



Purpose

At ACC, we recognize the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive work culture in which all employees are treated with respect and dignity.

This policy is in accordance with the provisions of the Rights of People with Disabilities Act, 2016 (RPWDA) and Rights of Persons with Disabilities Rules, 2017 (RPWDR).

The purpose of this policy is to ensure that the work environment is free from any form of discrimination against persons with disabilities. The policy shall further ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties at the workplace.

Applicability

This policy is applicable to existing employees with disability, and any other new employee who has any form of disability and to any employee who may develop a disability during his / her tenure of service.

Definitions as per RPWD Act

The various terms defined below are as per the RPWD Act and RPWD Rules, and hence all definitions shall be as per the above Act & Rules, as may be further amended by the Central Government.

‘Person with disability’ means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

‘Person with benchmark disability’ means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

Access to work

ACC shall ensure that all workplaces are accessible to employees with disabilities. It will make its best efforts to make appropriate official programs, training and events reasonably accessible to individuals with disabilities.

Some of the specific measures that ACC would endeavor to put in place are:

1. Adequate and well-illuminated spaces, with access to elevators where relevant, are allocated to employees using mobility devices such as wheelchairs, walkers etc. as well as those walking with the assistance of other persons.
2. To provide visible signage within the workplace to all employees.
3. To move between levels (floors) is not by way of stairs, and that employees with disabilities will have access to ramps, elevators etc.
4. To make waiting areas, canteens and other facilities accessible to employees with disabilities.
5. To provide special washrooms to employees with disabilities.
6. To install handrails wherever necessary.
7. To make drinking water units accessible to employees with disabilities.
8. To put in place a system for evacuation of all employees, including persons with disabilities, in case of an emergency (e.g. fire).

Recruitment and Development

In ACC, all positions are open for people with all types of disabilities. The hiring is purely based on merit and the candidates are evaluated based upon their skills and competence. If a suitable person is found for a role that is appropriate for the employment of person with disabilities, ACC will do its best to recruit, train, develop and retain such person with disabilities. Jobs which can be entrusted include analytics, counseling etc.

Post-recruitment training which can be in form of class room teaching, practical / workshop skill development will be provided to enable newly recruited employee(s) to perform his/her/their duties with ease.

Other Facilities and Assistance

- a) Provision will be made for facilities and amenities to the employees with disabilities to enable them to effectively discharge their duties in the establishment.
- b) Provisions will be made for assistive devices, barrier-free accessibility wherever possible and other provisions for employees with disabilities.
- c) Disability Leave: An employee's request for extra leave, for a reason related to her/his disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly. ACC may consider an option of unpaid special leave for employees with disabilities who plan to undergo medical treatment. The same will be considered on case to case basis.
- d) Travel, stay and transport: For official travel, employees with disabilities will be provided accessible modes of transport - air travel (in case road/train travel is inaccessible), and

accessible guest houses and hotels and allowing a personal attendant to travel along, as per our reasonable accommodation guidelines. An employee can place a written/email request for this with the Travel Desk.

Allotment of company residential accommodation

Preference will be given in allotment of Company accommodation as far as possible in residential colonies attached to our different cement manufacturing units, subject to administrative constraints.

Confidentiality

All information given to ACC by employees with disabilities will be treated with respect and confidence and in accordance with the applicable data-protection laws and its relevant policies.

Liaison Officer

ACC will appoint a Liaison Officer at Head Office to ensure the compliance of this policy and also to look into the redressal of grievances of disabled employees, if any.

* * * * *