

**HINDUSTAN COPPER LIMITED**  
**CORPORATE OFFICE**

No: HCL/HR/P&R/EOP

03/04/2019

**OFFICE ORDER**

**Sub: Equal Opportunity Policy**

1. In the 384<sup>th</sup> Meeting of the Board of Directors held on 11/02/2019, the Equal Opportunity Policy formulated under the 'The Rights of Persons with Disabilities Act, 2016' has been approved for adoption and implementation in HCL.
2. The policy broadly provides for benefits and measures to be adopted by HCL for the persons with disability and broadly includes the following.
  - a. Equal opportunity in employment.
  - b. Friendly physical infrastructure including appropriate facilities and amenities to enable them to effectively discharge their duties in the establishment.
  - c. Preference in transfer, posting, accommodation, etc.
  - d. Transport Allowance at enhanced rates.
  - e. Grievance Redressal mechanism.
3. The policy is enclosed with this Office Order for information and compliance by all concerned.
4. The policy shall come in to force with effect from 11/02/2019.

This is issued with the approval of Competent Authority.

  
(Ashutosh Sharma)  
Deputy Manager (HR)

Distribution:

1. CMD
2. D(P) / D(M) / D(F) / D(Op)
3. CVO
4. All Unit Heads
5. All HoDs at CO
6. All RMs
7. AGM (Sys.)/CO – With a request to upload the document in HCL website under 'Employee Section'.
8. General Secretary of the OAs and Recognized Unions, Units / Offices
9. Policy File

# Equal Opportunity Policy

Policy Manual



HINDUSTAN COPPER LIMITED

**1.0 Genesis**

- 1.1 This Policy has its genesis in the Rights of Persons with Disabilities Act, 2016 and Rules framed thereunder which mandates every Establishment to publish Equal Opportunity Policy for persons with disabilities. HCL is also bound by the aforesaid statute.
- 1.2 Hindustan Copper Limited (HCL) recognises the value of diverse workforce and is committed to provide equal opportunities in employment and creating an inclusive workplace with a work culture in which all employees are treated equally with respect and dignity enabling them to achieve their full potential.

**2.0 Objective**

- 2.1 To provide equal employment opportunities to all, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex and sexual orientation.
- 2.2 To maintain a work environment that is free from any discrimination or harassment based on the above considerations subject to applicable Government regulations & guidelines and the merit & qualifications of the individuals.

**3.0 Scope**

- 3.1 This policy shall cover all persons with benchmark disabilities as defined in the Rights of Persons with Disabilities Act, 2016 and shall be applicable to all categories of persons engaged by HCL, including executives, workmen, trainees, apprentices, probationers, deputationists and those on contract under any scheme, policy or administrative decision.
- 3.2 This policy shall also cover those employees who acquire disability during their employment with HCL.

**4.0 Equal Opportunity for Persons with Disabilities**

- 4.1 HCL shall ensure to provide equal employment opportunities, without any discrimination to the persons with benchmark disabilities as defined in the Rights of Persons with Disabilities Act, 2016.

**5.0 Physical Infrastructure**

- 5.1 HCL aims to have physical infrastructure, i.e., buildings, furniture, facilities and services in the buildings/ campus which adheres to the accessibility standards as prescribed by the Government of India from time-to-time.
- 5.2 HCL also aims to provide appropriate facilities and amenities to persons with disabilities to enable them to effectively discharge their duties in the establishment.

**6.0 Selection of Persons with Disabilities to Various Posts**

- 6.1 Reservation, relaxation and concessions to Persons with benchmark Disability candidates shall be provided as per Government of India directives / guidelines.
- 6.2 All vacancy advertisement shall include an appropriate statement emphasising HCL's commitment to provide equal opportunity to all including Persons with Disabilities.



