



EQUAL OPPORTUNITY POLICY

INTRODUCTION

Assam Bio Ethanol Private Limited (ABEPL) is an equal opportunity employer. ABEPL recognizes the value of a diverse workforce and is committed to create an inclusive workplace and work culture where all employees are treated with respect and dignity.

SCOPE

The Equal Opportunity Policy applies to the entire organization to promote inclusiveness and strives to maintain a work environment that is free from any harassment or discrimination towards persons with disabilities, transgender persons and persons affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome.

I. EQUAL OPPORTUNITY FOR PERSONS WITH DISABILITIES (PwDs)

The Rights of Persons with Disabilities Act, has been enacted by the Parliament vide Act No. 49 of 2016. In terms of Section 21(1) of the Act, every establishment shall notify its Equal Opportunity Policy detailing measures proposed for Persons with Disabilities.

Definitions as per Rights of Persons with Disabilities Act, 2016 and Rules.

"Person with Disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

"Person with Benchmark Disability" means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

"Specified Disabilities" are the disability categories mentioned in the Schedule of the Act. There is also "any other category", which allows appropriate Government to add any other disability by issuing a notification. The disability categories as mentioned in the Schedule are:

- a. Locomotor disability
- b. Muscular Dystrophy
- c. Leprosy cured
- d. Dwarfism
- e. Cerebral Palsy
- f. Acid attack Victim
- g. Low vision
- h. Blindness
- i. Deaf
- j. Hard of Hearing
- k. Speech and Language disability
- l. Intellectual Disability
- m. Specific Learning Disability
- n. Autism Spectrum Disorder



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- o. Mental illness
- p. Chronic Neurological Conditions
- q. Multiple sclerosis
- r. Parkinson's disease
- s. Haemophilia
- t. Thalassemia 11
- u. Sickle Cell disease
- v. Multiple Disabilities
- w. Any other category (as may be notified by the Central Government.)

1. APPLICABILITY

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, the Equal Opportunity Policy shall be applicable to the entire organization to promote inclusiveness and strives to maintain a work environment that is free from any harassment or discrimination towards persons with disabilities. The policy would provide equal employment opportunities, without any discrimination to Persons with Disabilities subject to provisions of the Right of Persons with Disabilities Act, 2016 and service conditions of the Company. This Equal Opportunity Policy is subject to applicable regulations, qualifications and merit of the individual.

2. POLICY STATEMENT

ABEPL is committed to eliminating all forms of discrimination, denial of reasonable accommodation, physical/mental harassment of people with disabilities etc. At ABEPL, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to Persons with Disabilities. ABEPL shall provide them with facilities and amenities to enable them to effectively discharge their duties.

3. IDENTIFICATION OF POSTS

The identification of suitable posts for Persons with Disabilities shall be carried out as per the Appropriate authority directives issued from time to time.

4. RECRUITMENT

ABEPL is committed to fair & inclusive recruitment & hiring practices. The recruitment process/ advertisement/notification of person with disabilities shall be as decided by the appropriate authority of the company and as per company's recruitment policy.

5. LEAVE & OTHER POLICIES

The employees with disability shall be governed by the Leave Rules and all other policies of the Company.

6. MEDICAL FACILITIES

The employees with disabilities shall be govern by medical facilities in accordance with the provisions of the Company.



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7. ACCESSIBILITY

The Company shall provide suitable environment and infrastructure to enable employees with disabilities to have free access to common facilities, information and communications including technologies and systems without any inconvenience.

8. LIAISON AND GRIEVANCE REDRESSAL OFFICER

As per provisions of Rule 8(3)(e) and Rule 10(1) of Rights of Persons with Disabilities Rules 2017, an Officer will be designated as Liaison Officer and Grievance Redressal Officer of the Company who will be responsible for adherence to this policy and also be responsible for redressal of complaints and grievances of employees with disabilities. Further, the Grievance Redressal Officer shall maintain a register of complaints of employees with disabilities as per Rule 10(2) of Rights of Persons with Disabilities Rules 2017.

9. REGISTRATION

As per Section 21, Sub-Section 2 of the Act, the Company shall register a copy of this Policy with the Chief Commissioner for Persons with Disabilities.

10. COMPLIANCE

The Liaison Officer for handling the Rights of Persons with Disabilities Rules 2017 of the Company will be responsible for implementation of the Rights of Persons with Disabilities Act 2016 and Rules framed thereunder.

II EQUAL OPPORTUNITY FOR TRANSGENDER PERSON

Transgender Persons (Protection of Rights) act, has been enacted by the Government in 2019 and Transgender Persons (Protection of Rights) rule in 2020. In terms of Section 12(2) of the rule, every establishment shall notify its Equal Opportunity Policy detailing measures proposed for Transgender Persons.

