



Equal Opportunity Policy

(Pursuant to The Rights of Persons with Disabilities Act, 2016)

[Effective 01st March, 2023]

Registered Office address:

Ador House, 6. K. Dubash Marg, Fort, Mumbai – 400001-16

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BACKGROUND

Ador has been built on the foundation of “Peace of Mind” and this has been our guiding purpose for all our actions. At Ador, we recognize the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture, in which all employees are treated with respect and dignity. All employment decisions are purely based on merit, qualification, and abilities without any biasness towards gender, race, religion, caste, ethnic origin, nationality, age, disability, birth, health condition / disease, family status, sexual orientation, marital status etc.

This Equal Opportunity Policy (**hereinafter referred to as “EOP” or “Policy”**) is in accordance with the provisions of ‘The Rights of Persons with Disabilities Act, 2016’ (**hereinafter referred to as “Act”**) and the rules made thereunder.

People or persons with disability, are **hereinafter referred to as “Differently Abled People” (DAP)**.

DEFINITIONS

Any words used in this Policy shall have the same meaning, ascribed to it under the Act or rules made thereunder.

SCOPE

This Policy is applicable to all differently abled people, which includes board members, employees, contractors, workers, consultants, contract employees, casuals, temporary employees, trainees / apprentice, job applicants of our Company and its subsidiaries (**together referred to as “Ador” or “AWL” or the “Company”**). It also covers those employees, who acquire disability during their work tenure. This Policy also applies to all aspects of employment, be it recruitment, training, working conditions, remuneration, transfers, employee benefits and career advancement.

As a manufacturing Company, Ador is required to follow Good Manufacturing Practices (GMP) as defined by relevant regulatory bodies. In case of any contradiction w.r.t providing infrastructure under this Policy and GMP guidelines, the GMP guidelines shall prevail.

EQUAL OPPORTUNITY FOR DIFERENTLY ABLED PERSONS (DAPs)

With an objective to ensure an inclusive and conducive working environment, Ador is committed to ensure that the following is provided to differently abled people:

- Appropriate facilities and amenities, to enable them to discharge their duties;
- Documents, communication and information technology systems, which adhere to accessibility standards;
- Any new facility/building that is built, renovated, leased, or rented will have the necessary infrastructure / facilities / amenities.

- Barrier free accessibility and availability of any assistive devices, as & when it is required;
- Company's facilities, offices, events and meetings are inclusive and ensure that these are conducted at an accessible venue, with a provision of reasonable accommodation for differently abled people;
- For any official travel, the Company shall provide the necessary facilities to differently abled people, to ensure that their travel is smooth and hassle free;
- There shall be no discrimination of any nature, towards differently abled people, in all aspects of employment, including recruitment, training, working conditions, remuneration, transfers, employee benefits and career advancement;
- No employee/vendor should harass or discriminate any differently abled person at the workplace, and shall treat them with utmost dignity & respect, at all times;
- All suitable positions are open for differently abled people. The hiring/recruitment/promotion is purely based on merit and evaluation of the skills & competence of the potential candidate. No candidate shall be denied any opportunity on mere grounds of disability.
- An employee who acquires disability arising out of and during the course of employment, can return to work at the same level as before. In case the employee is not suitable for the post he/she was holding, then he/she shall be shifted to some other post, with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he/she may be kept on a supernumerary post until a suitable post is available or until the employee attains the age of superannuation, whichever is earlier. For any advice/suggestions, the case may be referred to the certifying surgeon of the local area, whose decision will be final and binding.

LIAISON OFFICER

- The Company has nominated Company Secretary (CS) as the Liaison Officer. The Liaison Officer shall also ensure that there are no grounds of discrimination at the time of hiring, recruitment or providing training and there are appropriate facilities/amenities, for differently abled people in the Company.
- The Liaison Officer shall ensure that trainings, working conditions, remuneration, transfers, employee benefits and career advancement opportunities are provided to differently abled people, in a fair and equitable manner.

MAINTENANCE OF RECORDS

The Company shall maintain records containing the following particulars, namely:

- the number of differently abled people, who are employed and the date from when they are employed;
- the name, gender and address of differently abled people;
- the nature of their disability;
- the nature of work being rendered by differently abled people; and
- the kind of facilities being provided to them

The information that an employee shares about his/her disability will be kept confidential and will be maintained in a separate file. Necessary information with respect to disability shall be provided to managers/supervisors /admin personnel etc. for allowing / providing any reasonable accommodation or facilitating necessary support, as & when required. Government officials investigating compliance with the Act, if any, shall be provided necessary information, as & when required.

GRIEVANCE MECHANISM

Any aggrieved employee who is differently abled, can raise their concerns/grievance arising out of this Policy directly to the Chairman of the Company or to the Managing Director of the Company. The Company shall ensure that reasonable opportunity is provided to the differently abled person, to effectively participate in the investigation process. The Company shall make best effort to complete the investigation within the timelines, prescribed under the Whistle Blower Policy.

On investigation, if the employee, against whom the complaint has been made, is found guilty of discriminatory behavior, he/she will be subjected to necessary disciplinary actions, as per the rules of services, which can even include termination of services.

During the investigation and thereafter, the Company shall ensure confidentiality and protect the differently abled person, who has raised a concern/grievance under this Policy, in good faith and without any malafide intention.

AMENDMENT

The Managing Director is authorized to amend the Policy, to give effect to any changes/amendments, as maybe required from time to time.

For **ADOR WELDING LIMITED**

Sd/-

VINAYAK M. BHIDE
COMPANY SECRETARY