

# **IRCON INTERNATIONAL LIMITED**

## **Equal Opportunity Policy**

The policy applies to all Ircon International Limited (“Company”) employees (“employees”) and operations, Ircon International Limited aims to create a healthy & productive employment milieu that guarantees high motivation level for the optimal utilization of their potential.

### **I. Policy**

It is the policy of Ircon International Limited to provide equal employment opportunities, without any discrimination on the grounds of caste, colour, creed, age, disability, marital status, religion & gender. The company strives to maintain a work environment that is free from any bias / harassment based on above considerations. This equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

### **II. Equal Opportunities for Persons with Disabilities**

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Company’s Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Company will build systems and processes to ensure:

- i. That appropriate facilities and amenities are provided to persons with disabilities to enable them effectively discharge their duties in the establishment.
- ii. That provision is made for an accessible environment and of availability of assistive devices as required.
- iii. That the HRM division will ensure a Liaison Officer is designated to oversee the provision of required facilities/ amenities including the process or recruitment for persons with disabilities. Such Liaison Officer shall be part of Corporate Office.
- iv. That a Grievance Redressal mechanism for addressing the matters related to the employment of employee including persons with disabilities is available. That the Management will ensure if any grievance does arise pertaining to recruitment and selection, training, promotion, transfer posting, leave & preference in accommodation allocation etc., is dealt with in a fair and equitable manner free from any discrimination.
- v. That no opportunity is denied to persons with disabilities, merely on ground of disability.

Individual with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the **Liaison Officer** (for matters

pertaining to recruitment and provisions of facilities & amenities for PwDs) / **Grievance Redressal Officer** (for matters pertaining to discrimination in employment against any person with disability) for any grievance pertaining to any discrimination on account of disability. Any information obtained from employees for redressal of grievance is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicant will be protected from coercion, intimidation, interference, discriminations or retaliation for filing a complaint or assisting in an investigation under the Act.

Name, Designation & Contact details of Liaison & Grievance Redressal Officer:

**Liaison Officer:** Shri Subhash Chand  
Executive Director (Electrical)  
Tel. No: 011-26545501  
E-Mail: subhash.chand@ircon.org

**Grievance Redressal Officer**: Shri Manohar Lal  
Dy. Manager (HRM & Rajbhasha)  
Tel. No: 011-26545573  
E-Mail: manoharlal@ircon.org

### **III. Responsibility**

- i. IRCON Management is responsible for giving effect to this policy.
- ii. Each Company location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- iii. Corporate HRM has the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- iv. Any employee who violates this policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under IRCON Conduct, Discipline and Appeal Rules, 1981.
- v. The Head of the HR is accountable to the Chairman and Managing Director of the Company to oversee and promote this policy.

### **IV. Communication of Policy**

- i. This Policy will be available to all employees via Ircon International Limited website and normal communication channels within the Company.
- ii. Suitable material will be included in Company publications, management conference, and supervisory training courses.
- iii. All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.