

Policy for Equal Employment Opportunity for Persons with Disabilities

Date of Issue : 01.04.22

Revision Date :

Rev No. 00

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PURPOSE AND OBJECTIVES

The organisation recognises that it has clear obligations towards all its employees and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress within the organisation. In addition to complying with the requirements of the Equality Act 2010, the organisation will follow procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs. When an employee becomes disabled in the course of their employment, reasonable steps will be taken to accommodate their disability by considering adjustments to working practices and arrangements, or by considering redeployment and appropriate retraining to enable them to remain in employment with the organisation.

POLICY STATEMENT

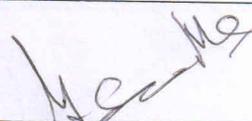
We continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to employees with disabilities.

We encourage candidates with different disabilities to apply. 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.

If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organization will invest in re-skilling the employee for another position at the same rank or higher.

SCOPE

Policy covers all employees with disabilities, they could be job applicants, full-time/part-time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. The Policy applies to all aspects of employment, including

		
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recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

RECRUITEMENT

The HR department, in consultation with relevant managers, will ensure that:

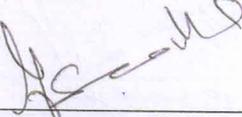
- a. all job descriptions/person specifications and recruitment advertisements are drafted in such a way as to make clear which are the essential requirements of the position and consideration will be given to making reasonable adjustments to job descriptions/person specifications to accommodate the needs of people with disabilities
 - b. the organisation’s equal opportunity policy is referenced in all recruitment advertising.
2. Providing the manager responsible for recruitment has been made aware that a job applicant has a disability, they must inform the reception desk and other relevant employees when the person is expected for interview and provide instructions on how they should be assisted.
 3. Selected candidates will undergo further joining process and induction training will be organized as per the SOP and any special needs if any.

GOVERNANCE FRAMEWORK

The Plant Head (VP) 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.

LIAISON OFFICER

As per the mandate of The RPWD Act, Morepen has appointed DGM ESG as Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation.

		
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MAINTENANCE OF RECORDS

Morepen will collect and maintain 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 declare any kind of disability during recruitment. 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 information in HR.

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.

GRIEVANCE REDRESSAL

Employees with disability have the right to file a complaint concerning any discrimination as per Grievance Redressal Mechanism. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any company facility, will be regarded as a grievance.

		
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