



EQUAL OPPORTUNITY POLICY

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Version 3.0

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1. Preamble

The Equal Opportunity Policy is framed by Antony Waste Handling Cell Limited in compliance of Section 21 of Rights of Persons with Disabilities Act, 2016 and rule framed thereunder, as amended from time to time. The Policy as detailed below bestows special attention to the differently abled persons and aims at creating employment opportunities for people with disabilities and also creating for them a conducive working environment free from any kind of discrimination.

2. Objective

The primary objectives of this Policy are as under:

- i. to provide for and maintain a conducive all-inclusive work environment which is free from any discrimination and harassment.
- ii. facilitating Diversity in the workplace and enabling inclusiveness such that the productivity, collaboration, engagement and decision making can be enhanced.
- iii. Creating fair practices which eliminate discrimination
- iv. Promoting behaviors that prevent harassment in the workplace
- v. Laying down transparent processes of selection, promotion, and grievance handling
- vi. Ensuring equitable access to opportunities and facilities

3. Definitions

- a) **“Act”** means the Rights of Persons with Disabilities Act, 2016 and rules framed thereunder as may be amended from time to time.
- b) **“Board of Directors”** or **“Board”** means the Board of Directors of Antony Waste Handling Cell Limited, as constituted from time to time.

- c) **“Company”** means Antony Waste Handling Cell Limited.
- d) **“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;
- e) **“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;
- f) Any other term not defined herein shall have the same meaning as defined in the or any other applicable law or regulation, amended from time to time.

4. Applicability

This policy will be applicable on for all the entities who are under same management such as:

- a. Company;
- b. Subsidiary companies
- c. Associate Companies.

5. Identification of positions

The jobs for which differently abled person could be considered would be identified by the Head of Human Resource Department of the location in consultation with the respective Head of such Department. The positions that may be identified would be notified on the intranet of the Company and to employment exchanges as well as to authorities as provided for under Act.

The persons being considered for such positions would be notified of the Recruitment & selection process as well as other associated rules of employment. The positions so notified should not be construed as reservation. The Company will give first preference to candidates who differently abled for positions so notified.

6. Manner of Selection

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. Candidate with necessary disability certificate issued in accordance with the Act by the competent authority will only be considered for the identified positions.

In case such candidates are not found suitable, or no such candidate is available, the Company will recruit the candidates without disability in those positions.

7. Post Recruitment

The Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the HR department. Wherever necessary, the qualified medical personnel of the Company will be consulted.

8. Accessibility

The Company shall provide suitable infrastructure subject to practical feasibility to enable differently abled employees to have a barrier-free access to common facilities including physical environment, transportation, information and communications including technologies and systems for differently abled persons.

9. Awareness Campaigns

The Company shall conduct, support and promote at its location's awareness campaigns and sensitisation programmes through appropriate means to promote inclusion of differently abled persons.

10. Liaison Officer

HR Head will be the liaison officer as per provisions of Rule 8(e) of Rights of persons with disabilities Rules, as amended from time to time. The Liaison Officer shall be responsible for ensuring adherence to this policy and the law along with the Project Head at Sites and at Corporate Office Head of the Department.

11. Grievance

Any person having any grievance regarding this content of the policy, or its implementation should report the same to the Liaison officer of the location.

12. Policy Review

The policy shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, as and when required, by the management.

13. Interpretation

In any circumstance where the provisions of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the relevant law, rule, regulation or standard will take precedence over this Policy until such time as this Policy is changed to conform to the said law, rule, regulation or standard.

14. Disclosure

The Policy is disclosed on Company's website i.e. www.antony-waste.com.
