



PRATAAP SNACKS LTD.

EQUAL OPPORTUNITY POLICY

OBJECTIVE: is to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect equally with others.

SCOPE: All confirmed / contractual employees of the company also including Job applicants, interns etc. The Policy applies to all employees with disability as defined in the RPwD Act, 2016. It also covers those employees who acquire disability as defined in RPwD Act, 2016, during their employment with this Company.

PURPOSE:

In view of the provisions of RPwD Act 2016, the purpose of this policy is to:

- Ensure that there shall be no discrimination against any person with disability in any matter relating to employment
- Ensure that the work environment is free from any discrimination against persons with disabilities.
- Ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.
- Ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the office.
- Ensure that no promotion is denied to Persons with Disabilities, merely on ground of disability.
- Ensure to maintain data regarding employees with disabilities in relation to their employment.
- Ensure that Grievance Redressal Mechanism for addressing the grievance from persons with Disabilities is available.

PROVISIONS:

RECRUITMENT

- i) PSL adopt a transparent selection process based on merit and without any bias to disabilities of the prospective candidates.
- ii) The candidates with necessary disability certificate issued in accordance with the Rules will only be considered for the identified posts.
- iii) The recruitment notification including special recruitment drives for Person with Disabilities shall be notified in the appropriate print/electronic media and to any other authority mentioned in the Act.
- iv) The identification of posts and reservation for Persons with Disabilities shall be done as per the State/Central Government directives issued from time to time.
- v) Management may, from time to time, issue such instructions or directions as may be necessary for revision of jobs identified for employees under Category 'PWbD' in the Company.

TRAINING:

Post-recruitment training will be provided to enable them to perform their duties with ease and prepromotion training (if required) will be provided for securing the future opportunities.

TRANSFER AND POSTING:

Requests from Physically Handicapped employees for transfers to near their native places may be given preference subject to administrative constraints. As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the desired performance.

The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilized.

ASSISTANCE:

The Establishment shall provide suitable environment and infrastructure to enable disabled employees to have free access to common facilities, information and communications including technologies and systems without any inconvenience.

LEAVES:

The disabled employees shall be governed by rules of leaves as per CCS Leaves Rules 1972

GRIEVANCE & LIAISON

As per provisions of Rule 8(3)(e) and Rule 10(1) of Rights of persons with disabilities Rules 2017, an Officer may be designated as liaison and Grievance Redressal Officer in all offices who will be responsible for adherence to this policy and also for redressal of complaints and grievances of disabled employees.

Further, as per Rule 10(2) of Rights of persons with disabilities Rules 2017, the Grievance Redressal Officer shall maintain a register of complaints of disabled employees.

Details of Grievance Redressal Officer /Liaison Officer to be appended to the Policy

Name : Swapnil Sultane

Designation : Manager

Contact details : 9827697641

PSL shall maintain records of persons with disabilities in relation to the matter of employment, facilities provided and other necessary information in compliance with the provisions of this Chapter in such form and manner as prescribed

REGISTRATION:

As per Section 21 sub-section 2 of the Act, the Establishment shall register a copy to this policy with the State Commissioner for Persons with Disabilities.

COMPLIANCE:

The Head HR will be responsible for implementation of the Rights of Persons with Disabilities Act 2016 and rules framed thereunder.