



## **NHPC EQUAL OPPORTUNITY POLICY**

### **1.0 Objective**

NHPC Ltd is committed to provide equal opportunities in employment and fostering an inclusive work place and work culture in which all employees are treated equally with respect and dignity. It aims to create a harmonious workplace for employees regardless of their gender, nativity, community, religious beliefs or physical & mental ability, such that all employees can achieve their full potential. We believe in providing equal opportunity to persons from all sections of the society including Persons with Disabilities as detailed in this policy.

### **2.0 Policy**

NHPC Ltd is committed towards eliminating all forms of discrimination and harassment, whether direct or indirect, of persons with disabilities.

Further, in line with the provisions in the Act "Rights of Person with Disabilities Act, 2016" and the Rules, we have implemented the following policy provisions in order to provide affirmative action and promote inclusive growth of Persons with Disabilities in NHPC Ltd.

This Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

### **3.0 Scope**

The Equal Opportunity Policy covers all persons with benchmark disabilities (as defined in "The Right of Persons with Disabilities Act, 2016") and will be applicable to NHPC employees of all classes and categories irrespective of whether they are against regular, temporary or trainee posts, unless specifically stated otherwise. The policy would also cover those employees who may acquire disability during their employment with the company.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salary, transfer, employees benefits and career advancement etc.

### **4.0 Equal Opportunity for Persons with Disabilities**

In accordance with the provision of the Right of Persons with disabilities Act, 2016 and Rules, it is the Company's Policy to ensure that the work environment is free from any discrimination against persons with benchmark disability. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their roles, responsibilities and excel in the same.

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### **5.0 Policy Detail**

#### **5.1 Identification of Posts and Reservation in Appointment**

(a) NHPC Ltd shall not discriminate against any person with disability in any matter relating to employment.

(b) NHPC Ltd shall identify posts which can be held by respective category of persons with disabilities. The identification of suitable posts and reservation for Persons with Benchmark Disabilities shall be carried out as per the Government of India directives issued from time to time.

(c) Vacancies earmarked for PWBD mentioning the category of disability will be clearly indicated in Recruitment advertisement. Relaxations in age, other qualifying criteria and selection criteria shall be provided in line with Govt. guidelines issued from time to time.

#### **5.2 Manner of Selection**

(a) NHPC Ltd shall adopt a transparent selection process based on merit and without any bias to the disabilities of the prospective candidates as per the provisions of NHPC Recruitment Rules.

Candidates with necessary disability certificate issued by the competent authority in accordance with the Rules under the Act shall be considered for appointment in the Company.

(b) PWBD candidates who are shortlisted and appear for written tests held as a part of selection process for any post in NHPC Ltd shall be paid to-and-fro journey fare as per provisions under NHPC TA Rules.

(c) To the extent possible, PWBD candidates shall be provided a barrier free access to the written test center/ interview center.

(d) PWBD candidates who have limitations in writing including that of speed, and are desirous of using the facility of a scribe, shall be allowed the facility in accordance to the guidelines issued by Ministry of Social Justice and Empowerment.

#### **5.3 Post-Recruitment and Pre-Promotion Training**

(a) NHPC Ltd shall impart post-recruitment induction training program and pre-promotion job specific inclusive training programs to employees with disabilities along with other employees.

(b) Employees with disability shall be placed with experienced employees for at least one month on resuming responsibility of a post so as to help them to pick up skills required to perform the job and also the adaptations that may be required in individual cases.



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### **5.4 Preference in Accommodation**

NHPC Ltd shall give preference, to the extent possible, to the requests by employees with specified disabilities for allotment of appropriate reasonable accommodation in company quarters.

### **5.5 Accessibility**

(a) NHPC Ltd shall provide appropriate barrier free and conducive environment to employees with disability. To the extent possible, the built-up environment shall be made accessible to PWD and all future establishments shall incorporate accessibility provisions such as ramps, accessible parking, accessible toilets, braille symbols and auditory signals in elevators etc.

### **5.6 Facilities and amenities provided to the Person with Disabilities to enable them to effectively discharge their duties in the establishment. .**

#### **(a) Physical Infrastructure**

NHPC aims to ensure that our physical infrastructure (building, furniture , facilities and services in the building/campus) adheres to the accessibility standards as prescribed by the government of India from time to time.

#### **(b) Digital Infrastructure**

It is NHPC's continuous endeavour to ensure that all documents, communication and information technology systems adhere to the accessibility standards. NHPC Ltd will ensure that as far as possible accessible technologies are procured. Any employee facing accessibility challenges can reach out to the local IT support team.

### **5.7 Discrimination Free Work Environment**

NHPC Ltd will ensure that the work environment is free from any discrimination against persons with disabilities. Promotion to an employee should not be denied merely on the ground of disability.

NHPC Ltd shall not dispense with or reduce rank, an employee who acquires a disability during his or her service. Cases shall be treated as per the applicable rules and provisions in NHPC Service Rules and Govt. of India guidelines pertaining to the matter.

### **5.8 Leave**

Employees with disability can avail Special Casual Leave & Additional Special Casual Leave as per provisions in NHPC Leave Rules.

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### **5.9 Transfers and Posting**

(a) As far as possible, employees with disabilities may be exempted from the rotational transfer policy / transfer and may be allowed to continue in the same job, where they would have achieved the desired performance and preference in place of posting at the time of transfer/ promotion may be given to persons with disability subject to administrative constraints.

(b) An employee who is a care giver of disabled child may be exempted from the routine exercise of transfer/rotational transfer subject to administrative constraints. The word disabled includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or cerebral palsy (iv) leprosy cured (v) mental retardation (vi) mental illness (vii) multiple disabilities (viii) Autism..

### **6.0 Governance**

#### **6.1 Liaison Officer:**

Liaison Officer appointed to look after reservation matters for SC/ST shall also act as the Liaison Officer for reservation matters relating to persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for PWBD and bring any potential issues to the notice of management.

#### **6.2 Grievance Redressal Officer**

Head of SC/ST Cell at Corporate Office and Heads of HR at Regions/Projects/Power Stations/Units shall also be the Grievance Redressal Officers at their respective Regions/Projects/Power Stations/Units in compliance of Section 23 of the Act. The Grievance Redressal Officer shall maintain a register of complaints of employees with disabilities as per format at **Annexure I**.

### **7.0 General**

#### **7.1 Compliance**

The responsibility for implementation of the policy shall lie with ED(HR) at Corporate Office and Head of Regions/Projects/Power Stations/Unit at Regional/Project/Power Station/Unit level.

#### **7.2 Communication of the policy:**

The policy shall be published on NHPC's website as well as on the intranet.

#### **8.0 Amendment / Interpretation**

Chairman and Managing Director is empowered & authorised to interpret, clarify, revise, amend/modify or discontinue any or all the provisions of this Policy in accordance with Govt. of India guidelines issued from time to time.

