

## **EQUAL OPPORTUNITY POLICY**

### **1.0 Preamble**

We at, GUVNL AND ITS SUBSIDIARY COMPANIES (to be read GUVNL hereafter), recognize the value of diverse workforce; GUVNL is committed for providing equal opportunities in employment and creating an inclusive work place and work culture in which all employees are treated equally with respect and dignity.

### **2.0 Policy**

The Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016”.

It is the policy of GUVNL to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, color or sex. GUVNL strives to maintain a work environment that is free from any harassment / discrimination based on above considerations.

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 shall apply to all employees of GUVNL with benchmark disabilities (as defined in “The Rights of Persons with Disabilities Act, 2016) and will be applicable to the specially abled employees of all classes and categories of GUVNL 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, transfers, employee benefits, career advancement etc.

### **4.0 Purpose**

The purpose of Equal Opportunity policy of GUVNL is to provide equal opportunities to the specially-abled employees without any discrimination, on the ground of disability and shall strive to maintain a working environment that is conducive for specially-abled employees. This Equal Opportunity Policy is subject to the applicable regulations, qualifications and merits of the individual concerned.

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

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is the GUVNL's Policy to ensure that the work environment is free from any discrimination against persons with benchmark disabilities. 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.

#### **4.1 Policy Details**

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

###### **(i) Physical Infrastructure**

GUVNL aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards as prescribed by the Government of India from time to time. This shall include, but not limited to, the following:

- a. GUVNL will endeavor that barrier free access is provided to persons with disabilities in all buildings and offices under administrative control of GUVNL by way of providing ramps with railings, accessible stairs/ elevators, enabled washrooms, tactile paths, wheelchair accessibility, wider doorways to enable access to buildings and workplaces, parking facility near suitable access point, etc.
- b. Parking spots, reserved near suitable access points for the exclusive use of persons with disabilities.

Any employee facing accessibility issues should write to the Liaison Officer of the company. The list of Liaison Officers is placed at **Annexure-I**. Companies should nominate Liaison Officers at TPS / Circle Office Level separately.

###### **(ii) Digital Infrastructure**

GUVNL will continuously endeavor of to ensure that all documents communication and information technology systems adhere to the accessibility standards. GUVNL 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 or write to the Liaison Officer.

**(iii)** No promotion shall be denied to a person on the ground of disability subject to eligibility of promotional posts identified suitable for benchmark disabilities and provisions of Recruitment Rules.

**(iv)** GUVNL shall not dispense with or reduce in rank of an employee who acquires a disability during his or her service. However, if an employee after acquiring disability is not suitable for the post,

he/she was holding, shall be shifted to another post with the same or similar pay scale and service benefits

**(v) Awareness Campaign**

The Equal Opportunity Policy shall be prominently displayed on the department's website and wide publicity should be given to the Policy to create awareness about the policy amongst the officers of GUVNL.

**4.1.2 List of posts identified suitable for persons with disabilities**

List of posts identified for persons with disabilities in GUVNL as on 30.04.2021 vide circular dated: 30.04.2012 is placed at **Annexure –II**.

**4.1.3 The manner of selection of persons with disabilities for various posts**

- (i) The recruitment rules of GUVNL provide the sources and Modes of Recruitment. Wherever applicable, GUVNL notifies vacancies to Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and in National/Regional dailies, Employment news and Company's website.
- (ii) Reservation, relaxation and concessions are provided to Persons with Benchmark Disability candidates as per GoG directives/instructions.
- (iii) All vacancy advertisements will include an appropriate short statement on equal opportunities for persons with disabilities.
- (iv) GUVNL shall facilitate ease of taking examination of disabled candidates by providing barrier free environment at Test center and will provide additional time as per the Directives of Government.

**4.1.4 Post recruitment and Pre promotion Training**

Post recruitment induction training and job specific training to Persons with disabilities shall continue to the imparted along with other employees.

The employee with disability shall be placed under supervision of an experienced employees on resuming responsibility of a post. This would help employee with disability to pick up the skills required to perform the job and adaptations that may be required in individual cases.

#### **4.1.5 Preference in Transfer and Posting.**

- (i) As far as possible, the persons with disabilities may be exempted from the rotational transfer policy or they may be transferred within the head quarter. (10 years transfer policy). However, this does not hamper the power of management to transfer an employee in exceptional cases/exigencies.

#### **4.1.7 Preference in allotment of Residential accommodation/Guest House**

GUVNL will give preference to the person with disabilities for providing them accessible accommodation in company's township and wherever required modification in bathrooms, toilet, gates etc. may be carried out in allotted accommodation to address the needs of disabled employee and employees whose spouse/children have special needs, subject to accessibility guidelines.

