

	<b>Guidelines for Employment of Differently-abled People</b>	Document:	HR - DAP
		Issue Date:	01 Jul 2020
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		Version:	1.0
<b>Adani Ports and Special Economic Zone (APSEZ)</b>			

## Context & background

In last few decades, process of providing visibility and mainstreaming disability into development agenda has evolved considerably. More than 2 per cent of India's population is living with some form of disability. Institutionalizing enabling provisions and actions to facilitate economic, emotional and social upliftment of differently abled people is an imperative of inclusive growth.

This policy is part of broader framework of Adani Ports & Special Economic Zone Ltd (APSEZ)'s diversity & inclusion efforts. It reflects organization's no tolerance of ascribing stigma and / or discrimination of any kind because of disability of any type to any member of society.

Adani Ports and Special Economic Zone Limited (APSEZ) acknowledges the need of positive differentiation and affirmative action in favor of 'Differently-abled People' in recruitment, selection, assimilation, performance, career and engagement till equality, equitability and mainstream participation of this segment is achieved in true sense.

## Definitions

'Disability' is a difficulty in functioning at body, person, in one or more life domains, as experienced by an individual with a health condition in interaction with contextual factors.

'Persons with disabilities' include those who have long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. It has been interchangeably used with 'Differently-abled People' (DAP) for the purpose of these guidelines.

## Approach

APSEZ (and its entities) is committed to provide equality of access towards employment, advancement and retention within organization, recognizing that it is in organization's interest to recruit and maintain a diverse and skilled workforce that is representative of diverse nature of society, which include DAP. Organization is committed to continuously

develop workplace culture based on fair practices, which safeguards rights of DAP to be treated with dignity and respect and to enjoy equal rights, terms and conditions of employment.

However, treating people equally does not necessarily mean treating them same. Organization recognizes that DAP have specific requirements, which must be met in order for them to succeed and to be integral part of larger workforce. Every member of APSEZ's workforce is expected to contribute in creating and sustaining an inclusive workplace culture.

## Scope

APSEZ is an Equal Opportunity Employer and strongly endorses right of equal opportunity for potential candidates who are differently abled. Company would continue to provide necessary facilities, amenities and training to support them as appropriate and enable them to effectively discharge their duties for which they are employed. Disabilities under consideration for associates are as specified by applicable Acts, laws, rules & regulations.

Policy applies to DAP aspiring to enter or already working in Organization, including those who may acquire a disability in the course of employment. Candidates in India will need to confirm their disability for consideration in these programs with appropriate documentation including Certification from appropriate medical / government authorities.

## Operative Provisions & Principles:

1. Constituent entities of the APSEZ have identified specific positions across locations, earmarked to be preferably filled with differently abled people. 'Nature of work' is primary consideration in identification of these positions. Annual review of all positions will be carried to ascertain inclusion or exclusion into DAP Positions pool. All changes will be duly recorded and notified internally to all concerned teams for their knowledge and action.

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2. Organization will endeavor to place DAP against identified positions. Source pool will be identified and / or developed to ensure availability. In case of gaps (within acceptable range) in skills / competencies, plans will be drawn at the time of recruitment to fill those gaps within minimum possible timeframe to enhance economic value add by these new recruits.
3. In case, in-spite of all efforts, DAP are not available against any of these positions, vacancy will be filled through open source and efforts will continue to develop source pipeline for future vacancies.
4. If best candidate for job is differently abled, then to ensure that no discrimination is made to any individual in selection on account of being differently abled.
5. APSEZ will continue to recruit best candidate for every position, regardless of disability. It acknowledges that positive measures (designed to meet particular requirements of DAP) are not discrimination against other staff members.
6. Focused efforts will be made by concerned manager & HR Team towards onboarding & assimilation of DAP into mainstream organization in minimum possible time. In depth customized modules will be imparted to every new entrant to enable social networks, cultural assimilation and eco system acceptability. Sustained campaigns will be carried by HR Team (with involvement of other employees) aimed to grow sensitivity & empathy of larger organization towards DAP.
7. Training Need Identification (TNI) process for DAP will be carried in light of their special requirements & context. Fulfillment of their generic, special or unique needs will be through nomination to a targeted open program meant to address these requirements.
8. To inculcate a sense of true equality, pride and self-esteem, no special dispensation will be used in Performance Management

System (PMS) to accommodate disability of any employee. All efforts will be made to ensure that their performance & contributions are measured at par and relativity is as per general norms of the policy in this respect.

9. Based on potential, DAP will be provided with opportunities of career growth based on their demonstrated contribution, learning, readiness and availability of opportunities.
10. Managers will be oriented by way of discussion & training to acknowledge & deal with sensitivity that the subject merits. Managers will continue to be primary owners & responsible for all aspects of DAP resources in their respective teams as in all other cases. HR team will extend due help as sought and/or required.

APSEZ recognizes that DAP include those who have permanent disability (which is readily apparent) and those whose disabilities are less apparent.

**Infrastructure & other enablement**

Periodical survey & assessment of workplace infrastructure will be carried to progressively provide more sophisticated utilities & facilities (like specially designed washrooms and work-stations etc.) which enable ease of usage. All such proposals will be part of annual budget plans for smooth planning and workflow. Infrastructure will be enabled to the extent feasible so that employees with disabilities will have a barrier-free access to common facilities including physical environment, transportation, information and communications including technologies and systems for DAP.

**Equitability in condition of employment**

APSEZ recognizes the importance of protecting the rights of DAP at parity with others. This includes right to just and favorable conditions of service and to equal opportunities. This also encompasses safe and healthy working conditions, including protection from harassment and redressal of grievances. DAP will not be discriminated against at any point in employment cycle. This concerns all

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matters related to recruitment, selection, appointment, career guidance and development, learning opportunities, performance evaluations, promotions, transfers, retention in employment and return to work. Due processes will be established to ensure that any exception to these directive principles are addressed in line with principles of natural justice.

**Protection of Confidentiality of information**

In accordance with medical and other norms of confidentiality, organization will respect confidentiality of any information provided by a staff member or job applicant relating to his/her disability. Utmost care will be exercised with concerned officials of the company to ensure that data & information is used for limited purpose of stated objectives and it is shared on 'need to know' basis.

**Implementation**

Provisions of these guidelines will be implemented by respective HR teams of each location. Primary responsibility is with concerned Head of HR under the guidance of respective CEO / Business Head.

**Amendments & Overall ownership**

Head of HR of concerned organization will carry overall ownership of deployment. Periodic reviews will be carried by concerned CEO and by Head – HR, Ports & Logistics to ensure implementation.