



Tata Power-DDL Equal Opportunity Policy for Specially Abled

1.0 OBJECTIVE:

As part of TATA Code of Conduct we are committed to provide equal opportunities to all our employees and to all eligible applicants for employment in our company.

2.0 SCOPE:

All specially abled employees on the regular rolls of the Company and all eligible specially abled applicants as notified from time to time.

3.0 POLICY:

Tata Power-DDL will not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.

When recruiting, developing and promoting our employees, our decisions will be based solely on performance, merit, competence and potential.

We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of our Code of Conduct. Our policies shall provide for clear terms of employment, training, development and performance management.

4.0 GUIDELINES:

4.1 In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, TATA Power DDL shall ensure the following:

a) Positions Offered

Persons with special ability shall be posted only at Back offices which have restricted movements. The nature of job assigned to such employees shall completely commensurate with their abilities. Their posting shall be done at the nearest available position/office, where they will face no hindrance with respect to their work. Wherever necessary, assistive devices in the form of ramps, railings wheel chair etc. shall be ensured for such employees.

b) Selection Process

Person with special ability shall be eligible for all open positions as mentioned in 4.1.a, throughout the organization through defined recruitment channels. They shall be granted relaxation as defined in the Talent Acquisition Policy W01 (HRM-P-02) against the normal eligibility criteria.

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c) Training

Tata Power-DDL's Training Policy guidelines has evolved on the philosophy "Training for All: Every employee has a right to receive need-based training at regular intervals to enable him/her to develop potential, competence and thus contribute his/her best to the Organization. HR-Talent Development, responsible for organizing need-based trainings at Tata Power-DDL gives due consideration while nominating employees with special abilities.

d) Transfer & Posting

All such employees who are specially abled, may apply for transfer and posting as per the organizational policy for Transfer and Job Rotation. While transferring, it shall be ensured that the nature of work assigned shall correspond to their special ability and they are able to perform their work without any hindrance.

e) Special Leaves

In special circumstances, if all other leaves of the employee are exhausted, on medical ground the employee can avail Extra Ordinary Leaves for a period of upto 1 year as per the guidelines defined in Leave Policy. The same may be admissible on providing adequate documentary proof and at the discretion of the management.

f) Company Accommodation

All employees are eligible to apply for Company owned accommodation as per the prevalent organizational policy for Company Accommodation. In case there are request for out of turn allotment of accommodation/higher category accommodation, the House Allotment Committee shall also consider all such cases based on functional requirement and medical reasons necessitating preferential allotment as per the provisions of Company Accommodation Policy.

g) Liaison Officer

HoD (Human Resource Planning, Industrial Relations & Employee Relations) has been designated as the Liaison Officer for the purposes of Registration of Equal Opportunity by Private Establishments as per PwD Act, 2016. He shall who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace.

4.2 Any exception to the policy can be done only with the prior approval of CEO of the company.