

EQUAL OPPORTUNITY POLICY

1. Purpose:

Kauvery Hospitals Group recognizes the need to respect inherent dignity, non-discrimination, full and effective participation and inclusion in society, acceptance of differently abled persons as a part of human diversity and humanity, and wish to empower differently abled persons with equal opportunity for self-development and constructive participation in the development of society we belong. The purpose of this policy is to elaborate the procedures and to lay guidelines in employing differently abled persons in the organization.

2. Applicability:

This Policy applies to all Kauvery Hospitals Group and its offices. It aims to:

- i. Promote inclusiveness amongst the employees
- ii. Protect the dignity of differently abled employees
- iii. Eradicate discrimination on the grounds of disability
- iv. To protect the right to equality
- v. Protect differently abled persons from abuse and exploitation in workplace
- vi. Create awareness among employees on the need for equality and recognition
- vii. Provide accessibility to participate in staff engagement activities within the limits of their ability
- viii. Provide barrier free access to grievance redressal officer
- ix. Aid in proper documentation and to maintain records of differently abled persons and other necessary information

3. Equal Opportunity & Non-discrimination:

The organization intends to provide equal opportunity to all including differently abled persons considered for employment in positions where they could be employed. The organization also provides them with necessary facilities and amenities to enable them to effectively discharge their duties for which they are employed.

4. Identification of positions & manner of selection:

The jobs for which differently abled person could be considered would be identified by the Unit HR Lead in consultation with the respective Unit Head. The positions that may be identified would be notified to the Central Recruitment Team. The persons being considered for such positions would be notified of the recruitment and selection process as well as other associated rules of employment.

The positions so notified should not be construed as reservation. The Company will give first preference to candidates who are differently abled for those positions that are notified.

5. Manner of Selection:

Kauvery Hospitals Group adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. Candidate with necessary Certificate of Disability issued in accordance with The Rights of Persons with Disabilities Act, 2016 by the competent authority will only be considered for the identified positions. In the event of not getting a differently abled person with the requisite capability, experience and qualification, suitable for the requirement, then the company may will consider such vacancy as a normal vacancy (which are not notified as per point 4) and complete the recruitment process for those positions.

6. Post Recruitment:

The Organization will provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the HR department and its opinion shall be final. Wherever necessary, the qualified medical personnel of the Company identified for this purpose by the Medical Admin Office on case to case basis, will be consulted.

7. Accessibility:

The Organization will provide suitable infrastructure subject to practical feasibility to enable differently abled employees to have access to common facilities including physical environment, transportation, information and communications including technologies and systems without any inconvenience.

8. Awareness Campaigns:

The Organization will conduct, support and promote at its locations awareness campaigns and sensitization programmers through appropriate means to promote inclusion of differently abled persons.

9. Liaison Officer:

The Unit HR Lead will be the liaison and grievance redressal officer as per provisions of The Rights of Persons with Disabilities Act, 2016. The Unit HR Lead shall be responsible for ensuring adherence to this policy and the Act and shall provide the necessary inputs and suggestions to the Unit Head in successful implementation of the Policy and Adherence of the Act.

10. Grievance:

Any person having any grievance regarding the content of this policy (or) its implementation (or) any other matters with respect to employment of persons with disability, should report the same to the Liaison and Grievance Redressal Officer.

11. Compliance:

The Head of the respective location / unit along with the Unit HR Lead will be responsible for implementation of this Policy. If any clarifications are required for interpretation of the Act / processes to be followed they shall contact the Corporate HR who shall take the opinion of the Legal Department of the Organization wherever required.

12. Disability Certificate:

Candidate should submit the valid Certificate of Disabilities approved by the competent authority, to the HR department.

This policy is subject to change at the discretion of the Management, by giving 15 days' notice. For all interpretations of the policy, the Management decision is final and binding.