



Equal Opportunity Policy as per the Rights of Persons with Disabilities Act, 2016

Indoco Remedies Limited is committed to equitable employment opportunities and creating an inclusive environment where all employees are treated with dignity and respect.

This Equal Opportunity Policy complies with the provisions of the 2016 Act on the Rights of Persons with Disabilities.

Objective

The purpose of this policy is to ensure that individuals with disabilities have the same right to equality, a dignified life, and respect as everyone else.

The policy establishes a framework to ensure the method of publishing the equal opportunity policy, the method of maintaining records, and the method of keeping a complaint register. The policy aims to empower handicapped employees and improve their engagement with the company. It also offers the necessary protections for PWDs in the form of workplace amenities and facilities, outlines tasks and duties specifically designated for PWDs, provides assistive equipment, and includes a Grievance Redressal Mechanism.

This policy is strictly followed throughout the employee's tenure, from the hiring process through superannuation.

Policy Guidelines

- **Policy Coverage:** This policy applies to all workers who have baseline disability as defined in clauses (a), (b), (c), (d), and (e) of section 34(1) of the 'Rights of Persons with Disabilities Act, 2016'.
- **Accessibility:** The company is committed to providing PWDs with easy access and a barrier-free environment in compliance with the principles of the RPWD Act of 2016. The organisation ensures that PWD workers have easy access to key workplace facilities and amenities, as well as that they are provided with various assistive devices/aids, software packages, and other resources to enable them to execute their responsibilities properly. According to practical feasibility, the organisation also offers sufficient infrastructure to enable employees with disabilities to have unrestricted access to common facilities such as the physical environment, information and technology, and systems.



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- **Recruitment:** Recruitment is done on merit, which is established by analysing the candidates' talents, and the method of recruitment will be in conformity with the provisions of Section 34(1) of the Rights of Persons with Disabilities Act, 2016.
- **Posting and Transfer:** Persons with impairments in all ranks are normally barred from regular monthly transfers, subject to administrative limits. Suppose a PWD employee is transferred due to promotion to a location other than his/her initial site of appointment due to vacancy. In that case, such individuals are promised to be retained near their original place of posting and not transported to distant/remote places.
- **Facilities and amenities:** To assist Persons with Disabilities in carrying out their tasks efficiently, the company may, subject to regulatory rules, device availability, and administrative restrictions, provide the following facilities and amenities to them:
 1. Providing necessary assistance and appliances, as well as assistive devices, so that persons with impairments may perform their work efficiently.
 2. Preference for transfer/promotion over posting for persons with impairments, as much as practical and subject to administrative constraints.
 3. People with disabilities should have easy, barrier-free access and accessible workstations wherever they are assigned or transferred.
 4. Deaf, dumb, blind, and orthopedically challenged workers shall be supplied with conveyance allowance in line with Government rules established from time to time.
 5. All efforts should be made to provide those with disabilities with an atmosphere in which they may perform and thrive in their positions.