

TORRENT	SUBJECT: Equal Opportunity Policy	
DOC No.: HRD/POL/EOP/V-01		Page No.: 1 of 3
		Effective Date: 24 th May 2023

1. Introduction

- 1.1 This Policy is in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) and The Rights of Persons with Disabilities Rules, 2017v (Rules).
- 1.2 The organization is committed to promote diversity and inclusion among the workforce and aims to create a harmonious workplace for employees regardless of physical & mental ability, such that all employees can achieve their full potential. Organization believes in providing equal opportunity to persons from all sections of the society including Persons with Disabilities.

2. Objective

- 2.1 To ensure that the work environment is free from any discrimination against persons with disabilities.
- 2.2 To ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.
- 2.3 To ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the organization.
- 2.4 To ensure that no promotion is denied to Persons with Disabilities, merely on ground of disability.
- 2.5 To maintain data regarding employees with disabilities in relation to their employment.

3. Scope

- 3.1 This policy shall be applicable to all the employees of Torrent Group.

4. Facilities and Amenities

4.1 Physical infrastructure

- 4.1.1 The organization shall ensure suitable facilities and infrastructure are provided to employees with disabilities to enable them to effectively discharge their duties in the organization.
- 4.1.2 The organization shall ensure that the physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards given in the Harmonised Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016.

4.2 Transport

- 4.2.1 In case transport facilities are provided by the organisation, it shall designate priority seats (atleast two passenger seats in Mini & Midi buses and four passenger seats in case of other buses) for persons with disabilities; these seats shall be forward facing type and preferably be located behind the driver's seat. Handrails shall be ensured in the vehicle for easy access to persons with disabilities.

4.3 List of positions identified

- 4.3.1 The organization shall identify suitable posts which can be offered to the persons with disability.

4.4 Preference in Selection and Other Facilities

- 4.4.1 The organization shall give preference to persons with disabilities in the manner of selection for various posts, preference in post-recruitment and pre-promotion training, preference in transfer, posting, special leave and allotment of residential accommodation if any.



TORRENT	SUBJECT: Equal Opportunity Policy	
DOC No.: HRD/POL/EOP/V-01		Page No.: 2 of 3
		Effective Date: 24 th May 2023

4.5 Provision for Assistive Devices and Barrier – Free Accessibility

4.5.1 The organization shall provide provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities.

5. Liaison Officer

5.1 Unit Head shall appoint one HR representative (not less than AGM) who will act as Liaison Officer for that Unit.

5.2 New formation / replacement of Liaison Officer for any of the reasons, shall be informed to the Corporate HR.

5.3 Liaison officer shall be responsible for:

5.3.1 Overseeing the recruitment of persons with disabilities.

5.3.2 Ensuring compliance of facilities and amenities as per provision 4 of this policy.

5.3.3 Maintaining records of employees with disabilities, as per format prescribed in the Annexure of this policy.

5.3.4 Submitting the above records annually to Corporate HR under intimation to the Unit HR Head, within 5 working days of the end of financial year.

6. General

6.1 The organization shall display this policy on their website.

6.2 The organisation shall register a copy of this policy with the Chief Commissioner or the State Commissioner for persons with disabilities, as the case may be.

6.3 Records maintained under this policy shall remain confidential. It may be disclosed to appropriate authority as and when there is a legitimate business need.

7. Review Periodicity

7.1 The policy will be reviewed as and when any revision will take place in RPwD Act, 2016. However, it may be reviewed earlier if need arises for the same.



Jayesh Desai

Annexure

Format for Maintaining Records of Persons with Disabilities:

Unit	
Name of the persons with disabilities	
Designation	
Department	
Date of Joining	
Gender	
Employment Type (Employee / FTC / Apprentice / Contract Worker / Intern)	
Residential Address	
Nature of disability	
Nature of work being done by such employed person with disability	
Kind of facilities being provided to such persons with disabilities	