- 6.3 HCL shall facilitate ease of taking examination to disabled candidates by providing barrier free environment at Test Centre and providing scribes wherever admissible.
- 7.0 Post Recruitment and Pre-Promotion Training**
- 7.1 Post-recruitment induction training and job specific training to Person with Disabilities shall be imparted along with other employees.
- 7.2 The employees with disabilities shall be placed with an experienced employee for at least one month on resuming responsibility of a post. This would help employees with disability to pick up the skills required to perform the job and the adaptations that may be required in individual cases.
- 8.0 Preference in Transfer and Posting**
- 8.1 As far as possible, the persons with disability shall not be transferred from one location of posting to other. .
- 8.2 Persons with disability across all grades and employees who has a disabled spouse / child, shall be provided preference in place of posting at the time of transfer / promotion subject to the administrative constraints, choices exercised by the employees at the time of consideration and recruitment for the post for which employee with disability has been appointed vis-a-vis availability of such vacancies in the new place of posting.
- 9.0 Transport Allowance**
- 9.1 As per extant Government of India guidelines, Transport Allowance to employees with disabilities shall be provided at double the normal rate.
- 10.0 Preference in Allotment of Residential Accommodation / Guest House**
- 10.1 HCL shall give preference to the person with disabilities for providing them accessible accommodation in company's township and wherever required modification in bathroom, toilet, gates, etc., may be carried out in allotted accommodation to address the needs of disabled employee and employees whose spouse / children have special needs, subject to accessibility guidelines.
- 10.2 To the extent possible, person with disabilities may be preferred for allotment of ground floor accommodation in HCL Townships and HCL Guest Houses subject to eligibility and availability.
- 11.0 Grievance Redressal Mechanism**
- 11.1 A Grievance Redressal Mechanism for addressing the matters related to the employment of persons with disabilities shall be available and a Grievance Redressal Officer at Corporate Office and Units shall be appointed to look into any complaints / grievances of persons with disabilities employed in HCL. All grievances and complaints shall be taken seriously and treated with sensitivity and fairness and in a time bound manner.
- 11.2 HCL shall ensure that, if any, grievance does arise and is brought up concerning selection of persons with disability for any position, training, promotion, transfer posting, leave and preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.



- 11.3 That no opportunity is denied to persons with disabilities, merely on ground of disability.
- 11.4 Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Head in any given location. Any information obtained shall be kept confidential, and shall be used in accordance with applicable laws. Refusal to provide information shall not subject an employee or applicant to any adverse treatment. Employees and applicants shall be protected from coercion, intimidation, interference, discrimination or harassment for filing a complaint or assisting in an investigation under the Act.

## **12.0 Responsibility**

### **12.1 Employers Responsibility**

Every employee of HCL shall give fair treatment to persons with disabilities.

### **12.2 Responsibilities of Managers and Supervisors**

Managers and supervisors shall take reasonable steps to resolve grievances / complaints under this Policy brought to their attention and to maintain confidentiality as far as practicable.

### **12.3 Responsibilities of Unit HR Heads**

- a. Unit HR Heads at respective Units shall be responsible for obtaining and utilizing up-to-date information regarding applicable laws and regulations.
- b. Unit HR Heads shall have the functional responsibility of ensuring compliance with this policy, developing, coordinating and implementing all programs, and reporting findings and progress.
- c. Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under applicable service rules.

## **13.0 Communication of Policy**

- 13.1 This Policy shall be available to all employees via the Company's Website and normal communication channels within the business.
- 13.2 Suitable material shall be included in Company publications, management conferences, and supervisory training courses.
- 13.3 All recruitment literature and employment advertisement shall indicate that the Company is an Equal Opportunity Employer.

## **14.0 Review Timelines**

- 14.1 The policy will be reviewed on the basis of changes in government guidelines.

## **15.0 Interpretation, Applicability and Power to Make Rules**

- 15.1 CMD shall have full powers to make rules for implementation of this Policy.
- 15.2 Director (Personnel) shall be responsible for effective implementation of the Policy.



15.3 If any doubt arises as to the application or interpretation of any of these rules, the matter shall be examined by Director (Personnel) and forwarded to the CMD whose decision thereon shall be final.

15.4 CMD shall have full powers to make amendment to this policy.

15.5 All such amendments shall take effect from the dates specified therein or from the date approved by CMD.

**16.0 Repeal of Existing Rules**

16.1 These rules shall supersede all existing rules and instructions on the subject.

**17.0 Overriding Effect**

In case of any amendment in the Rights of Persons with Disabilities Act, 2016 or the Rules framed thereunder, it shall have an overriding effect on the relevant provision of this Policy and shall eventually be incorporated therein with suitable modifications with the approval of the CMD and informed to the Board.

\*\*\*\*\*