeholders interacting with Morepen Group premises, services, and digital platforms.

## **POLICY STATEMENT**

Morepen Group is dedicated to:

- Ensuring that workplace facilities, including entrances, workspaces, restrooms, and common areas, are accessible to individuals with disabilities.
- Providing reasonable accommodations to employees and job applicants with disabilities to enable them to perform their duties effectively.
- Promoting awareness and training programs to foster inclusivity and understanding of accessibility needs.
- Ensuring all digital content, tools, and communication platforms comply with accessibility standards.
- Reviewing and improving accessibility measures regularly to align with legal requirements and industry best practices.

## **WORKPLACE ACCESSIBILITY MEASURES**

- **Physical Accessibility:** Ensuring ramps, elevators, handrails, and accessible restrooms are available.
- **Technology Accessibility:** Providing assistive technologies like screen readers, voice recognition software, and ergonomic tools.
- **Flexible Work Arrangements:** Offering remote work, modified schedules, or alternative workspaces when necessary.
- **Support Services:** Providing interpreters, captioning services, or other support for employees with hearing or visual impairments.

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<sup>1</sup>Effective from January 01, 2024.

## **REQUEST FOR ACCOMMODATIONS**

Employees requiring accommodations should:

- Submit a formal request to the HR department.
- Provide relevant documentation, if necessary, to assess accommodation needs.
- Work collaboratively with HR and management to determine suitable adjustments.

## **COMPLIANCE & REVIEW**

Morepen Group ensures compliance with all relevant accessibility laws and regulations. This policy will be reviewed annually to incorporate improvements and evolving best practices.

## **REPORTING CONCERNS**

Employees or visitors facing accessibility challenges may report their concerns to HR or the designated accessibility officer. All concerns will be addressed promptly and confidentially.

## **CONCLUSION**

Morepen Group is committed to an inclusive workplace where every individual, regardless of ability, has an equal opportunity to contribute and thrive. By implementing this policy, we reinforce our values of diversity, respect, and accessibility for all.

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<sup>2</sup>*Effective from January 01, 2024.*