

## **CAPLIN STERILES LIMITED EQUAL OPPORTUNITY POLICY**

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### **1) PREAMBLE**

Caplin Steriles Limited ("the Company"/ "We") is committed to maintain a workplace which is free from any kind of discrimination. We appreciate the benefits of a multicultural and multi-talented workforce. We are dedicated to promoting an inclusive workplace that values diversity and equality and where all employees are treated with respect and dignity.

We endeavor to guarantee that every segment of society is represented in our workforce. We are sure that, by doing so, we would improve our ability to create and provide products and services that are both accessible and inclusive. We anticipate being better equipped to serve clients' and customers' demands in this way, leading to the achievement of business excellence.

### **2) DEFINITION**

For the purpose of this Policy "Person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others.

### **3) OBJECTIVES**

This Policy is framed to meet the requirements of The Rights of Persons with Disabilities Act, 2016 and the rules framed thereunder. Consequently, this Policy covers all Persons with disabilities who could be job applicants, full-time/part-time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. The Policy applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

We continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to persons with disabilities. We encourage candidates with different disabilities to apply to opportunities that are suitable to them. Company's decisions on employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that a person with disability is provided with any suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly. If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organisation will invest in re-skilling the employee for another position at the same rank or higher.

#### **4) FACILITIES AND AMENITIES**

##### **Physical Infrastructure**

The Company shall maintain suitable facilities and infrastructure for persons with disabilities to enable them to effectively discharge their duties in the establishment. We aim to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards given in the Harmonized Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016 and the National Building Code, 2016. All our buildings ensure strict compliance with the Standards. Any new facility that is built, renovated, leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issues shall report to the HR head/ Managing Director which shall be addressed on priority.

##### **Positions offered**

All positions are open to people with all types of disabilities, except those roles which involve activities which the disability affects adversely (for eg a person with color vision deficiency shall not be eligible for those roles which require close identification of colors of substances or solutions). The hiring is purely based on merit and candidates are evaluated based on their skills, competence and their suitability for performance of the role.

##### **Manner of Selection**

Prospective employees can apply through the Company website which highlights the roles available. The selection process is the same for all candidates, including persons with disability. Flexibility and accommodations will be provided to job applicants with disabilities as required. Job applicants who need specific adjustment / accommodation in the selection process can contact the HR head/ Managing Director of the Company.

##### **Employee engagement**

All company events and meetings are aimed to be inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disability.

##### **Training and Career Development**

The Company will ensure that career growth opportunities are provided solely based on merit for all employees. The Company will make sure that any accommodation required for participating in the people processes and trainings will be arranged for. Employees who need any adjustment / accommodation to attend the training program can contact the HR Head. The Company will endeavor to training programs are accessible to employees with disability.

## 5) LIAISON OFFICE & GRIEVANCE REDRESSAL

HR Head of the Company shall be the Liaison Officer for the purposes of this policy. HR Head shall:

- i) Ensure that the workplace is friendly and accommodative to persons with disability
- ii) Ensure that all employees are made aware of this policy and know their duty and rights under this policy
- iii) Develop pro-active strategies to prevent discrimination and harassment of persons with disabilities

HR Head will ensure to maintain the record and registers required to be maintained under Chapter IV, Rule 9 of Rights of Persons with Disabilities Rules, 2017.

Any grievance that are not addressed by the HR Head and is pending for more than 15 days from the date of reporting of the grievance to the HR Head, shall be reported to the Compliance Officer of the Company at [compliance.officer@caplinsteriles.net](mailto:compliance.officer@caplinsteriles.net). The Compliance Officer shall, after taking necessary actions to resolve the grievance, report the grievance and action taken to the Board.

If any employee violates this policy or is found to have indulged in harassment of any person with disability shall be acted upon in accordance with the Companies Code of Conduct & Business Ethics.

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