

Date of Start	Equal Opportunity Policy for Specially Abled	Code	Policy-HRAdmn-HR-12
01 st May 2025		Responsible	Head HR & Admin
		Department in charge	HR & Admin

Article 1 Objective:

- At TDSG we are committed to provide equal opportunity to all our employees and to all eligible applicants for employment at TDSG.

This policy ensures to create and maintain an inclusive workplace that welcomes all employees. It ensures the inclusion, equal opportunity & non-discrimination of people with disabilities in accordance with the Right of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017.

The company is committed to providing appropriate measures so that all employees are treated with equal respect, dignity, and fairness.

Article 2 Scope:

- The policy shall apply to all employees including trainees of TDSG, any other individuals engaged in the workplace, and applies to all aspects of employment, including recruitment, training, promotion, benefits, and separation. It encompasses all disabilities, whether visible or invisible, and is applicable to employees as well as job applicants. Persons with Disabilities (PwDs) are alternatively also called specially abled.

Article 3 Equal Opportunity Commitment:

- Recruitment and Hiring:** TDSG ensures that all individuals who are specially abled, have equal opportunities during the recruitment and hiring process. We are committed to identify suitable job roles for Persons with Disabilities (PwDs), without compromising safety or operational requirements.
- Workplace Accessibility:** TDSG is committed to making the workplace and facilities accessible to all specially abled employees and visitors. TDSG ensures that the infrastructure at its facilities is designed to accommodate different needs, including those of visitors who visit the Company facilities.
 - Reasonable Accommodations are facilitated, where required, to improve accessibility and create an inclusive work environment so as to maximize the ability of an employee to perform the job.
 - Accessible infrastructure at TDSG includes ramps in buildings, pathways, accessible common areas, mobility support, where required –manual and motorized wheelchairs, comfortable workstations, screen readers and other supporting assistive devices, as needed. Reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case on the company, to ensure to persons with

disabilities the enjoyment or exercise of rights equally with others in the offices of TDSG.

- iii. Information essential to the job and workplace, such as job instructions, internal policies employee handbook, information on support facility, intranet, grievance procedures or health and safety procedures are communicated to employees with disabilities in a format which ensures that they are fully informed.
 - iv. Employees with disabilities are assisted to identify their prospective next assignment/available opportunity.
 - v. That appropriate infrastructure shall be extended to the specially enabled employees.
- c. **Training and Development:** TDSG provides training, development, and advancement opportunities for all employees including those specially abled. The company identifies and eliminates barriers that may hinder their professional growth. People with communication impairments and partial visual impairments will be provided with accessible training handbook and materials.
- d. **Equal Pay and Benefits:** All employees are provided with fair and equitable compensation including benefits and privileges.
- e. **Reasonable measures:** TDSG provides reasonable measures to enable individuals with disabilities to perform their job effectively. Requests for specific consideration will be evaluated on a case-to-case basis and in compliance with the law.
- f. **Non-Discrimination:** TDSG does not tolerate any form of discrimination, harassment, or retaliation against specially abled employees or applicants. All complaints if found with merits shall be promptly be investigated and addressed.
- g. **Sensitization and awareness:** TDSG conducts periodic awareness programs for making employees aware of the rights and needs of specially abled persons.
- h. **Grievance Redressal Mechanism:** TDSG has appointed Complaint officer. All the relevant grievances related to rights of persons with disability are to be addressed by the Complaint officer to ensure compliance
- i. The Complaints Officer nominated for the purposes of this policy is the senior most Company Doctor. Any relevant complaint must be addressed to the Complaints Officer in writing with necessary details and evidences. The relevant mail ID for the purpose is employeesgrievance@tdsgj.co.in.
 - ii. TDSG is obligated to provide the specially abled individuals a fair chance to actively engage in the investigation process. If, upon investigation, it is determined that the employee accused of discriminatory conduct is indeed guilty, appropriate disciplinary measures will be taken in accordance with rule of the company.

Article 4 Confidentiality:

TDSG would keep following records:

- a. Number of specially abled employees
 - b. Nature of disability
 - c. The nature of work performed by specially abled employees.
- Any information regarding a specially abled employee will be treated confidentially. Only those individuals directly involved in providing reasonable accommodation and providing support will have access to this information.
 - Statutory Reporting

The data related to specially abled employees will be shared internally with management and externally with statutory bodies as per requirements.

Article 5 Compliance:

- This policy complies with Rights of Persons with Disabilities Act, 2016, and all other relevant laws and regulations and will be integrated into our Code of Conduct. TDSG will periodically review and update this policy to ensure it remains in compliance with any changes in legislation.

Article 6 Liaison Officer:

- The Head of Human resources & Administration has been designated as the Liaison Officer for the purposes of Registration of Equal Opportunity by Private Establishments as per PwD Act, 2016, and will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace.

Article 7 Implementation:

- TDSG will provide training to create awareness about the right of persons with disabilities and to ensure that all employees understand and implement this policy
- The HR & Admin Department will be responsible for implementation and enforcing this policy. Any. concerns, requests for reasonable measures, or issues related to this policy will need to be addressed to HR & Admin department.

Article 8 Amendments:

- TDSG reserves the right to amend the Policy from time to time in order to comply with any laws/rules/regulations that come into effect from time to time, related to relevant Acts and Rules.

Any deviation from the provisions set in this policy will require approval from the management of the Company.

REVISION HISTORY

Version	Date of release	Summary of changes
v1	01-May-2025	Policy Introduced