

ARCHEAN CHEMICAL INDUSTRIES LIMITED
EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

1. PREFACE-

Equal Opportunity Policy for Persons with Disabilities (PwD) is formulated in light of the provisions laid down under 'The Rights of Persons with Disabilities Act, 2016' and Rule 8 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' with a view to provide equality of opportunity for persons with disabilities.

Archean Chemical Industries Limited plays an important role in extending support towards full and effective participation of persons with disabilities and their inclusion in the society with due respect and dignity. **Archean Chemical Industries Limited** is committed to protect the legitimate rights of Persons with Disabilities.

2. OBJECTIVE-

- i) To provide fair and impartial opportunities for persons with disabilities in the recruitment process of Archean Chemical Industries Limited.
- ii) To provide a helpful and a barrier-free working environment to the persons with disabilities in Archean Chemical Industries Limited.
- iii) To protect and safeguard the rights and interests of persons with disabilities and that no opportunity is denied to persons with disabilities merely on ground of disability.
- iv) To eliminate all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination, bullying and harassment of people with disabilities).

3. LIST OF POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITIES-

Suitable posts will be identified which can be reserved for the persons with disability.

4. THE MANNER OF SELECTION OF PERSONS WITH DISABILITIES FOR VARIOUS POSTS-

The recruitment process in Archean Chemical Industries Limited is governed by the Recruitment Rules of Archean Chemical Industries Limited.

5. POST RECRUITMENT TRAINING AND PRE-PROMOTION TRAINING-

After the candidate joins in any post, an orientation programme will be arranged for all the inductees with disabilities with a view to create a sense of awareness and familiarity about the organisation. It will also help the new joiner to get a better understanding of the working of different departments.

Further, a pre-promotion training programme will also be arranged for filling up of all the posts through internal competition. The pre-examination training will be provided by the internal trainers at accessible office premises which will ensure easy accessibility to the employees leading to effective learning & development.

6. FACILITY/ AMENITY PROVIDED TO THE PERSONS WITH DISABILITIES TO ENABLE THEM TO EFFECTIVELY DISCHARGE THEIR DUTIES IN THE ESTABLISHMENT

Archean Chemical Industries Limited as a model employer is committed to safeguard the interests of persons with disabilities. **Archean Chemical Industries Limited** aims at extending a user friendly and barrier-free accessibility of work environment to all persons with disabilities employees. Need based assistance will be provided to the persons with disabilities depending upon their nature and percentage of disability.

7. PREFERENCE IN TRANSFER AND POSTING-

Archean Chemical Industries Limited operates as a single unit. However, considering the nature of disability and manpower requirement of the organisation, due consideration will be taken of the requests of persons with disabilities in internal transfer and posting so as to enable them to effectively discharge their duties.

8. PROVISION FOR ASSISTIVE DEVICES, BARRIER- FREE ACCESSIBILITY AND OTHER PROVISIONS FOR PERSONS WITH DISABILITIES

During the selection process, user friendly facilities will be provided like open and adjusted seating facility, minimal use of stairs, provision of holding exam on ground floor, provision of Scribe for written test and compensatory time for answering paper. Further, any new facility that is built will be evaluated for compliance as per the accessibility standards so as to facilitate barrier-free movement of the persons with disabilities. Ramps, accessible toilets and other facilities to be provided wherever necessary.

10. APPOINTMENT OF LIAISON OFFICER BY THE ESTABLISHMENT TO LOOK AFTER THE RECRUITMENT OF PERSONS WITH DISABILITIES-

Chief HR Officer will work as the Liaison Officer.

11. MAINTAINING OF RECORDS OF PERSONS WITH DISABILITIES-

In accordance with the provisions of Rule 9 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' a register shall be maintained which will contain the following particulars-

- a) The number of persons with disabilities who are employed and the date from when they are employed,
- b) The name, gender and address of persons with disabilities,

- c) The nature of disability of such persons.
- d) The nature of work being rendered by such employed person with disability,
- e) The kind of facilities being provided to such persons with disabilities..

The register will be updated whenever a candidate joins the establishment.

12. MAINTAINING OF REGISTER OF COMPLAINTS OF PERSONS WITH DISABILITIES-

Company Secretary will be appointed as Grievance Redressal Officer who will be responsible to maintain a register of complaints of persons with disabilities. Employees with disability have the right to file a complaint concerning any discrimination on the grounds of disability with the Grievance Redressal Officer.

13. COMMUNICATION OF POLICY

This policy will be available to all employees via company's official website. It is the responsibility of all the employees to comply with the Equal Opportunity Policy. Head of the Departments should monitor the work environment to ensure that it is free from discrimination and harassment and also encourage inclusion and respect for persons with disabilities.

14. INTERPRETATION

The Managing Director shall be the final Authority in the interpretation of this policy and in such cases not covered by this policy, his decision shall be final.