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|  | <p align="center">SOLAR ENERGY CORPORATION OF INDIA LIMITED HR MANUAL CHAPTER SECI Equal Opportunity Policy</p> | <p>Issue No.: 2.0 Released on: 01.02.2022 Updated on : 01.02.2022</p> |
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CHAPTER 10

SECI EQUAL OPPORTUNITY POLICY

1.0 Introduction

SECI Ltd have always strived to ensure that its workforce is representative of all sections of the society. As per section 21 of the Right of Persons with Disability Act 2016 every establishment is mandated to notify equal opportunity policy dealing measures proposed to be taken by it in pursuance of the provisions of Chapter IV of the Act of 2016 in the manner prescribed by the Central Government. The Central Government has provided for manner of publication of equal opportunity policy by way of Rule 8 of the Rights of Persons with Disability Rules, 2017. Therefore, pursuant to mandated section of 21 of the Rights of Persons with Disabilities Act, 2016 (Act No 49 of 2016) read with Rule 8 thereof, SECI Ltd hereby notifies Equal Opportunity Policy as follows:

- 1.1 The Equal Opportunity Policy is framed in compliance of the provisions of the Rights of people with Disability Act, 2016 (RPWD Act 2016), SECI Ltd commits comply with the said Act.
- 1.2 SECI recognizes the value of diverse workforce and is committed to nprovide equal opportunities to Persons with Disabilities in employment and creating an inclusive workplace and culture in which all employees are treated with respect and dignity.


2.0 Objective

The objective of the policy is to provide an environment that promotes teamwork, cooperation, broader thinking and better decision making through:

- A workplace that is free from discrimination and harassment
- Fair practices and behaviour in the workplace
- Well laid out selection processes for recruitment and promotion
- Equal access to benefits and conditions
- Equitable distribution of workloads
- Structured processes to deal with work-related complaints and grievances.

3.0 Policy Statement

- SECI Ltd is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination and deniel of reasonable accommodation) bullying and harassment of persons with disabilities.
- SECI ensures that all its facilities, technologies, information and privilege are accessible to people with disabilities.
- SECI encourages candidates with different disabilities to apply for the vacancies notified from time to time. SECI decisions on employment, career progression, training or any other benefits are solely based on merit. Keeping in consideration the guidelines issued by Govt. of India from time to time. SECI ensures that a person with disability is provided with suitable flexibility and accommodation that

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may be required so that he/ she may be evaluated fairly. Any information shared by employees on disability / medical condition remains confidential.

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

4.0 Scope & Applicability

The Equal Opportunity Policy covers all persons with benchmark disabilities (as defined in 'The Right of Persons with Disabilities Act, 2016) and will be applicable to SECI employees of all classes and categories irrespective of whether they are against regular, temporary or trainee posts unless specifically stated otherwise. The policy would cover those employees who may acquire disability during their employment within the Corporation.

This policy also applies to all aspects of employment be it recruitment, training, working conditions, salary, transfers, employee benefits and career advancement etc.

5.0 Roles and Responsibilities


5.1 Employees: Each individual shall be responsible for respecting the personal dignity of their fellow employees and treating each other with respect, which includes respecting the rights and differences of others. No employee shall discriminate or engage in harassment of any other employee for any reason whatsoever.

5.2 Heads of the Departments / Reporting Officers: All Heads of Departments / Reporting Officers shall maintain a healthy environment at the workplace that promotes equal opportunity and discourages discrimination in any form. Within the overall organisational requirements, they shall also make efforts to provide such job responsibilities to Persons with Disabilities wherein their skills can be adequately utilized. They shall also strive for providing them with a barrier free environment, amenities and reasonable and justifiable assistive devices at their work place to enable them to discharge their duties effectively. Heads of Departments / Reporting Officers shall also take reasonable steps to resolve complaints of discrimination in any form that are brought to their attention and treat all grievances raised with sensitivity and in a fair manner.

5.3 HR Department: The department shall undertake the following activities:

5.3.1 Identification of Posts: HR department shall identify suitable posts for recruitment of Persons with Benchmark Disabilities (PwBDs) in compliance with the provisions of the RPwD Act, 2016 in the matters of reservation as laid down under the Act after considering the nature of job/work and hazardous nature of the Industry.

Central Government has notified the following disabilities for recruitment of Persons with Benchmark Disabilities:

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- i. Blindness and Low Vision
- ii. Deaf and Hard of Hearing
- iii. Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- iv. Autism, intellectual disability, specific learning disability and mental illness
- v. Multiple disabilities from amongst persons under (i) to (vi) above including deaf-blindness for each disability.

HR Department has identified suitable posts based on the work requirements for recruitment of PwBDs as applicable for its Offices / Installations.

While recruitment shall be as per identified posts as applicable to respective departments.

Selection process: HR department shall ensure that the selection process is merit based and suitable relaxations and concessions as prescribed under the Act are invariably extended to Persons with Benchmark Disabilities. The department shall further ensure that the manner of selection of Persons with Benchmark Disabilities is just and fair. While conducting any written/online examination or any other test, specific needs of Persons with Benchmark Disabilities should be suitably accommodated including allowing a scribe.


