



## EQUAL OPPORTUNITY POLICY

### Scope & Overview:

We at Indag Rubber Limited (the "Company") undertake to promote and create an inclusive work culture in which all employees enjoy equal opportunities of employment and are treated with respect, care, fairness, sensitivity & dignity; without any discrimination on the grounds of age, colour, disability, marital status, nationality, geography, ethnicity, race, religion, sex, sexual orientation or HIV status. We oppose all forms of unlawful and unfair discrimination.

The Company keeps mental capabilities and talent above physical barriers or other diversities of an individual and committed to provide favourable environment at workplace for such talents. With these views the Company adopts the Equal Opportunity Policy ("Policy"). This Policy is subject to applicable regulations, qualifications and merit of the individual.

### **A. Equal Opportunity for Persons with Disabilities:**

This Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and Rules made thereunder, as may be amended from time to time.

#### **1. Definitions**

'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.



'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.

## **2. Facilities and Amenities**

The Company aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus), digital infrastructure (documents, communication and information technology systems) are adequate and the Company provides appropriate facilities and amenities to persons with disabilities so that they may effectively discharge their duties in the establishment.

## **3. Suitable Posts**

The Company shall employ persons with disabilities wherever practicable, when it is suited to their aptitudes, abilities and qualifications and ensure no opportunity is denied to persons with disabilities, merely on ground of disability.

## **4. Selection, Training and Promotion**

Selection for employment of person with disabilities, their promotion and training or any other benefit will be on the basis of merit, aptitude, ability and nature of job. The Company may consider giving person with disabilities, preference in their transfer, posting, special leave and allotment of residential accommodation, wherever possible.



## **5. Assistive Devices and Accessibility**

The Company shall assist the person with disabilities by providing assistive devices, special furniture, wheel chair etc. in accordance with their requirements, which would improve their efficiency. The Company shall take special steps to provide barrier free and accessible work stations to person with disabilities, access to common utility areas such as toilets etc.

## **B. Equal opportunity for Transgender Persons**

This Policy is in accordance with the provisions of The Transgender Persons (Protection of Rights) Act, 2019 and Rules thereunder, as may be amended from time to time for transgender persons and will take all actions to ensure that a conducive environment is provided to them to perform their role and excel in the same.

### **1. Equal opportunities in employment**

The Company shall provide a safe working environment and ensure that no transgender person is discriminated in any matter relating to employment including infrastructure adjustments, recruitment, employment benefits, promotion, career development and training as those afforded to other employees.

### **2. Facilities and Amenities**

The Company aims to ensure that adequate infrastructural facilities (such as unisex toilets), measures for safety and security (transportation and guards) and amenities (such as hygiene products) to be provided to the transgender persons to effectively discharge their duties.



### 3. Applicability of Rules and Confidentiality

The Company shall ensure applicability of all rules and regulations of the employer regarding service conditions and maintenance of confidentiality of the gender identity of the transgender employees.

#### C. Equal opportunity for Persons infected with HIV & AIDS

This Policy is in accordance with the provisions of The Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017, as may be amended from time to time. HIV/AIDS is one of the humankind's deadliest scourges in the modern era. The Company, as a socially responsible Corporate citizen, commits to join the fight against HIV/AIDS by abiding to all policies, guidelines and directives of the Government of India on HIV/AIDS and also by extending necessary care and support to the affected employees and their family members, if any.

1. The Company will endeavour to discourage and eradicate discrimination or stigmatization of employees on the basis of their real or perceived HIV status.
2. The Company will not discriminate against any employee infected by HIV/AIDS with regard to promotions, training or any other privileges/benefits applicable to the employees of the Company.
3. Indag is an equal opportunity employer and does not/would not insist on compulsory HIV testing and screening of employees during the pre-employment medical test or anytime during the course of their employment.
4. There will be no obligation on the part of the employees to inform the Company about their clinical status, except on a purely voluntary basis. Confidentiality will



be strictly maintained regarding all medical information, especially HIV/AIDS status of the employees, by the treating doctors and other employees handling medical information.

5. HIV infection would not be a cause for termination of employment.
  
6. The Company will endeavour to create and promote a favourable work environment for free information exchange and awareness on prevention, care and support including promotion of counseling of HIV/AIDS among the employees and their families.

#### LIAISON OFFICER

Head- HR is entrusted to take suitable actions, provide guidance and resolve issues which are brought to the notice of CEO with regard to recruitment and facilitation of Transgender persons or persons with disabilities and report to the management from time to time.

Transgender persons or persons with disabilities who apply or employees who believe themselves to be covered under The Transgender Persons (Protection of Rights) Act, 2019 or The Rights of Persons with Disabilities Act, 2016 respectively, may contact the Head HR. Any information provided is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or assisting in an investigation under the Acts.



Details of Head HR:

Name : Mr.Prabhash Kulshrestha  
Ms.Shimpi Vaid  
Designation : Sr. Manager-HR  
Contact No. : 011-26963172-73, 41664041  
Email ID : prabhash@indagrubber.com  
shimpivaid@indagrubber.com

All Grievance will be attended and redressal shall be as outlined in the Guidelines for conducting the Enquiry under the specific Act. On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, they will be subjected to disciplinary actions.

All employees have the responsibility to comply with the Equal Opportunity Policy. Managers and team members need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

The Policy shall be registered with the Chief Commissioner or the State Commissioner, as the case may be, and shall be displayed on the website of the Company.

  
GM/CFO

  
CHIEF EXECUTIVE OFFICER



Office of the State Commissioner for Persons with Disabilities  
National Capital Territory of Delhi

25-D, Mata Sundari Road, Near Guru Nanak Eye Centre, New Delhi-110002  
Phone: 011-23216003-04, Telefax: 011-23216005, Email: [comdis.delhi@nic.in](mailto:comdis.delhi@nic.in)

[Vested with powers of Civil Court under the Rights of Persons with  
Disabilities Act, 2016]

F. No. 5/1766/2017/Wel/CD/ 2081.

Dated: 25/10/21.

To

The Company Secretary,  
Indag Rubber Limited,  
Khemka House, 11, Community Centre,  
Saket, New Delhi—110017  
(e-mail: [garimathukral@indagrubber.com](mailto:garimathukral@indagrubber.com)) p

Sub: Equal Opportunity Policy (Registration): Indag Rubber Limited.

Sir,

With reference to your mail dated 12.10.2021 regarding the Equal Opportunity Policy in r/o. Indag Rubber Limited u/s 21 of the Rights of Persons with Disabilities Act, 2016 and Rule 12 of the Delhi Right for Persons with Disabilities Rules, 2018. The said EOP has been assigned Registration No. EOP/DL/Discom//115/2021.

2. You are advised to display the Equal opportunity Policy preferably on your website or at conspicuous places in your premises.



(Santosh Kumar)  
Section Officer (PwD)