1. APPLICABILITY

In accordance with the provisions of the Transgender Persons (Protection of Rights) act 2019 and Rules, the Equal Opportunity Policy shall be applicable to the entire organization. Assam Bio Ethanol Private Limited is dedicated to foster an inclusive, diverse and supportive work environment where all individuals regardless of gender identity, can thrive. ABEPL is committed to providing equal opportunities in accordance with the provisions of The Transgender Persons (Protection of Rights) act, 2019 and Rules thereunder (as may be amended from time to time) for transgender persons and will take all actions to ensure that a conducive environment is provided to them to perform their role and excel in the same.

2. POLICY STATEMENT

ABEPL is committed to:

- a. Provide a safe working environment and ensure that no transgender person is discriminated in any matter relating to employment including infrastructure adjustments, recruitment, employment benefits, promotion, career development and training as those afforded to other employees.



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- b. Ensure infrastructural facilities, measures for safety and security and amenities to be provided to the transgender persons to effectively discharge their duties; applicability of all rules and regulations of the employer regarding service conditions; and maintenance of confidentiality of the gender identity of the transgender employees.

3. RECRUITMENT

ABEPL is committed to fair & inclusive recruitment & hiring practices. The recruitment process/ advertisement shall be as per company's recruitment policy. Transgender individuals will be considered for employment based on advertisement requirement & merit without any prejudice.

4. LEAVE & OTHER POLICIES

The transgender employees shall be governed by the Leave Rules and all other policies of the Company.

5. MEDICAL FACILITIES

The transgender employees shall govern by medical facilities in accordance with the provisions of the Company.

6. WORKPLACE HARASSMENT AND BULLYING

Harassment & bullying based on gender identity is strictly prohibited. Any reported incidents will be promptly, and thoroughly investigated and appropriate corrective actions will be taken.

7. PRIVACY AND CONFIDENTIALITY

Information related to gender identity will be treated with utmost confidentiality. Employees are expected to respect the privacy of their colleagues and refrain from disclosing any such information without explicit consent

8. ACCESSIBILITY

The Company shall provide suitable environment and infrastructure to enable transgender employees to have free access to common facilities, information and communications including technologies and systems without any inconvenience.

9. LIAISON AND GRIEVANCE REDRESSAL OFFICER

As per provisions of Section 12 of the Transgender Persons (Protection of Rights) Rule, 2020, an Officer will be designated as a complaint officer to deal with the complaints relating to violation of the provisions of this policy. The grievance redressal system shall ensure resolution of grievance within thirty days from the date of receiving the grievance.

10. COMPLIANCE

The Compliant Officer for Transgender Persons (Protection of Rights) Act of the Company will be responsible for implementation of the Rights of Transgender Persons (Protection of Rights) Act framed thereunder.





III EQUAL OPPORTUNITY FOR PERSON AFFECTED BY HUMAN IMMUNODEFICIENCY VIRUS AND ACQUIRED IMMUNE DEFICIENCY SYNDROME

In accordance with the Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017, the Government has taken significant steps to ensure the protection and rights of individuals affected by HIV and AIDS. As mandated in Chapter V, Section 12 of the Act, the Central Government has issued the **Model HIV and AIDS Policy for Establishments** in 2022, which sets forth guidelines to safeguard the interests of individuals living with HIV.

Assam Bio Ethanol Private Limited (ABEPL) is fully committed to upholding the principles outlined in the Act, and as such, adopts the following three key principles in alignment with the Model Policy;

- 1. Non-Discrimination**
ABEPL ensures that no individual, whether infected with or affected by HIV and AIDS, shall face any form of discrimination.
- 2. Confidentiality**
ABEPL respects and safeguards the confidentiality of an individual's HIV status and any related health data. Employees' privacy will be strictly maintained, and no unauthorized disclosure of information will occur without the explicit consent of the individual concerned.
- 3. Grievance Redressal Mechanism**
ABEPL is committed to providing a fair and transparent grievance redressal process. A **Complaints Officer** has been appointed to handle any grievances related to discrimination or breaches of confidentiality concerning HIV and AIDS. Employees can approach the Complaints Officer to report concerns or issues without fear of retaliation or prejudice.

Commitment to Compliance

ABEPL is dedicated to fully complying with the provisions of the Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017, and the Model Policy for Establishments issued by the Central Government or any appropriate authority. This policy is a testament to our commitment to creating an inclusive and equitable workplace for all employees.