5.3.2 Placement & Posting : The employee with disability shall be placed with an experienced employee for at least one month on resuming responsibility of posts. This would help employee with disability to pick up the skills required to perform the job and the adaptations that may be required in individual cases.

Before placement of any Person with Benchmark Disabilities, an adequate assessment of the extent of disability should be made. Within the overall organizational requirements, efforts should be made to assign suitable job profiles to employees with disabilities and that they are posted at a location with adequate accessibility and conducive work environment.

5.3.3 Post recruitment training: HR department shall provide Persons with Benchmark Disabilities with specialized training for use of assistive devices or any other specialized training as deemed fit.

Development and promotional opportunities will be based on performance, ability and potential and will be consistent with the needs of the business. It shall be the responsibility of the concerned department to nominate Persons with Benchmark Disabilities to post-recruitment training from time to time as deemed fit for development of their skill sets. However, the decision of Training Department towards acceptance of nomination/sponsorship to such training shall be final.

5.3.4 Special Leave: Special Casual Leave of 10 days would be allowed to differently abled employees for participating in conference/ seminar/ training/ workshops on disability and development related programs organized by National and State Level agencies to be specified by the Ministry of Social Justice and Empowerment.

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Number of Casual Leave for employees with disabilities will be 16 days as against 12 days for other employees. Additional benefits of 04 days will be granted in the form of Special casual Leave in Calendar year for specific requirements relating to the disability of the employee (Ref DoPT OM NO. 36035/3/2013-Estt (Res) dated 31.03.2014 and OM No. 25011/1/2008-estt (A) dated 19.11.2008)

Special Leave will be credited in advance to all PWBD employees as (SL-PwBD) at the beginning of the year and unutilized SL-PwBD at the end of the year will lapse. This Leave for all practical purposes will be treated like CL.

5.3.5 Filing reports and returns: The Department shall further ensure that all reports and returns required to be filed are timely submitted to the appropriate authorities and documents and registers are regularly updated and maintained in the formats as prescribed.

5.3.6 Appointment of Liaison Officer: A senior officer shall be appointed as Liaison Officer for Persons with Benchmark Disabilities. The Liaison Officer shall fulfil responsibilities as laid down in this regard. The Liaison Officer shall also examine and suitably redress all complaints/grievances received from Persons with Benchmark Disabilities.

5.3.7 Appointment of Grievance Redressal Officer: An officer shall be appointed as the Grievance Redressal Officer. The officer so notified shall undertake responsibilities as laid down under Rule 10 of the Central Rules formed in this regard.

5.3.8 Redressal of Complaints: If any employee feels that he or she is being subjected to discrimination, harassment, bullying or victimization he or she can use the existing grievance redressal mechanism. All grievances raised should be treated with sensitivity and they should be duly examined. Appropriate action on any such complaint received should be undertaken in a time bound manner.


5.3.9 Transfer: To the extent feasible, after examining the merits of each case and within the organisational requirement/policies, special consideration in place of posting may be given to:

- Person with Benchmark Disabilities.
- Employees who are a care giver of a dependent family member with specified disabilities.

5.3.10 Residential accommodation: Within the rules of the Organisation and to the extent feasible, preference in allotment of reasonable accommodation may be provided to the Persons with Benchmark Disabilities.

5.3.11 Transport Allowance: As per extant Government of India Guidelines, transport Allowance to employees with disabilities is provided at double the normal rate within the admissible allowances under cafeteria.

5.3.12 Employee Engagement and Social Inclusion: SECI Ltd will endeavor to make all company events and meetings inclusive ensuring that these are conducted at accessible

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venues with a provision of reasons accommodation being available to employees with disabilities.

6.0 Assistive devices and barrier free environment: All offices/installations/facilities shall put in place appropriate procedures and systems to ensure a barrier free accessible environment for Persons with Benchmark Disabilities. They shall also endeavour to provide an accessible workplace which includes both physical (infrastructure) and digital communication accessibility and provide assistive devices as deemed appropriate and justifiable to persons with disabilities to suitably equip them to discharge their official responsibilities and that no opportunity is denied, merely on ground of disability.

Depending on the type and extent of disabilities of persons posted at locations, an illustrative list of efforts that can be undertaken (keeping in view technical feasibility, justifiability and reasonability) to meet the aforesaid objective is given below:

- Ramps at the entrance of the building
- Convenient parking space
- Accessible toilets
- Hand rails on staircase and ramps
- Proper signage and floor layout related to facilities such as Pantries, Washroom, Exit etc.
- Elevators
- Auditory signals in elevators
- Wide corridors
- Non-skid toilet flooring
- Appropriate size of steps
- Controls for Doors and windows at appropriate height
- Electrical switches at appropriate height
- Voice Interactive Keyboards for visually impaired.

7.0 Communication of the Policy

For fair dissemination of information and transparency in matters related to Persons with Benchmark Disabilities, this Equal Opportunity Policy shall be hosted on SECI intranet portal and normal communication channel within the Corporation. All recruitment literature and employment advertisements will include that the Company is an Equal Opportunity Employer.

8.0 Amendment/ Modifications & Interpretations:

Managing Director shall be authorized to make amendments / modifications & interpretations in any of the provisions in the policy from time to time.
