

Policy No:VFPL/HR/ORG/006

Equal Employment Opportunity Policy for Person with Disability

Version	Dated	Prepared	Reviewed	Approved	Remarks
1.1	01-Jun-2021	Chandra Kumar CS	Brajesh Mishra	Steve Hardgrave	Policy Created on 1st June'21

1. Objective of the policy

The government has enacted the Rights of Persons with Disabilities Act, 2016 ("Act"). In terms of the same, establishments in the private sector have some duties to perform. Thirumeni Finance Private Limited (Varthana) believes in providing equal opportunity to all including differently-abled persons to be employed. The policy enunciated below is a step in that direction.

2. Applicability

This policy applies to all Varthana employees. The company aims to create employment opportunities such that all employees achieve their full potential.

2.1 Policy:-

It is the policy of the company to provide equal employment opportunities, without any discrimination on the grounds of age, colour, disability, marital status, nationality, race, religion, sex, sexual orientation. The company is committed to maintaining a work environment that is free from any harassment based on the above considerations. This equal opportunity policy is subject to applicable regulations, qualifications, and merit of the individual.

This equal employment opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

2.2 Equal Opportunity for Persons with Disabilities:-

In accordance with the provisions of the Rights of persons with disabilities Act, 2016 and Rules, it is the company's policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their roles and excel in the same. The Company will build systems and processes to ensure:

That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.

That provision is made for an accessible environment and of availability of assistive devices as required.

That the HR Head will be the liaison officer as per provisions of Rule 8(e) of Rights of persons with disabilities rules 2016 published by the central government. The liaison officer shall be responsible for ensuring adherence to this policy and the law along with the Business.

Any person having any grievance regarding this content of the policy or its implementation should report the same to the liaison officer.

That the liaison officer shall ensure if any grievance does arise and is brought up to the management concerning the selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.

That no opportunity is denied to persons with disabilities, merely on the ground of disability.

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 department. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

2.3. Responsibility

Our management team is responsible for giving effect to this policy and is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.

The human resources managers have the functional responsibility of assuring compliance with company policy; developing, coordinating and implementing all programs; and reporting findings and progress.

Any employee who violates this Policy, or in any manner discriminates with any person with disabilities, or renders any harassment to such person shall be dealt with under the Code of conduct of the Company.

The Chief Human Resource Officer is accountable to the CEO to oversee and promote this policy.

2.4. Communication of Policy

This Policy will be available to all employees via the Workline HRIS portal and is displayed on the notice board of Varthana.

Suitable material will be included in Company publications, meetings, and Manager's training courses.

Disclaimer: Varthana reserves its right to amend or modify this Policy, at any time without assigning any reason whatsoever. This policy is an internal document and is confidential shall be used only for internal purposes for authorized use only, no one shall copy or republish this.

Please write to askhr@varthana.com for any further information.