To the extent possible person with disabilities may be preferred for allotment of ground floor accommodation in GUVNL Townships and GUVNL Guest houses, subject to eligibility and availability.

#### **4.1.8 Provision for assistive devices**

GUVNL GSO 293 & subsequent amendments/modification in rules made from time to time with reference to providing benefits/aids for purchase of special equipments to employees with disabilities and family members of employees (with disabilities).

#### **4.1.9 Grievance Redressal Officer**

Head of HR at all offices and GM(HR) / AGM(HR) at Corporate Offices are nominated as Grievance Redressal Officer for their respective unit. The Grievance Redressal Officer shall maintain a digital register of complaints of persons with disabilities as per **Annexure-III**.

#### **4.1.10 Liaison Officer (PwBD)**

Liaison Officer appointed to look after reservation matters or SC/ST shall also work as Liaison Officers for reservations matters relating to persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for Persons with benchmark disabilities. The contact details of Liaison Officer (PwBD) shall continue to be displayed on company websites/intranet for its easy access to all the stake holders.

#### **4.1.11 Apart from above existing systems in place, GUVNL will continuously build systems and processes to ensure:**

- (i) That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.

- (ii) That provision is made for an accessible environment and of availability of assistive devices as per the need/requirement.
- (iii) That no opportunity is denied to persons with disabilities merely on ground of disability.

**4.1.12** Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the HR head of the respective location. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

## **5.0 Responsibility**

- (i) Technical head of every office is responsible in giving effect to this policy.
- (ii) Any employee who in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the applicable disciplinary rule or standing order, as the case may be.

## **6.0 Communication of Policy**

- (i) This policy will be available to all employees via the company website Intranet sites and normal communication channels within the business.
- (ii) Suitable material will be included in Company publications, management conferences, and training courses.
- (iii) All recruitment literature and employment advertisement will indicate that the Company is an Equal Opportunity Employer.

**7.0** This comes into force with immediate effect.

## **8.0 General**

### **(i) Compliance**

The responsibility for implementation of the policy shall lie with GM / AGM (HR) at Corporate offices and Head of Power Stations/Circles/Division/ Sub-Division offices.

**(ii) Awareness Campaign**

The Equal Opportunity Policy shall be prominently displayed on the department's website and wide publicity should be given to the Policy to create awareness about the policy amongst the officers of GUVNL.

**(iii) MD, GUVNL** is empowered & authorized 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

**GUJARAT URJA VIKAS NIGAM LIMITED, VADODARA.**

Appointment of Liaison Officers in GUVNL & subsidiary companies as per the Rights of Persons with Disabilities Act - 2016

| <b>Sr. no</b> | <b>Name of Company</b>                                     | <b>Name of Officer</b>  | <b>Designation</b>            |
|---------------|------------------------------------------------------------|-------------------------|-------------------------------|
| 1             | Gujarat Urja Vikas Nigam Limited, Vadodara.                | Shri J T Ray            | Addl. General Manager (HR)    |
| 2             | Gujarat Energy Transmission Corporation Limited, Vadodara. | Shri Nishant Shrivastav | Company secretary             |
| 3             | Gujarat State Electricity Corporation Limited, Vadodara.   | Shri D. K. Dave         | Industrial Relations Officer  |
| 4             | Madhya Gujarat Vij Company Limited, Vadodara.              | Shri P. R. Ranpara      | General Manager (HR)          |
| 5             | Paschim Gujarat Vij Company Limited, Rajkot.               | Shri B. V. Rathva       | I/c. Dy. General Manager (HR) |
| 6             | Uttar Gujarat Vij Company Limited, Mehsana.                | Shri A. C. Prajapati    | Addl. General Manager (HR)    |
| 7             | Dakshin Gujarat Vij Company Limited, Surat.                | Shri Vinay Talavia      | Dy. General Manager (HR)      |

## Annexure III

### Grievance Register for Persons with Benchmark Disabilities (As per RPWD Act 2016)

Name of the Unit: .....

| Date of Complaint | Name of complainant | Name of person who is inquiring the complaint | Place of incident | The name of establishment of person against whom the complaint is made | Gist of the complaint | Any additional information | Documentary evidence if any | Date of disposal by Grievance redresser officer | Any other information |
|-------------------|---------------------|-----------------------------------------------|-------------------|------------------------------------------------------------------------|-----------------------|----------------------------|-----------------------------|-------------------------------------------------|-----------------------|
| (a)               | (b)                 | (c)                                           | (d)               | (e)                                                                    | (f)                   | (g)                        | (h)                         | (i)                                             | (j)                   |
|                   |                     |                                               |                   |                                                                        |                       |                            |                             |                                                 |                       |