

NUMALIGARH REFINERY LIMITED

EQUAL OPPORTUNITY POLICY

1.0 INTRODUCTION

Numaligarh Refinery Limited (NRL) is an equal opportunity employer. NRL recognizes the value of a diverse workforce and is committed to create an inclusive workplace and work culture where all employees are treated with respect and dignity.

The Rights of Persons with Disabilities Act, has been enacted by the Parliament vide Act No. 49 of 2016. In terms of Section 21(1) of the Act, every establishment shall notify its Equal Opportunity Policy detailing measures proposed for Persons with Disabilities.

Definitions as per Rights of Persons with Disabilities Act, 2016 and Rules

- **“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 per cent 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.
- **“Specified disabilities”** are the disability categories mentioned in the Schedule of the Act. There is also “any other category”, which allows Central Government to add any other disability by issuing a notification. The disability categories as mentioned in the Schedule are:
 - a. Locomotor disability
 - b. Muscular Dystrophy
 - c. Leprosy cured
 - d. Dwarfism
 - e. Cerebral Palsy
 - f. Acid attack Victim
 - g. Low vision
 - h. Blindness
 - i. Deaf
 - j. Hard of Hearing
 - k. Speech and Language disability
 - l. Intellectual Disability
 - m. Specific Learning Disability
 - n. Autism Spectrum Disorder
 - o. Mental illness
 - p. Chronic Neurological Conditions
 - q. Multiple sclerosis
 - r. Parkinson’s disease
 - s. Haemophilia
 - t. Thalassemia 11
 - u. Sickle Cell disease

- v. Multiple Disabilities
- w. Any other category (as may be notified by the Central Government.)

2.0 APPLICABILITY

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, the Equal Opportunity Policy shall be applicable to the entire organisation to promote inclusiveness and strives to maintain a work environment that is free from any harassment or discrimination towards persons with disabilities. The policy would provide equal employment opportunities, without any discrimination to Persons with Disabilities subject to provisions of the Right of Persons with Disabilities Act, 2016 and service conditions of the Company. This Equal Opportunity Policy is subject to applicable regulations, qualifications and merit of the individual.

3.0 POLICY STATEMENT

NRL is committed to eliminating all forms of discrimination, denial of reasonable accommodation, physical/mental harassment of people with disabilities etc.

At NRL, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to Persons with Disabilities.

NRL shall provide equal opportunity to Persons with Disabilities considered for employment, in posts suitable and identified for them. It shall also provide them with facilities and amenities to enable them to effectively discharge their duties.

4.0 IDENTIFICATION OF POSTS AND RESERVATION

The identification of suitable posts and reservation for Persons with Disabilities shall be carried out as per the Government of India directives issued from time to time.

5.0 MANNER OF SELECTION

The Company shall adopt a transparent selection process based on merit and without any bias or discrimination to the disabilities of the prospective candidates. The candidates with necessary disability certificate issued by the competent authority in accordance with the Rules under the Act shall be considered for appointment in the Company. The external recruitment notifications including Special Recruitment Drives (SRDs) for Persons with Benchmarked Disabilities shall be notified in newspapers, applicable Employment Exchanges and to any other authority specified under the Act.

5.1 POST RECRUITMENT

The Company will provide necessary training to the new recruits including those with disabilities in order to enable them to carry out their duties in efficient and effective manner. The necessity, identification and methodology of the training shall be determined by Learning & Development Department in consultation with the concerned Head of Departments.

6.0 LEAVE

The employees with disabilities shall be governed by the Leave Rules of the Company.

7.0 MEDICAL FACILITIES

The employees with disabilities shall be extended medical facilities in accordance with the provisions of the Company.

8.0 ACCESSIBILITY

The Company shall provide suitable environment and infrastructure to enable employees with disabilities to have free access to common facilities, information and communications including technologies and systems without any inconvenience.

9.0 LIAISON AND GRIEVANCE REDRESSAL OFFICER

As per provisions of Rule 8(3)(e) and Rule 10(1) of Rights of Persons with Disabilities Rules 2017, an Officer will be designated as Liaison Officer and Grievance Redressal Officer of the Company who will be responsible for adherence to this policy and also be responsible for redressal of complaints and grievances of employees with disabilities. Further, the Grievance Redressal Officer shall maintain a register of complaints of employees with disabilities as per Rule 10(2) of Rights of Persons with Disabilities Rules 2017.

10.0 REGISTRATION

As per Section 21, Sub-Section 2 of the Act, the Company shall register a copy of this Policy with the Chief Commissioner for Persons with Disabilities.

11.0 COMPLIANCE

The Liaison Officer for PwDs of the Company will be responsible for implementation of the Rights of Persons with Disabilities Act 2016 and Rules framed thereunder.