



EQUAL OPPORTUNITY POLICY

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Corporate Identity Number: L24100GJ2007PLC051093

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EQUAL OPPORTUNITY POLICY – ACUTAAS CHEMICALS LIMITED

The Government of India notified “The Rights of People with Disabilities Act, 2016” (RPWD)” to provide protection to the Rights of Persons with Disabilities employed or otherwise hired by the Company and for matters connected therewith or incidental thereto. Acutaas Chemicals Limited (ACL/ Company) has framed this Equal opportunity Policy in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016 (RPWD Act)”. At ACL, we recognize the value of a diverse workforce and are committed to providing equal opportunities in employment thereby creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

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OBJECTIVE

The objective of the “Equal Opportunity Policy for Persons with Disabilities” is to ensure that the persons with disabilities (“PWD”) enjoy the right to equality, life with dignity and respect equally with others. The policy is intended to empower the employees with disabilities and enhance their engagement with the organization. It also provides the necessary safeguards to the PWDs in the form of amenities & facilities at the workplace, defines roles and tasks specifically designated for PWDs, provision for assistive devices and Grievance Redressal Mechanism.

This equal opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation. The salient features of the policy are as under:

1. Coverage of the Policy:

This policy covers all employees of Company with benchmark disabilities under the ‘Rights of the Persons with Disabilities Act, 2016.

2. Terms Defined:

Discrimination: 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.

Person with benchmark disability: It 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.

Person with disability: It means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

Reasonable accommodation:

Reasonable Accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

Specified Disability:

Specified Disability shall mean and cover all the disabilities as specified in the Rights of Persons with Disabilities Act, 2016,

Rights and Entitlements

Equal Opportunity Policy of the Company aims at ensuring that none of the employees with disability is discriminated against on the ground of disability, unless it is shown that the impugned act or omission is a proportionate means of achieving a legitimate aim. The Company shall not discriminate with respect to any aspect of the employment relationship including the hiring/selection process, promotions, transfers, provision of training opportunities, compensation, employee benefits, termination or retirement policies, and disciplinary practices.

3. Accessibility:

The Company is committed to providing easy accessibility and barrier free environment for PWDs as per the provisions of the RPWD Act, 2016. The Company ensures that the PWD employees are having easy access to basic facilities and amenities at their workplace and are provided with various assistive devices/aids, software sets wherever possible, so as to enable them to effectively discharge their duty. The Company shall also provide suitable infrastructure subject to practical feasibility to enable employees with disability to have access to common facilities including physical environment, information and technologies and systems without any inconvenience.

Reasonable Accommodation: Company will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per The RPWD Act.

Such accommodation will be provided:

- 1) to ensure equal opportunity in the application and selection process,
- 2) to enable an employee with a disability to perform the essential functions of a job, and
- 3) to enable an employee with a disability and transgender persons to enjoy the same benefits and privileges of employment as non-disabled employees

4. Recruitment:

We encourage differently abled candidates to apply for any job opportunity arising within the organization. Our decisions on employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that

a person with disability is provided with such suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly. Any information shared by employee on disability/medical condition/ sexuality/gender identity shall remain confidential. Recruitments shall be done based on merit, which is made, based on evaluation of the competencies of the candidates. If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the assigned job, the organization will invest in re-skilling the employee for another suitable equivalent position.

5. Manner of Selection/ Posting/ Transfer:

Subject to administrative exigencies, persons with disabilities, employed in our Company shall be normally exempted from routine periodical transfers. If the transfer of PWD employee becomes inevitable on promotion to a place other than his/her original place of appointment due to non-availability of vacancy, it is ensured that such employees are kept nearest to their original place of posting and in any case are not transferred to far off/remote places.

6. Facilities and amenities:

To enable the Persons with Disabilities to effectively discharge their duties, the Company may, subject to regulatory guidelines, availability of devices, administrative constraints, provide the following facilities and amenities to them:

- a. Providing Aids and appliances, assistive devices suitable to their needs, by which the persons with disabilities could perform their duties efficiently.
- b. Preference in place of posting at the time of transfer/ promotion to the persons with disability as far as possible and subject to administrative constraints.
- c. Providing easy, barrier free accessibility and accessible workstations to Persons with Disabilities, wherever posted.
- d. Preferential allotment of quarters shall be considered to suit their needs wherever possible/available.
- e. Conveyance allowance to be paid to deaf and dumb employees, blind and orthopedically challenged employees as per Government guidelines issued from time to time.
- f. All actions shall be taken to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

7. Appointment of Liaison Officer:

Company shall appoint Manager ranked HR officer as Liaison Officer for persons with disabilities who shall look after all types of complains, grievances and welfare of our PWD employees. All employees have the responsibility to comply with the Equal Opportunity Policy. Managers and team members need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

8. Maintenance of records:

The Company shall create and maintain database of category of disabilities in digital form on HRMS portal. The roster register shall be maintained for Persons with Disabilities, as per the stipulated in RPWD Act 2016.

9. Maintenance of register of complaints:

The Complaint / grievance register shall be maintained with the Liaison Officer. Our PWD employees are free to lodge their grievances with the Grievance Redressal Officer.
