

EQUAL OPPORTUNITY POLICY FOR PEOPLE WITH DISABILITIES

The Government of India has enacted Rights of Persons with Disabilities (RpwD) Act, 2016 from 19 April 2017 and has also notified the Rights of Persons with Disabilities Rules, 2017 dated 15/06/2017. The Section 21 (1) of RPwD Act 2016 states that every establishment shall notify Equal Opportunity Policy detailing measures proposed to be taken by it in pursuance of the provisions of this Chapter in the manner as may be prescribed by the Central Government. The Section 21 (2) of said Act provides that every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.

The Rule 8 of RPwD Rules 2017 also states about the manner of publication of equal opportunity policy. - (1) Every establishment shall publish Equal Opportunity policy for Persons with Disabilities. Rule 8 (2) provides that the establishment shall display the Equal Opportunity Policy preferably on their website, failing which, at conspicuous places in their premises. Rule 8 (3) states that the Equal Opportunity policy of a private establishment having twenty or more employees and the Government establishments shall inter alia, contain the following, namely: -

- a) facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment,
- b) list of posts identified suitable for persons with disabilities in the establishment.
- c) the manner of selection of persons with disabilities for various posts post recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities.
- d) provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities.
- e) appointment of liaison officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees

Rule 8 (4) of RPwD Rules 2017 also provides that the equal opportunity policy of the private establishment having less than twenty employees shall contain facilities and

amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment.

In pursuance of the above said Section 21 of Rights of Persons with Disabilities Act 2016 and Rule 8 of Rights of Persons with Disabilities Rules 2017, instructions have been issued to Private Establishment to publish Equal Opportunity Policy for Persons with Disabilities and display the same preferably on their website, failing which, at conspicuous places in their premises.

In line with the above-mentioned provisions, NIIT frames the following Equal Opportunity Policy for persons with Disabilities to comply with the said Act not just to the letter but also to the spirit.

Policy Statement

NIIT is committed towards eliminating all forms of unlawful discrimination including direct discrimination and indirect discrimination as well as denial of reasonable accommodation and harassment of persons with disabilities. Following are the policy provisions in order to provide affirmative action and promote inclusive growth of Persons with Disabilities in NIIT.

(a) **Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment**

NIIT aims to ensure that its physical (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India. Wherever possible, any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards as per requirement. Any employee facing accessibility issues should report or write to the Liaison Officer.

In respect of the digital infrastructure, it is NIIT continuous endeavor that the Company's documents, communication and information technology systems adhere to the accessibility standards as per requirement. Any employee facing accessibility challenges can reach out to the local System Department or write to Liaison Officer.

(b) **List of posts identified suitable for persons with disabilities in the establishment**

In NIIT, suitable posts will be identified which can be offered to the persons with disability in line with the Company's internal policy and procedures. The hiring is purely based on merit and the candidates are evaluated on the basis of their skills and competence. Flexibility and accommodations will be provided to persons with disabilities on case-to-case basis

(c) **The manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities**

i) **Selection of persons with disabilities for various posts**

NIIT would encourage candidates with different disabilities to apply. NIIT would adopt a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. All vacancies will be advertised through proper channel. All vacancy advertisements will include an appropriate short statement on equal opportunities for people with disabilities.

Selection criteria (job description and employee specification) will be kept under periodic review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else. Application forms will be made available in alternate accessible formats.

Decisions on employment, career progression, training, reservation or any other benefits shall be given based on fair treatment. An inclusive evaluation process shall be followed by ensuring that a person with disability is provided with any suitable flexibility and reasonable accommodation that may be required so that she/he may be evaluated fairly.

Any information shared by an employee on disability/medical condition shall be kept confidential. If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank and with the same service conditions as before. In case the employee is unable to perform the current job, the organization shall invest in re-skilling the employee for another position at the same rank or higher and if the same is not possible, the employee shall be posted on a Supernumerary post. These actions will be discussed and agreed to on a mutual consent basis.

ii) **Post recruitment and Pre-promotion induction training**

It is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities shall be imparted together with the other employees. Job specific post-recruitment as well as pre-promotion training programmes shall be organized for the persons with disabilities.

NIIT will also provide training where necessary to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the HR department. Facility and amenity will be provided to the persons with disabilities to enable them to effectively discharge their duties.

iii) **Preference in transfer and posting**

As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the optimum performance. Further, choice of preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.

iv) **Special leave**

The Employees with disability shall be covered as per the leave policy of the NIIT.

(d) **Provisions for assistive devices, barrier-free accessibility, and other provisions for persons with disabilities**

NIIT will ensure that appropriate furniture, wheelchairs (motorized if necessary), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency, shall be provided to PwDs. NIIT will also make an attempt to provide high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery) to persons with disabilities as per need or if required.

Any new facility that is built or renovated will be evaluated for compliance with accessibility standards. Any employee facing accessibility issues should report to the Head of office or write to the Liaison Officer.

(e) **Appointment of liaison officer by the NIIT to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees**

The Vice President HR/ Talent Acquisition Head shall be the Liaison Officer. The Liaison officer shall be assisted by Grievance Redressal Officer.

The Liaison Officer shall be responsible for:

- Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the concerned officers.
- Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Opportunity policy.
- Developing proactive strategies to prevent discrimination and harassment.
- All employees have the responsibility to comply with the Equal Opportunity Policy. The Liaison officer needs to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
- All recruitment proposals must be routed through Liaison Officer.

HR Department of the NIIT shall maintain records containing the following particulars, namely: -

- (1) The number of persons with disabilities who are employed and the date from when they are employed.
- (2) The name, gender and address of persons with disabilities;
- (3) The nature of disability of such persons;
- (4) The nature of work being rendered by such employed person with disability and
- (5) The kind of facilities being provided to such persons with disabilities

The HR Department shall produce for inspection on demand; records maintained under these rules to the authorities under this Act and shall supply such information which may be required for the purpose of ascertaining whether the provisions have been complied with.

- **Grievance Redressal Officer**

NIIT will appoint a Senior Officer as a Grievance Redressal Officer for looking after the grievance of people with disabilities.

Any person aggrieved has the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any facility will be regarded as a grievance.

The Grievance Redressal Officer so appointed would receive and try to redress the grievances of persons with disabilities within a reasonable time frame.

The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely: -

- (1) Date of complaint;
- (2) name of complainant;
- (3) name of the person who is enquiring the complaint;

- (4) place of incident;
- (5) person against whom the complaint is made;
- (6) gist of the complaint;
- (7) documentary evidence, if any;
- (8) date of disposal by the Grievance Redressal Officer;

On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behavior, she/he will be dealt in accordance with the provisions of the Act. Involuntary or indirect discrimination will be resolved through training, counseling and suitable modification of procedures when required to ensure fair treatment.

The above policy covers all persons with disabilities. They could be job applicants, employees of NIIT whether full time / part time employees, interns / trainees, contractual employees, including temporary employees. 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, salaries / compensation, transfers, employee benefits and other service related matters. Review of Policy shall be undertaken at regular intervals.