



## EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

### 1. Preamble and Overview

1.1 Rashtriya Chemicals and Fertilizers Limited (“the Company”) recognizes, acknowledges and cherishes the value of a diverse and differently-abled workforce as a Core Value. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees irrespective of whether they are differently abled are treated with full respect and dignity.

1.2 For the Company, workforce diversity is a business and social affirmative-action imperative. The Company strives to ensure that their workforce is representative of all sections of the society. The Company desires to meet the needs of its clients and customers and pursue business excellence in an inclusive and enabling manner without any discrimination of any nature whatsoever.

1.3 Towards the above end, the Company shall adhere to the provisions of The Rights of Persons with Disabilities Act, 2016 (“The RPWD Act”), the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 (“The RPWD Rules, 1996”) and the Rights of Persons with Disabilities Rules, 2017 (“The RPWD Rules”) as amended by The Rights of Persons with



Disabilities (Amendment) Rules, 2023 vide G.S.R. 413 (E) dated 5<sup>th</sup> June 2023.

- 1.4 This Equal Opportunity Policy is in accordance with the provision of the RPWD Act and RPWD Rules. This Equal Opportunity Policy shall be displayed on the Company's website as per the RPWD Rules and shall be registered with the Chief Commissioner or the State Commissioner as mandated in the RPWD Act.
- 1.5 The Company shall continuously strive to ensure that all its facilities, technologies, information and privileges are accessible to persons with disabilities. The Company encourages candidates with different disabilities to apply. The Company shall follow an inclusive evaluation process by ensuring that persons with disabilities are provided with reasonable 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 will remain confidential. In case the employee is unable to perform the current job, the organisation will endeavour to re-skill the said employee for another position.
- 1.6 The Company is committed to promoting awareness on equal opportunity and inclusion of persons with disabilities among all employees by organising training and sensitisation programmes and campaigns.



## 2. Scope

2.1 This Policy shall apply to all the employees of the Company and shall cover all employees with disabilities, including job applicants, trainees, contractual employees and also those employees who might acquire disability during their work tenure. This policy shall apply to all aspects of employment including recruitment, training, working conditions, transfers, posting, promotion and employee benefits and allowances.

2.2 The Policy applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

## 4. Policy Details

4.1 **Facilities and amenities:** The Company shall endeavour to provide facilities to employees with disabilities to enable them to effectively discharge their duties in the Company as mandated in Rule 8 (3) (a) of the RPWD Rules. Towards this end:

### a) Encouragement

- i. Persons with disabilities shall be encouraged to participate for award, which are specially instituted for them.



- ii. Rebates and other benefits shall be applicable as per the Income tax Act, RPWD Act and RPWD Rules and other relevant Acts and amendments made thereto from time to time.

### **Tax Benefits (present)**

- a. Income Tax Rebate Under sec 80 DD of Income tax Act, for maintenance of dependent with disability depending upon severity shall be given to the employees, if any of the dependent family members is physically challenged.
- b. 80 U Deduction Benefit as applicable under Income tax Act for Divyangjan employee.
- c. Exemption in Transport allowance as per Section 10 (14) of Income tax Act.
- d. Exemption in case of Profession Tax as per Section 27 A of the Maharashtra State Tax on Professions, Trade, Callings and Employment Act, 1975.

**The Income Tax Act 2025 is expected to be implemented by 01.04.2026 and all amendments will be incorporated accordingly.**

### **Other Benefits**

- a. Persons with disabilities will be nominated for various awards.
- b. Special car parking will be reserved at office premises.
- c. Payment of double transport allowance for person with disabilities as per DPE guidelines.

### **b) Recruitment and Training**

- i. All vacancy advertisements will include an appropriate short statement on equal opportunities for persons with disabilities.



- ii. All the provisions in respect of persons with disabilities like age relaxation, concession in fees, TA payment during examination etc. shall be extended at the time of recruitment as per Government directives / instructions.
- iii. Pre-recruitment training shall be arranged for persons with disabilities candidates.
- iv. An hour's extra time will be provided to persons with disabilities candidates for online examination, if they don't avail the assistance of scribe/reader/lab assistant.

