

SALASAR TECHNO ENGINEERING LIMITED

Equal Opportunity Policy

Introduction

Salasar Techno Engineering Limited ('the Company' or 'STEL') is committed to providing equal opportunities in employment for all individuals, including Persons with Disabilities (PWD), in accordance with the Rights of Persons with Disabilities Act, 2016 ('the RPWD Act'). The Company prohibits all forms of discrimination and harassment, ensuring equal employment opportunities to employees and applicants, irrespective of race, colour, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This commitment reflects the Company's goal to be an inclusive employer, fostering a diverse workforce that respects the rights and dignity of all individuals. It enables the Company to develop and deliver accessible, inclusive products and services for clients and customers, thereby achieving business excellence.

Scope

This Equal Opportunity Policy applies to all employees (contractual/full time/part time), interns/ trainees, workers, contractors, visitors, and persons with disabilities within the Company, including job applicants and those who acquire disabilities during their tenure.

Definitions as per the RPWD Act

- **"Person with disability"** means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders her/his full and effective participation in society equally with others.
- **"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.
- **"Specified disabilities"** are the disability categories mentioned in the Schedule of the RPWD Act. There is also "any other category", which allows Central Government to add any other disability by issuing a notification.
 - **"High support"** means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.
 - **"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.
 - **"Reasonable accommodation"** means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

Policy Details:

The Company strives to create an inclusive workplace where every employee is treated with respect and dignity, regardless of their background or abilities. This commitment extends to ensuring accessibility and reasonable accommodations for employees with disabilities, promoting a culture of diversity and inclusion, and fostering an environment where everyone can contribute and succeed.

1. Appointment of Liaison Officer

The Company is committed to appointing a Liaison Officer to oversee the implementation of this policy and ensure compliance with the RPWD Act. The Liaison Officer plays a pivotal role in promoting inclusivity and accessibility within the organization.

Roles of the Liaison Officer: The Liaison Officer is responsible for:

- a) Overseeing the implementation of the equal opportunity policy and ensuring compliance with the RPWD Act.
- b) Investigating complaints related to equal opportunity and accessibility and taking appropriate action.
- c) Providing support and guidance to employees with disabilities.
- d) Facilitating reasonable accommodations for employees as required.
- e) Collaborating with the Grievance Redressal Committee to address grievances promptly and maintain confidentiality.
- f) Promoting a culture of diversity and inclusivity within the organization.

2. Facilities and amenities

a) Physical Infrastructure

The Company is committed to ensuring barrier-free accessibility for Persons with Disabilities in its physical infrastructure. It will continuously collaborate with service providers and facility managers to meet accessibility standards mandated by the RPWD Act 2016.

The Company should provide assistive devices as needed. Employees experiencing accessibility challenges should report them to the Liaison Officer.

b) Digital Infrastructure

The Company is dedicated to ensuring that all its documents, communication, and information technology systems adhere to accessibility standards. It procures only accessible technologies to support this commitment. Employees encountering accessibility challenges can seek assistance from the local IT support team or contact the Liaison Officer for support.

c) Transport

Employees with disabilities will be provided with accessible modes of transport, ensuring their comfort and convenience, for official travel. This accommodation extends to all types of travel, including local, outstation, and international trips, in line with the Company's commitment to inclusivity and accessibility.

d) Reasonable Accommodation

The Company reserves the right to provide reasonable accommodation to persons with disabilities, as necessary for them to fulfill the essential duties of their position within the Company. The determination of what constitutes Reasonable Accommodation may vary depending on individual circumstances and is subject to the discretion of the Company.

3. Inclusive Employment

The Company embraces inclusivity by offering all supervisory positions to individuals with disabilities, ensuring that job requirements do not compromise their safety.

4. Selection

a) Vacancy advertisement and application:

Job openings are advertised on the Company's career page, professional networking sites, and job portals. The selection process prioritizes merit, evaluating candidates based on their skills and competencies.

b) Selection Process

Candidates undergo a rigorous selection process, including pre-hire assessments aligned with the job description. Successful candidates proceed to interviews, ensuring a fair and transparent selection process.

5. Other facilities

a) Training and Career development

The Company is committed to providing training and career development opportunities to employees with disabilities. This commitment includes ensuring access to training materials in accessible formats and providing assistive aids as needed.

The Company aims to support the professional growth and advancement of all employees, including those with disabilities.

b) Special Leave

Employees with disabilities are entitled to special leave as per the RPWD Act. This leave is granted to address specific disability-related needs, such as medical appointments, rehabilitation, or other necessary support services. The Company ensures that employees with disabilities have access to the leave they require to manage their health and well-being effectively.

c) Employee Engagement and social inclusion

The Company will endeavor to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.

Maintenance of Records

The Company maintains employee records with a focus on confidentiality and respect for privacy. Employees are not required to disclose their disability status but can do so voluntarily through a self-identification process with their Manager/HR Manager. Confidentiality is strictly maintained, with data shared only on a need-to-know basis at the discretion of the Liaison Officer. Employees who are Indian citizens can share their disability certificates with the payroll team for government benefit eligibility.

Grievance Redressal

The Company has a Grievance Redressal Committee responsible for addressing grievances related to equal opportunity and accessibility. Employees, including those with disabilities, can report grievances to the Committee, chaired by the Liaison Officer.

Review & Improvement

This policy will undergo periodic reviews to ensure its effectiveness and relevance. The Company's CMD serves as the Competent Authority for this policy and reserves the right to interpret, change, modify, or revoke it at any time.

Accessibility

This policy is communicated effectively to all employees in a meaningful manner. It shall also be made available to all stakeholders on the company website.