



Equal Opportunity Policy –Disabilities Act, 2016

Objective:

- ◆ To emphasize that applicants must be considered for employment according to their aptitudes, abilities, and qualifications, and that applicants with disability are not at disadvantage compared to other applicants.
- ◆ To disseminate information within the Organization on the recruitment of those with disabilities.
- ◆ To assist staff who develop a disability during their employment with reasonable changes to premises or employment arrangements, to enable them to continue in employment.
- ◆ To ensure that there is no discrimination amongst its employees, in compensation, training and employee benefits due to disability.

Purpose and Scope:

- ◆ To support the right of Employees with disability to be engaged in a work environment that is accessible, inclusive and free from discrimination and harassment, and outline the processes involved with due consideration for safety in our industry.
- ◆ This policy is applicable to all areas of Disability Discrimination as identified under the Disability Act, 2016 in GOCL Corporation Limited.

Policy Description:

1. Policy Statement

- ◆ The term Disability is defined as a “physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities”. People who have a disability, and people who have had a disability but no longer have one, are covered by the Act.
- ◆ The Organization is committed to the principles of equality of opportunity for Employees in all aspects of its operations and strongly supports the continued inclusion of Employees with disabilities in non-strenuous activities of the Company not suitable to the physical challenges faced by the employee.
- ◆ Ensure that requests for Reasonable Adjustments for Employees with disabilities are considered fairly, completed as soon as practicable and are appropriately monitored and reviewed.
- ◆ Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.
- ◆ Enable all Employees to have equal opportunity when being considered for selection, appointment, promotion, training or other employment opportunities.
- ◆ Ensure that the needs of Employees with a Disability are met in relation to the physical environment related to area of work.
- ◆ The jobs covered under the policy include areas of operation such as Administration, HR, Finance, Stores, Purchase, Legal, Secretarial and Audit departments etc. with due consideration for safety in notified areas.



2. Recruitment

- ◆ Application and selection procedures used in the recruitment and selection of employees will not exclude or discourage those with disabilities. Job descriptions and advertisements will not discourage them from applying. Advertisements must state that the Organization is committed to a policy of equal opportunities in employment. A copy of the Job Vacancies (“Blue List”) will be sent to the Employment Exchange and the Disability Employment Adviser.
- ◆ At interview, any reasonable adjustment must be made that is needed to ensure that a person with a disability is not at a disadvantage compared to other applicants. This might include ensuring that the interview is also convenient.
- ◆ The Organization will assess what applicants with a disability can do to meet the requirements of the post, avoid the assumption that employees with a disability are likely to cause problems, and assess job and career prospects flexibly, bearing in mind that those with disabilities may need to carry out their work in a different way from other people. However, it should be recognized that for those with certain disabilities there may be practical constraints on access to employment in specific occupations, where no reasonable adjustment can be made for consideration of their employment.
- ◆ Decisions on appointments will be based on the merit and suitability of the candidates and the needs of the Organization concerned. All candidates will be assessed on their competence, experience, and likely commitment, according to objective criteria concerning the qualities needed to undertake the duties of the post.
- ◆ The Organization will collect the medical certificate provided by the certifying agency mentioning the disability.

3. Health & Safety

It is understood that:

- ◆ Those with disabilities are not necessarily less safe at work than other staff. Special arrangements such as assistive facilities, barrier free access may, however, be necessary to ensure safety of employee concerned or for others.
- ◆ Absence from work through ill-health is normally no more prevalent among people with a disability than among staff generally. If a person with a disability is absent from work because of the disability and the amount of time taken off is more than the specified level for staff generally, this is unlikely to be a substantial reason justifying less favourable or discriminatory treatment.

4. Treatment of employees with a disability

- ◆ The Organization will need to make certain reasonable changes to the workplace and to the employment arrangements so that a person with a disability is not at any substantial disadvantage compared to non-disabled people.
- ◆ The Organization will carry out an Orientation program for employees with disability and also indicate the facilities provided.



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- ◆ In order to be properly integrated into the workforce and accepted by their colleagues, employees with a disability will be asked whether they wish their colleagues to be informed of their disability, and senior and advisory staff will follow their wishes in this respect. In exceptional cases advice may be sought from the HR Department.
- ◆ The HR Department will counsel the colleagues to sensitize them on the needs of the employee with disability.
- ◆ Employee with a disability will be given the same training opportunities as others. If special arrangements are deemed to be necessary, advice should be sought from the HR Department. Any factor relevant to promotion which suggests that a disability might handicap performance in a higher grade will be examined carefully by the Head of the Organization.
- ◆ The Company will from time-to-time provide necessary facilities to meet the needs of the employees with disability.

5. Workplace Discrimination

Discrimination occurs when someone is treated unfavorably because of a certain attribute. Discrimination may involve some or all of the following:

- ◆ Conduct that can be considered harassing, coercive or disruptive
- ◆ Making offensive ‘jokes’ about another worker’s disability
- ◆ Using selection processes based on irrelevant attributes towards a person’s disability
- ◆ The Head of the establishment shall ensure that no disabled person is discriminated because of his / her disability, except in cases where such act / omission is a proportionate means of achieving a legitimate aim.

6. Liaison Officer

The Company will designate a Liaison Officer in the HR Department for redressal of complaint, if any, made by an aggrieved employee and for ensuring time bound closure of such complaints.

The Liaison Officer is responsible for:

- ✓ Investigation of formal written complaint of Discrimination, taking appropriate remedial measures to respond to any substantiated allegations of discrimination,
- ✓ Discouraging and preventing employment-related discrimination harassment.

7. Grievances

All allegations of discrimination on the grounds of disability will be dealt with expeditiously and confidentially. Any employee may use the grievance procedure to complain about discriminatory conduct. In cases where these rules are violated, employees can report the issue to the Human Resources department or their immediate supervisor who will investigate as soon as possible with all concerned parties. The employee who has suffered the offence “will be protected against harassment and victimization”.



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8. Grievance Handling Mechanisms

Any employee who harasses any other employee on the grounds of disability will be subject to the Company's disciplinary procedure. In serious cases, such behavior will be deemed to constitute gross misconduct, and, as such, will result in summary dismissal in the absence of mitigating circumstances.

The mechanism to handle a grievance is as given below:

- ✓ An employee wishing to make a complaint of discrimination can consult and file a complaint with the Liaison Officer within 5 working days of any such incident of discrimination.
- ✓ Once a complaint has been filed an investigation will be undertaken immediately
- ✓ The complainant and the respondent will both be interviewed along with any individuals who may be able to provide relevant information.
- ✓ The Liaison Officer will investigate all complaints immediately and will work towards the prompt resolution and prevention of discriminatory acts and practices.
- ✓ The Liaison Officer will preserve the confidentiality of all individuals involved in a discrimination complaint.

9. Termination of employment

- ◆ The Company may terminate the employment if the employee is unable to perform the essential functions of the job. However, in case the performance does not meet the requirements, the employee will be given time and will be requested to put in their papers.
- ◆ In case an employee is found to be violating the policies of the Company, involved in malpractices, on drinking charges or using drugs etc., the services of the employees will be terminated with immediate effect.
- ◆ If employee does not resign on his/her own accord, the company will terminate the employee's services – after ensuring that the case is sufficient for termination of the services.

10. Record Keeping

The Company will keep records on the following:

- ✓ Employee Personnel details (Name / Gender / Address)
- ✓ The nature of disability
- ✓ Nature of Work being rendered by employees with disability
- ✓ Facilities being provided for personal with disabilities