### **c) Preference in posting and Residential Accommodation**

Place of posting of work as per their disability shall be considered. (Posted them at suitable position for work). Preference shall be given for allotment of quarters for providing them accessible accommodation in RCF Township and wherever required modification in bathroom, toilet, 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 RCF Township subject to eligibility and availability.

**d) Special leave, if any, and other facilities;**

- i. Additional Special Casual Leave for 4 days in a calendar year to persons with disabilities in addition to 12 Casual Leave will be extended to regular employees.
- ii. 10 days Special Casual Leave in a calendar year will be provided subject to exigencies of work for persons with disabilities for participation in conference, work shop, training related to persons with disabilities.
- iii. The Company shall facilitate various services at the workplace like opening of bank account, NPS forms etc.
- iv. Leadership development programs shall be arranged for persons with disabilities in the company.
- v. Persons with disabilities shall be encouraged to participate for award, which are specially instituted for persons with disabilities.



- vi. As and when required counselling sessions to keep them motivated shall be arranged.

- 4.2 **Identifying positions** – The Company shall endeavour to identify suitable list of posts for persons with disabilities in the Company as mandated in Rule 8 (3) (b) of the RPWD Rules. The said lists are enumerated at **Annexure-A** to this Policy.
- 4.3 **Recruitment and other related aspects:** In the Company, all positions are open for persons with all types of disabilities. The hiring is purely based on merit and the candidates are evaluated based upon their skills and competence regardless of their being differently-abled. Flexibility and reasonable accommodation in recruitment as far as is practicable will be provided to persons with disabilities. The Company will also endeavour to provide facilities such as post-recruitment and pre-promotion training, preference in transfer and posting, special leave etc. as mandated in Rule 8 (3) (c) of the RPWD Rules.
- 4.4 **Physical Infrastructure-** The Company shall do its best to endeavour, as far as is practicable, that its physical infrastructure (buildings, furniture, facilities and services in the premises) adheres to the accessibility Standards. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility Standards at different stages of the building construction. The Company shall endeavour to make provisions, as far as are practicable,



of assistive devices, barrier-free accessibility etc. for persons with disabilities as mandated in Rule 8 (3) (d) of the RPWD Rules. Ramps will be provided at the entrance of Company's buildings like Administrative Building and RCF Hospital at Chembur, Mumbai and Thal and also at Corporate Office, Priyadarshini, Sion, Mumbai to provide easy accessibility to persons with disabilities. Toilets for persons with disabilities will be provided.

4.5 **Liaison Officer**: The Company shall appoint a Liaison Officer as per the mandate of Rule 8 (e) of The RPWD Rules, who will be responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison Officer is responsible for:

- a. Implementing the action plan for making the workplace and IT systems accessible for persons with disabilities by liaising with the various departments in the organisation.
- b. Ensuring that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Employment Opportunity policy.
- c. Developing proactive strategies to prevent discrimination and harassment or persons with Benchmark Disabilities. Managers and Team Leads shall monitor the work environment to ensure that it is free from discrimination and harassment and encourage and promote inclusion and respect for others. All





employees are encouraged to report to the Liaison Officer any incidents of violation of this policy and Managers and Team Leads should act promptly if concerns arise or complaints are made.

**4.6 Grievance Redressal Officer:** The Company shall appoint a Grievance Redressal Officer for the purpose of section 23 of the Act who shall be an officer not below the rank of a Gazetted Officer and shall inform the Chief Commissioner or the State Commissioner, as the case may be, about the appointment of such officer. The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-

- (a) date of complaint;
- (b) name of complainant;
- (c) name of the person who is enquiring the complaint;
- (d) place of incident;
- (e) the name of establishment or person against whom the complaint is made;
- (f) gist of the complaint;
- (g) documentary evidence, if any;
- (h) date of disposal by the Grievance Redressal Officer;
- (i) details of disposal of the appeal by the district level committee;
- and
- (j) any other information.



