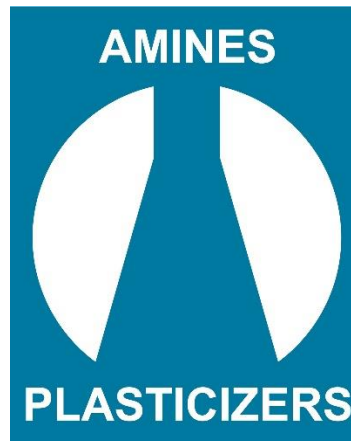


# **AMINES & PLASTICIZERS LIMITED**



## **EQUAL OPPORTUNITY POLICY**

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### 1. INTRODUCTION

Amines & Plasticizers Limited (“Company/“APL”) is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect, care, fairness, sensitivity and dignity. It provides equal employment opportunities without any discrimination on the ground of age, colour, disability, marital status, nationality, geography, ethnicity, race, religion, sex and believes in providing equal opportunity to persons from all the sections of the society including Persons with Disabilities (PWDs).

This Equal Opportunity Policy (hereinafter referred to as “Policy”) has been framed in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 and the rules made thereunder.

### 2. PURPOSE:

The purpose of this Policy is to ensure that the PWDs avail the right to equality, life with dignity and respect equally with others. This Policy is intended to empower the employees with disabilities and enhance their engagement with the organization. It also provides the necessary safeguards to the PWDs in the form of amenities & facilities at the workplace, defines roles and tasks specifically designated for PWDs, provision for assistive devices and Grievance Redressal Mechanism.

### 3. APPLICABILITY:

This Policy is applicable to all prospective and existing employees of the Company throughout the period of their employment and all of its offices, units and divisions. They could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees.

### 4. DEFINITIONS:

For the purpose of this Equal Opportunity Policy, the following terms shall have the meanings assigned to them hereunder:

- a) **“Act”** means Rights of Persons with Disabilities Act, 2016 and rules made thereunder.
- b) **“Company / APL”** means Amines & Plasticizers Limited.
- c) **“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;

- d) **“person with benchmark disability”** means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.
- e) **“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.
- f) **“Specified Disabilities”** are the disability categories mentioned in the Schedule of the Act. There is also “any other category”, which allows the Central Government to add any other disability by issuing a notification.  
The disability categories as mentioned in the Schedule are:  
1. Locomotor disability, 2. Muscular Dystrophy, 3. Leprosy cured, 4. Dwarfism, 5. Cerebral Palsy, 6. Acid attack Victim, 7. Low vision, 8. Blindness, 9. Deafness, 10. Hard of Hearing, 11. Speech and Language disability, 12. Intellectual Disability, 13. Specific Learning Disability, 14. Autism Spectrum Disorder, 15. Mental illness, 16. Chronic Neurological Conditions, 17. Multiple sclerosis, 18. Parkinson’s disease, 19. Haemophilia, 20. Thalassaemia, 21. Sickle Cell disease, 22. Multiple Disabilities.
- g) **“Employee”** shall mean as defined under the Company Employee Rules.

## 5. FACILITIES AND AMENITIES

The Company shall take all possible actions to ensure that a conducive environment is provided for all employees including persons with disabilities to perform their roles and excel in the same..

## 6. LIST OF POSITIONS IDENTIFIED WHICH MAY BE OFFERED TO THE DISABLED PERSON

The hiring is purely based on merit, and candidates are evaluated based on their skills and competence for the job / role in question. While all candidates can apply to all available job and positions, however, certain kind of jobs may not be suitable and may impact health and safety of candidates with Disabilities, for instance, field jobs, jobs involving constant movement. In such a scenario, the Company shall, use its best efforts to offer skilled and qualified candidates’ other roles as appropriate. The Company will follow guiding principal as per **Annexure I**.

## 7. MANNER OF SELECTION

- a) Vacancy advertisement and application Open positions (subject to certain specialized exceptions) are published on [www.amines.com](http://www.amines.com) at Career section and job portals. These positions are open to people with Disabilities subject to Clause 6 above.

- b) Selection process:** The selection process is and shall be the same for all candidates. However, reasonable flexibility may be provided to job applicants with Disabilities as required.

## **8. MAINTENANCE OF RECORDS**

The Company shall maintain records reflecting details of the disabled person like nature of disability, nature of work, and the facility provided in the following manner:

### **At the time of hiring:**

- a. New joiners would need to disclose any existing Disability;
- b. The individual will be required to submit the Disability Certificate from the Government authorised personnel; and
- c. Recruitment team will ensure the provisions are available in the candidate application form to capture the Disability details.

### **For existing employees:**

- a. In course of employment with APL, any employee who wants to be covered by the Act, should contact their respective local HR representative. The declaration of Disability will be completely on voluntary grounds and will be kept confidential.

## **9. LIAISON OFFICER**

The HR and Admin head of the Company will be the Liaison Officer as per Rule 8(e) of Rights of Persons with Disabilities Rules, 2017 published by Central Government. The Liaison officer shall be responsible for ensuring adherence to this policy and the law along with the location Head(s).

## **10. GRIEVANCE REDRESSAL**

Any person having any grievance regarding this policy and its implementation should report the same to Liaison Officer.

## **11. REGISTRATION**

The Policy would be formally registered with the appropriate authority as required under Section 21 of the Act and relevant rules have been framed under.

## **12. REVIEW OF THIS POLICY**

In the interests of maintaining best practice, the contents of this Policy shall be reviewed at such time as may be considered appropriate by the Chairman and Managing Director / Executive Director of the Company.

The Company reserves the right to vary and/or amend the terms of this Policy from time to time.

## Annexure I

### Job identification for employees under Category 'Persons with Disabilities'

The Company being a Chemical manufacturing Company majorly requires a Skilled Labour Force, and the operations are of complex in nature and requires high degree of precaution as well as safety process. Therefore, the Company may have limitations to offer a job to all kind of disabilities as mentioned in the Act, however, HR & Admin Head shall from time to time evaluate the positions and roles which can be offered to the Disabled Persons.

Though not exhaustive, but Management has laid down following guiding principles for identification and offering a job to the disabled persons.

1. A Person having only physical disability with legs but having ability to make movement with the help of equipment's and can make normal movement of hands and fingers to work on computers and have no other disability, can apply for all positions of the Company.
2. A Person having only disabilities like low vision which cannot be normalized with the use of glasses/ lenses, can apply for all semi-skilled/ unskilled positions.
3. A Person having only disabilities of Partial hearing impairment which cannot be normalized with the use of hearing aid can apply for all semi-skilled/ unskilled positions.
4. The disabilities which are mentioned in Para 2 and 3 which can be normalized with lenses/ hearing aid shall not be considered as disability and such person can apply for all positions of the Company.
5. Acid Attack Victims having no other disabilities can apply for all positions.
6. Job shall not be denied to the person only on the grounds on disability if the disabled person is equally competent to perform the role.

**Important :** It must be noted that this policy in no case guarantees job or make any commitment of offering job to the persons with disabilities. The hiring is purely based on merit, and candidates are evaluated based on their skills and competence for the job / role in question.