

EQUAL OPPORTUNITY POLICY FRAMEWORK

Objective

RITES Limited (“the Company”) is committed to provide equal opportunities to all employees including eligible applicants for employment in our company and creating an inclusive workplace in which all our employees are treated with respect and dignity. The Company confirms to the spirit as well as to the letter of Article 14 of the Constitution of India and all applicable laws and regulations.

When recruiting, developing and promoting Company’s employees, its decision remains based on solely on performance, merit, competence and potential.

The Company pays special focus to provide equal opportunity to differently-abled persons making available resources of the Company. Therefore, the Company has formulated this Equal Opportunity Policy in line with “The Rights of Persons with Disabilities Act, 2016 (RPwD Act)” adopted by the Government of India.

This Policy provides equal opportunities to all the employees of the company including differently abled employees of the company without any discrimination, on the grounds of age, colour, marital status, physical ability, nationality, race, religion, sex, sexual orientation or any other relevant for the purpose. This Policy is subject to applicable regulations, qualifications, and merit of the individuals concerned.

Purpose

The purpose of the Policy is to provide equal opportunities to the differently-abled employees and eligible applicants without any discrimination, on the ground of disability and shall strive to maintain a working environment that is conducive for differently-abled employees. The Equal Opportunity Policy is subject to applicable regulations, qualifications, and merit of the individuals concerned.

Definition

The definitions of different terms used in this Policy will be as prescribed under the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017.

Scope

This policy is applicable to all employees (including regular, on probation, trainees and contract staff). This equal opportunity policy is applicable to all aspects of the relationship between the company and our employees, including:

- Recruitment
- Employment
- Appraisal and Promotion

- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of corporate policies
- Facilities for differently abled persons

The policy is also applicable to the personnel who are employed temporarily and any other persons or firms doing business for or with RITES.

Dissemination and Implementation of Policy

1. The designated official of the Company shall ensure for the dissemination of this policy. He will ensure that all employees are aware of the Equal Opportunity Policy and knows their duties and right in relation to the policy. The Company shall maintain personnel records in compliance with applicable laws and regulations.
2. Provisions shall be incorporated in various guidelines, procedures and policy framework to give effect to the requirements as given under relevant statutes/law.

Rights and Entitlements

Company is committed towards eliminating all forms of discrimination and harassment, whether direct or indirect, of persons with disabilities.

Further, in line with the provisions in the Act and the Rules, the company has implemented the following policy provisions in order to provide affirmative action and promote inclusive growth of Persons with Disabilities in Company.

1. Identification of Posts and Reservation in Appointment

(a) RITES shall not discriminate against any person with disability in any matter relating to employment.

(b) RITES shall identify posts which can be held by respective category of persons with disabilities. The identification of suitable posts and reservation for Persons with Benchmark Disabilities shall be carried out as per the Government of India directives issued from time to time.

(c) Vacancies earmarked for Persons with Benchmark Disabilities (“PwBD”) mentioning the category of disability shall be clearly indicated in Recruitment advertisement. Relaxations in age, other qualifying criteria and selection criteria shall be provided in line with Govt. guidelines issued from time to time.

2. Manner of Selection

(a) RITES shall adopt a transparent selection process based on merit and without any bias to the disabilities of the prospective candidates as per the provisions of RITES Recruitment Policy and Procedures.

Candidates with necessary disability certificate issued by the competent authority in accordance with the Rules under the Act shall be considered for appointment in the Company.

(b) To the extent possible, PwBD candidates shall be provided a barrier free access to the written test center/ interview center.

(c) PwBD candidates who have limitations in writing including that of speed, and are desirous of using the facility of a scribe, shall be allowed the facility in accordance to the guidelines issued by Ministry of Social Justice and Empowerment.

3. Post-Recruitment and Pre-Promotion Training

(a) RITES shall impart post-recruitment induction training program and pre-promotion job specific inclusive training programs to employees with disabilities along with other employees.

(b) Employees with disability shall be placed with experienced employees for at least one month on resuming responsibility of a post so as to help them to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

4. Special Disability Leave

Special disability leave may be granted to an employee when he is disabled by injury accidentally inflicted or caused by or in consequence of the performance of his official duties for the company or in consequence of his official position in the company as per company norms.

5. Preference in Accommodation

RITES shall give preference, to the extent possible, to the requests by employees with specified disabilities for allotment of appropriate reasonable accommodation in company quarters.

6. Accessibility

(a) RITES shall provide appropriate barrier free and conducive environment to employees with disability. To the extent possible, the built-up environment shall be made accessible to PWD and all future establishments shall incorporate accessibility provisions such as ramps, accessible parking, accessible toilets, braille symbols and auditory signals in elevators etc.

(b) RITES will endeavor to provide suitable facilities and amenities/assistive devices to persons with disabilities for effective and efficient discharge of their functions,

including, but not limited to, high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorised if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement.

Such devices may either be provided directly by RITES or the cost may be reimbursed with a specific time period in accordance with the price/durability of the device/furniture/software etc. as the case may be.

(c) RITES will endeavor to ensure that persons with disabilities are enabled to participate in meetings in a convenient mode of communication.

7. Discrimination Free Work Environment

RITES will ensure that the work environment is free from any discrimination against persons with disabilities. Promotion to an employee should not be denied merely on the ground of disability.

RITES shall not dispense with or reduce rank, an employee who acquires a disability during his or her service. Cases shall be treated as per the applicable rules and provisions in RITES Service Rules and Govt. of India guidelines pertaining to the matter.

8. Transfers and Posting

(a) RITES shall supportively consider, to the extent possible, the transfer requests or preferred place of posting of employees with disabilities or those being caregivers of dependent family members with disabilities residing with the employee, so as to optimally utilize their services.

(b) As far as possible, disabled employees and those who are care givers of disabled dependent family members shall be exempt from the provisions of rotational transfer subject to the administrative constraints.

(c) The above provisions shall however be subject to the mode/nature/ terms and conditions of the engagement of the individual and administrative feasibility.

9. General

Other relaxation and benefits are provided as per laid down company's policy.

Governance

Grievance Redressal Officer

Chief People Officer shall be designated as the Grievance Redressal Officer ("officer") to address all grievances or complaints regarding discrimination from an aggrieved person on ground of disability. The officer shall be the nodal point for receiving and disposing of all grievances filed under this policy. The Officer will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will

take appropriate corrective action and will also look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.

Awareness Campaign:

The Equal Opportunity Policy shall be available on ESS portal to all employees and company website.