



EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES (PWD)

PREFACE

The Fertilisers And Chemicals Travancore Ltd (FACT), a Schedule A Government of India Enterprise under administrative control of Ministry of Chemicals and Fertilisers plays an important role in extending support towards full and effective participation of persons with disabilities and their inclusion in the society with due respect and dignity. FACT is committed to protect the legitimate rights of Persons with Disabilities.

This policy covers all Persons with Disabilities as defined under the Act and applicable to all classes and categories of employees. Equal Opportunity Policy for Persons with Disabilities of FACT is formulated in the light of the provisions laid down under 'The Rights of Persons with Disabilities Act, 2016' and under Rule 8 of 'The Rights of Persons with Disabilities Rules, 2017' with a view to provide equality of opportunity for Persons with Disabilities.

2. OBJECTIVE

- i) To provide fair and impartial opportunities for Persons with Disabilities in the recruitment process.
- ii) To ensure physical infrastructure (building, furniture, facilities & services adheres to the accessibility standards as prescribed by the Government of India, from time to time, to enable Persons with Disabilities to effectively discharge their duties.
- iii) To protect and safeguard the rights and interests of Persons with Disabilities and ensure that no opportunity is denied to Persons with Disabilities merely on the ground of disability.
- iv) To ensure work environment free from any discrimination/harassment against persons with disabilities.

3. LIST OF POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITIES

Suitable posts will be identified which can be reserved for the persons with disabilities in line with the notifications issued by Ministry of Social Justice and Empowerment, Government of India, from time to time.

4. THE MANNER OF SELECTION OF PERSONS WITH DISABILITIES FOR VARIOUS POSTS

The recruitment process is governed by the Recruitment Rules of FACT. For Persons with Disabilities, reservation, relaxation and concessions will be provided in the selection process as per the Government of India guidelines as amended from time to time.

5. POST RECRUITMENT TRAINING

After the candidate joins in any post, orientation programme will be arranged for all the inductees with disabilities with a view to create a sense of awareness and familiarity about the organisation. It will also help the new joiner to get a better understanding of the working of different departments. The employee with disability will be placed with an experienced employee at least for one month in assuming responsibility of a post. This would help the employee with disability to pick up the skills required to perform the job and the adaptations that may be required in individual cases.

6. FACILITY/ AMENITY PROVIDED TO THE PERSONS WITH DISABILITIES TO ENABLE THEM TO EFFECTIVELY DISCHARGE THEIR DUTIES IN THE ESTABLISHMENT

FACT as a model employer is committed to safeguard the interests of persons with disabilities. FACT aims at extending a user friendly and barrier-free work environment to all Persons with Disabilities. Need based assistance will be provided to the Persons with Disabilities depending upon their nature and percentage of disability.

7. PREFERENCE IN TRANSFER AND POSTING

Considering the nature and extent of disability and manpower requirements of the organisation, due consideration will be taken by FACT on the requests of persons with disabilities in internal transfers and posting to the extent possible.

8. PREFERENCE IN ALLOTMENT OF RESIDENTIAL ACCOMMODATION

FACT will provide residential accommodation to such employees and preference in allotment of appropriate residential accommodation (including preference in allotment of ground floor accommodation) will be given to the Persons with Disabilities.

9. PROVISION FOR ASSISTIVE DEVICES, BARRIER- FREE ACCESSIBILITY AND OTHER PROVISIONS FOR PERSONS WITH DISABILITIES

During the selection process, user friendly facilities will be provided like open and adjusted seating facility, minimal use of stairs, provision of holding exam on ground floor, provision of scribe for written/online test and compensatory time for answering test paper. Further, any new facility that is built will be evaluated for compliance as per the accessibility standards so as to facilitate barrier-free movement of the Persons with Disabilities. Ramps, accessible toilets and other facilities will be provided wherever necessary.

10. APPOINTMENT OF LIAISON OFFICER

As per the Government of India guidelines, the Liaison Officer appointed to look after reservation matters for SCs/ STs shall also work as Liaison Officer for reservation matters relating to Persons with Disabilities and shall ensure



compliance of all the instructions issued by the Government of India with regard to persons with disabilities. Hence, the Liaison Officer of the Company appointed for SCs/STs will also be the Liaison Officer for Persons with Disabilities.

11. MAINTAINING OF RECORDS OF PERSONS WITH DISABILITIES

In accordance with the provisions of Rule 9 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' an online register shall be maintained which will contain the following particulars a) The number of persons with disabilities who are employed and the date from when they are employed, b) The name, gender and address of persons with disabilities, c) The nature of disability of such persons, d) The nature of work being rendered by such employed person with disability, e) The kind of facilities being provided to such persons with disabilities. The register will be updated on line whenever a Person with Disability candidate joins the establishment.

12. MAINTAINING OF REGISTER OF COMPLAINTS OF PERSONS WITH DISABILITIES

Liaison Officers for Persons with Disabilities will be appointed as Grievance Redressal Officer for Persons with Disabilities who will be responsible to maintain a register of complaints of Persons with Disabilities. Employees with disability have the right to file a complaint concerning any discrimination on the grounds of disability with the Grievance Redressal Officer.

13. COMMUNICATION OF POLICY

This policy will be available to all employees via intranet and company website. It is the responsibility of all the employees to comply with the Equal Opportunity Policy. Head of the Departments/Divisions will monitor the work environment to ensure that it is free from discrimination and harassment and also encourage inclusion and respect for persons with disabilities.

14. INTERPRETATION

The Chairman and Managing Director shall be the final Authority in the interpretation/amendments/modifications of this policy and in such cases not covered by this policy, his decision shall be final.