**4.7 Computation of Vacancies:** For the purposes of computation of vacancies, the Company shall take into account four percent of the total number of vacancies, including vacancies arising in the identified and non-identified posts in the cadre strength in each group of posts shall be taken into account by the appropriate Government for the persons with benchmark disabilities, provided that the reservation in promotion shall be in accordance with the instructions issued by the appropriate Government from time to time. The Company shall maintain a vacancy based roster for the purpose of calculation of vacancies for persons with benchmark disabilities in the cadre strength as per the instructions issued by the appropriate Government from time to time. While making advertisement to fill up vacancies, the Company shall indicate the number of vacancies reserved for each class of persons with benchmark disabilities in accordance with the provisions of section 34 of the Act. The reservation for persons with disabilities in accordance with the provisions of section 34 of the Act shall be horizontal and the vacancies for persons with benchmark disabilities shall be maintained as a separate class. The Company shall interchange vacancies in accordance with the provisions of section 34 of the Act, only if due process of recruitment to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

As notified by the Department of Empowerment of Persons with Disabilities (DEPwD) it is the mandatory requirement of the UDID



card to avail of schemes, programs, and services, including employment benefits.

4.8 **Digital Infrastructure** - It is the Company's continuous endeavour to ensure that all its documents, communication and information technology systems adhere to the accessibility standards. The Standards for Information and Communication Technology as given in the Rule 15 (1) (c) (i) & (ii) of the RPWD Rules are as follows:

- (i) **Website Standards:** As specified in the Guidelines for Indian Government Websites (GIGW), as adopted by Department of Administrative Reforms and Public Grievances, Government of India;
- (ii) **Documents Standards:** Documents to be placed on the Company's website shall be in Electronic Publication (ePUB) or Optical Character Reader (OCR) based pdf formats;

4.9 **Reasonable Accommodation**- The Company will endeavour to make reasonable accommodations, whenever necessary, for qualified employees who have disabilities, as per The RPWD Act.

- a. The appropriate Government shall take necessary steps to ensure reasonable accommodation for persons with disabilities.



- b. Every Government establishment shall provide reasonable accommodation and appropriate barrier free and conducive environment to employees with disability.
- c. To enable an employee with a disability to perform the essential functions of a job, and
- d. To enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

4.10 **Employee Engagement and social inclusion-** The Company will endeavour to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.

5. **Maintenance of Records** – The Company will maintain records of the persons with disabilities in relation to the matter of employment, facilities provided etc. as mandated in Section 22 of the RPWD Act and in Form DPER-III as mandated under Rule 41 of the RPWD Rules, 1996 and in Form – III of the RPWD Rules. The Company will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per Rule 9 of The RPWD Rules pertaining to:



- a) the number of persons with disabilities who are employed by the Company and the date from which they are employed;
- b) the name, gender and address of persons with disabilities;
- c) the nature of disability of such persons;
- d) the nature of the work being performed by employees with disabilities and
- e) the kinds of facilities being provided to such persons with disabilities.

**6. Grievance Redressal** –Employees with disability have the right to file a complaint concerning any discrimination with the said Grievance Redressal Officer. Any violation of the provisions of the RPWD Act and RPWD Rules as well as when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any company facility, will be regarded as a grievance. The said Officer shall investigate the said complaint and shall take up the matter with the Company for corrective action. The Grievance Redressal Officer shall maintain a register of complaints in the manner as may be prescribed by the Central Government, and every complaint shall be inquired within two weeks of its registration. The Management will take all such steps and measures which might be necessitated and required to promptly redress the said grievance.



7. **Affirmative Action** - The Company, for the purpose of promoting equality of opportunity, seeks to increase the representation of persons with disabilities using suitable recruitment and outreach efforts. This includes, organising special recruitment drives and training and employment of persons with disabilities who have high support needs.

8. **Submission of Returns:** Under Section 40 of the RPWD Rules 1996, the Company shall furnish to the local Special Employment Exchange quarterly returns in Form DPER-I of the RPWD Rules, 1996 and biennial returns in Form DPER-II of the said RPWD Rules, 1996. The quarterly returns shall be furnished within thirty days of the due dates, viz. 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December. The biennial returns shall be furnished within 30 days of the due date as notified in the Official Gazette.

