





**RELAXO FOOTWEARS LIMITED**

<b>Document Title</b>	Policy on "Equal Opportunity" under the Act, "The Rights of Persons with Disabilities Act, 2016" read with the right of Persons with Disabilities Rules, 2017 and Delhi Right of Persons with Disabilities Rules, 2018
<b>Owner</b>	Corporate HR
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## Policy on "Equal Opportunity at Relaxo Footwears Limited"

(The Rights of Persons with Disabilities Act, 2016 read with the Right of Persons with Disabilities Rules, 2017 and Delhi Right of Persons with Disabilities Rules, 2018)

### 1. Introduction

The management of the RFL is committed and support the principles for empowerment of persons with disabilities such as:

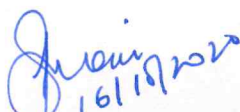
- (a) respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- (b) non-discrimination;
- (c) full and effective participation and inclusion in society;
- (d) respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- (e) equality of opportunity;
- (f) accessibility;
- (g) equality between men and women;
- (h) respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities;

### 2. Definitions


To understand the above, following definitions are provided: -

- a) "barrier" means any factor including communicational, cultural, economic, environmental, institutional, political, social, attitudinal or structural factors which hampers the full and effective participation of persons with disabilities in society;
- b) "communication" includes means and formats of communication, languages, display of text, Braille, tactile communication, signs, large print, accessible multimedia, written, audio, video, visual displays, sign language, plain-language, human-reader, augmentative and alternative modes and accessible information and communication technology;
- c) "discrimination" in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation;
- d) "high support" means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities

  
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and participating in all areas of life including education, employment, family and community life and treatment and therapy;

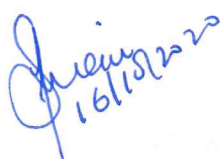
- e) "person with benchmark disability" means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;
- f) "person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others;

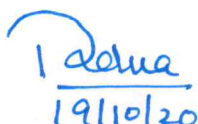
### **3. Rights and entitlements**

The persons with disability shall be inducted in employment of the Company at appropriate posts according to their capacity and eligibility & shall have all rights and entitlements at par with other employees of the Company while working in the Company. The management of the Company is committed to the following principles amongst others: -

- a) To ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his/her integrity equally with others during employment.
- b) To ensure that proper steps are taken to utilize the capacity of persons with disabilities by providing appropriate environment during employment.
- c) To ensure that no person with disability shall be discriminated vis a vis salary, designation, promotion, increment, Leaves, PF, ESI, Bonus, Gratuity or any other monetary benefit which are available to other employees of the Company on the ground of disability during employment.
- d) To ensure that no person with disability shall be deprived of his/her personal liberty only on the ground of disability during employment.
- e) To ensure that persons with disabilities shall not be subjected to any type of torture, cruel, inhuman or degrading treatment during employment.
- f) To ensure that services of an employee shall not be dispensed with or reduce in rank in case an employee acquires a disability during his/her employment provided further if an employee after acquiring disability is not suitable for the post, he was holding, shall be shifted to some other post to his/her convenience and comfort with the same salary and service benefits.

  
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- g) To ensure that persons with disabilities should not suffer any form of abuse, violence and exploitation during their employment and to prevent the same shall—
- i. take steps for avoiding such incidents and prescribe the procedure for its reporting;
- ii. take steps for avoiding such incidents and prescribe the procedure for its reporting;
- iii. create awareness and make available information among all the employees of the Company
- iv. take all remedial measures with compassion to sort out the complaint or grievance of person with disabilities submitted by him to the Management at earliest.

#### **4. Facilities and amenities to person with disability during employment**

- a) Assistive devices like slope or wheel chair or walking stick to enter in the office
- b) Barrier free accessibility
- c) Other welfare provisions

#### **5. List of Posts identified suitable for person with disabilities**

- a) Help desk
- b) Peon
- c) Dak/Postage clerk
- d) Data feeder/Operator/clerk

#### **6. Procedure for selection of persons with disabilities**


Normal interview process shall be initiated but with empathy towards candidate and all endeavors shall be made to provide opportunity to such candidate for recruitment.


#### **7. Post recruitment and pre-promotion training**

The company shall certainly provide on the job training for performing duties suitable to candidate and pre promotion training shall also be imparted on job.

  
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### **8. Preference in transfer and posting**

All efforts shall be made to give posting to candidate near to his/her/his house subject to availability of vacancy and transfer shall be made near to his/her/his house if suitable position's available after discussion with him regarding his/her convenience and comfort.

### **9. Appointment of Liaison Officer**

Additional responsibility of Liaison Officer is being vested in GM (HR & IR) to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees

### **10. Special Leaves**

Owing to special requirements of such persons, the Company may grant special leaves as per his/her requirement subject to discipline and decorum in the Company.

### **11. Awareness Programmes**

The Company shall conduct, encourage, support or promote awareness programmes and sensitization programmes within the company among its employees in order to fulfill their commitment towards principles for empowerment of persons with disabilities as given above.

### **12. Maintenance of Records**


Records of the persons with disabilities in relation to the matter of employment, facilities provided and other necessary information in compliance shall be maintained in prescribed forms.

### **13. Registration of Policy**


The company shall submit copy of this policy duly signed by Director to the Commissioner of Disabilities, Rouse Avenue, Delhi for registration as per rules.

Any change in policy shall be governed by Referred Act and any such required changes that may be made by appropriate Govt. under the Referred Act.

  
GM HR & IR

  
VP HR

  
ED Finance

  
MD