

**Bharat**  
**RASAYAN LIMITED**

UNIT-I

UNIT-II

Regd. Off. : 1501, Vikram Tower, Rajendra Place, New Delhi - 110008  
Ph. : +91-11-43661111 (30 lines) • Fax : +91-11-43661100, 41538600  
E-mail : info@bharatgroup.co.in • Website : www.bharatgroup.co.in  
CIN : L24119DL1989PLC036264

## **EQUAL OPPORTUNITY POLICY**

### **1. Introduction**

Company is committed to fostering an inclusive and diverse workplace that values and respects the rights of all individuals. We recognize the importance of providing equal opportunities to persons with disabilities, in compliance with the Rights of Persons with Disabilities Act, 2016. This Equal Opportunity Policy outlines our commitment to promoting the inclusion, non-discrimination, and empowerment of persons with disabilities in all aspects of employment.

### **2. Policy Statement**

#### **2.1 Equal Opportunity**

Company is dedicated to providing equal opportunities to all individuals, including persons with disabilities, throughout the employment cycle. We believe in fair and objective treatment, and we do not discriminate against individuals based on disability, whether visible or invisible.

#### **2.2 Non-Discrimination**

Company prohibits discrimination against persons with disabilities in any aspect of employment, including recruitment, selection, hiring, training, promotion, compensation, benefits, and disciplinary actions. All employment-related decisions will be based on qualifications, skills, and performance, without regard to disability.

### **3. Scope**

This policy applies to all individuals associated with Company, including employees, job applicants, contractors, consultants, and interns. It covers all stages of employment, from recruitment to termination, and applies to all departments, divisions, and locations of the company.

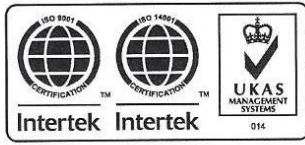
### **4. Recruitment and Selection**

#### **4.1 Job Advertisements**

Job advertisements will include a statement affirming our commitment to equal opportunity and encouraging persons with disabilities to apply. This statement will also specify that reasonable accommodations will be provided during the recruitment process upon request.

#### **4.2 Application and Interview Process**

Company will make reasonable adjustments to the application and interview process to ensure equal participation for applicants with disabilities. These adjustments may include providing accessible application forms, offering alternative formats for assessments, or arranging for sign language interpreters or assistive technology.



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### 4.3 Selection Criteria

The selection criteria for job vacancies will focus on the essential qualifications and skills required for the position. Criteria that unnecessarily exclude persons with disabilities will be reviewed and revised to ensure that they are job-related and non-discriminatory.

## 5. Training and Awareness

### 5.1 Sensitization and Training

Company will provide sensitization and training programs to raise awareness about disability rights, inclusivity. These programs will be designed to educate employees and management on disability-related issues, foster a culture of respect and understanding, and promote the successful integration of persons with disabilities into the workplace.

### 5.2 Communication

Company will establish effective communication channels to facilitate the exchange of information between employees with disabilities, managers, and the Human Resources department. These channels will ensure that employees are aware of their rights, available accommodations, and the process to request accommodation.

## 6. Confidentiality and Privacy

Company recognizes the importance of respecting the privacy and confidentiality of employees with disabilities. All disability-related information will be treated confidentially, disclosed on a need-to-know basis, and stored securely in compliance with applicable data protection laws and regulations.

## 7. Grievance Procedure

Company will establish a grievance procedure to address concerns or complaints related to disability discrimination or the failure to provide reasonable accommodation. Employees will be informed of the procedure and encouraged to report any violations of this policy. The procedure will ensure prompt and impartial investigation, confidentiality, and appropriate resolution of grievances.

## 8. Monitoring and Evaluation

Company will regularly monitor and evaluate the implementation of this policy to ensure its effectiveness. Data will be collected on the representation of persons with disabilities in the workforce, reasonable accommodation requests, and outcomes. This information will be used to identify areas for improvement and develop strategies to enhance the inclusion of persons with disabilities.

## 9. Compliance

Company is committed to complying with all applicable laws, regulations, and guidelines related to disability rights and equal opportunity. Compliance with this policy is a shared



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responsibility of all employees, and any violations will be subject to appropriate disciplinary action, up to and including termination of employment.

## 10. Policy Review

This Equal Opportunity Policy will be periodically reviewed and updated to ensure its continued relevance, compliance with legal requirements, and alignment with the evolving needs of persons with disabilities and the organization.