

Title: APAR Equal Opportunity and Accessibility Policy for Persons with Disabilities
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## Equal Opportunity and Accessibility Policy for Persons with Disabilities

### 1. Objective :

This policy lays down the guidelines to be followed at APAR for providing equal opportunity and accessibility at workplace for persons with disabilities as per the requirements of the Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016).

### 2. Scope :

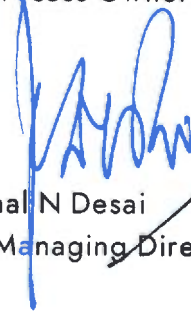
This policy applies across all Divisions and locations in India.

### 3. Guidelines :

- APAR, within its control, shall ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for their integrity, equally with others within the establishment.
- APAR shall provide facility and amenity to the persons with disabilities to enable them effectively discharge their duties in the establishment.
- APAR shall maintain its policy of meritocracy in selection of persons with disabilities with preference in identified posts.
- APAR shall provide post-recruitment training to its employees with disabilities.
- APAR shall give equitable treatment in transfer and posting of its employees.
- APAR shall provide leave to its employees with disabilities as it is applicable to all other employees.
- APAR shall make provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities as per prescribed Rules made under RPWD Act.
- APAR shall maintain following records at its establishment:
  - the no. of persons with disabilities who are employed and the date from when they are employed,
  - the name, gender and address of persons with disabilities,
  - the nature of disability of such persons,
  - the nature of work being rendered by such employed person with disability and
  - the kind of facilities being provided to such persons with disabilities.

- APAR shall appoint its Location HR Leader as liaison officer to look after the recruitment of persons with disabilities.
- APAR has Grievance Redressal Committee for redressal of grievances of its any aggrieved employee at its locations, where any aggrieved employee with disability can also submit his/her complaint.
- APAR shall publish its equal opportunity and accessibility policy for persons with disabilities.

Process Owner: HR



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