



# **EQUAL OPPORTUNITY POLICY**

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

## **1. OVERVIEW**

1.1 Sutlej Textiles and Industries Limited (“Sutlej”) is committed to promoting diversity and inclusion among its workforce and aims to create a harmonious workplace for employees regardless of their gender, nativity, community, religious beliefs or physical and mental ability, such that all employees can achieve their full potential. We, at Sutlej believe in providing equal opportunity to persons from all sections of the society including Persons With Disabilities (“PWD”) as detailed in this Equal Opportunity Policy (“the Policy”).

1.2 The Policy is in accordance with the provisions of The Rights of Persons With Disabilities Act, 2016 (“the Act”) and Rights of Persons with Disabilities Rules, 2017 (“the Rules”).

## **2. SCOPE**

2.1 The Policy covers all employees with disabilities in Sutlej. They could be job applicants, full-time / part-time employees, interns / trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure.

2.2 The Policy applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

## **3. DEFINITIONS**

All terms as defined in the Act, and the applicable Rules thereon apply to this Policy. Also, the disability categories as identified in the Schedule to the Act is applicable to this Policy.

## **4. POLICY STATEMENT**

4.1 Sutlej is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of employees with disabilities.

4.2 Sutlej continuously strives to ensure that all our facilities, technologies, information and privileges are accessible to employees with disabilities.

4.3 If an employee acquires a disability during her / his employment tenure she / he can return to work at the same rank as before. In case the employee is unable to perform the current job, Sutlej will invest in re-skilling the employee for another position at the same rank or higher.

4.4 Further, in line with the provisions in the Act and the Rules, we at Sutlej have implemented the following Policy provisions in order to provide affirmative action and promote inclusive growth of PWDs in Sutlej.

## **5. EQUAL OPPORTUNITY FOR DIFFERENTLY ABLED PERSONS**

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

- 5.1 Appropriate facilities and amenities to enable them to discharge their duties;
- 5.2 Documents, communication and information technology systems which adhere to accessibility standards;
- 5.3 Any new facility / building that is built, renovated, leased, or rented will have the necessary infrastructure / facilities / amenities;
- 5.4 Barrier free accessibility and availability of any assistive devices, as and when it is required;
- 5.5 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;
- 5.6 No other employee / vendor should harass or discriminate any differently abled person at the workplace, and shall treat them with utmost dignity and respect, at all times;
- 5.7 All suitable positions are open for differently abled people. The hiring / recruitment / promotion is purely based on merit and evaluation of the skills and competence of the potential candidate. No candidate shall be denied an opportunity on mere grounds of disability.

## **6. LIASION OFFICER**

6.1 The Unit IR head at each location acts as the Liaison Officer who is responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible workplace. 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 at Sutlej.

6.2 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.

## **7. MAINTENANCE OF RECORDS**

Sutlej will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as listed herein below as per The RPWD Act:

- 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 her / his disability will be kept confidential and will be maintained in a separate file.

Exceptions: Necessary information with respect to disability shall be provided to managers / supervisors / administration personnel, etc. for providing / facilitating necessary support as and when required. Government officials investigating compliance with the Act, shall be provided necessary information, as and when required.

## **8. GRIEVANCE MECHANISM**

Aggrieved employees covered under this Policy can file a complaint concerning any discrimination at [ethics@sulejtextiles.com](mailto:ethics@sulejtextiles.com). Action taken on complaints received will be submitted to the President & Chief Executive Officer (CEO).

On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be subjected to disciplinary actions. Possible action taken against the employee may include a reprimand, detraction of benefits for a definite or indefinite time period, demotion, denial of promotion and suspension or termination for more serious offences. Involuntary or indirect discrimination will be resolved through training, counselling and suitable modification of procedures when required to ensure fair treatment.

## **9. GENERAL**

- 9.1 The responsibility for implementation of the Policy shall lie with Group HR at Corporate Office and respective Unit's Head of IR at Plant / Factory level.
- 9.2 The Policy shall be published on Sutlej's website.
- 9.3 The President & CEO is empowered and authorised to interpret, clarify, revise, amend / modify or discontinue any or all the provisions of this Policy in accordance with Govt. of India guidelines issued from time to time.

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