9. **Miscellaneous:** This policy will be available to all employees via the company website, Intranet Site and the normal communication channel within the company. Suitable material will be included in the Company Publications, and training courses. All recruitment literature and employment advertisements will indicate that the Company is an Equal Opportunity Employer.

10. **Protection and Safety:**



1) The persons with disabilities shall have equal protection and safety in situations of risk, armed conflict, humanitarian emergencies and natural disasters.

(2) The National Disaster Management Authority and the State Disaster Management Authority shall take appropriate measures to ensure inclusion of persons with disabilities in its disaster management activities as defined under clause (e) of section 2 of the Disaster Management Act, 2005 for the safety and protection of persons with disabilities.

(3) The District Disaster Management Authority constituted under section 25 of the Disaster Management Act, 2005 shall maintain record of details of persons with disabilities in the district and take suitable measures to inform such persons of any situations of risk so as to enhance disaster preparedness.

(4) The authorities engaged in reconstruction activities subsequent to any situation of risk, armed conflict or natural disasters shall undertake such activities, in consultation with the concerned State Commissioner, in accordance with the accessibility requirements of persons with disabilities.



**Date:**



Place:

(Nazhat J. Shaikh)  
Chairman And Managing Director

### **Posts Identified for Person with Disabilities**

#### **ANNEXURE-A**

Details of Group: 'A' posts identified at RCF LTD

Non- technical	Suitable for		
	VH	HH	OH
Personnel	LV	Yes	One upper/lower limb affected
Accounts	LV	Yes	One lower limb affected
Marketing	LV	Yes	One upper limb affected
Training	LV	Yes	One upper/lower limb affected
Materials	LV	Yes	One upper limb affected
Medical	Not identified	Not identified	One lower limb affected
Social Counselor	LV	Yes	One upper/lower limb affected
Technical			
Civil	Not identified	Yes	One upper limb affected
Chemical	Not identified	Not identified	One lower limb affected (other than plant operation)
Electrical	Not identified	Not identified	One lower limb affected
Instrumentation	Not identified	Not identified	One lower limb affected
Mechanical	Not identified	Not identified	One lower limb affected





VH – Visual Handicap  
LV – Low Vision  
HH – Hearing Handicap  
OH – Orthopaedic Handicap

### Details of Group: 'B' posts identified at RCF LTD

Discipline	Suitable for		
	VH	HH	OH
<b>Non - Technical</b>			
Accounts	LV	Yes	One upper/lower limb affected
Compounder	LV	Yes	One lower limb affected
Marketing	LV	Yes	One upper limb affected
Reception cum Telephone Operator	LV	Not identified	Both lower limb/one upper limb affected
Steno Typist	LV	Not identified	One lower limb affected
<b>Technical</b>			
Nurse	Not identified	Yes (Except for Operation Theatre)	One lower limb affected (Except for Operation Theatre)
Pharmacists	Not identified	Yes	One upper/lower limb affected
Soil Chemist	Not identified	Yes	One upper limb affected
X- Ray Technician	Not identified	Yes	One lower limb affected
Operator	Not identified	Not identified	Not identified

VH – Visual Handicap



LV – Low Vision

HH – Hearing Handicap

OH – Orthopaedic Handicap

Details of Group : 'C' posts identified for (d) & (e)

Disability			
Discipline	Suitable for	Clause	Remarks
<b>Non – Technical</b>			
Jr. Account Assistant	Specific Learning Disability (SLD)	(d)	Use of Aid and Appliances as per requirements
Jr. Steno Clerk/Steno Clerk	Specific Learning Disability (SLD)	(d)	Use of Aid and Appliances as per requirements
Typist clerk	Autism, Intellectual Disability(ID), Specific Learning Disability (SLD), Mental illness(MI)	(d)	Use of Aid and Appliances as per requirements
Library Assistant Gr -III	Autism	(d)	Use of Aid and Appliances as per requirements
<b>Technical</b>			
Civil technician Gr.II	Multiple disabilities from amongst persons under clauses (a) to (d) (VH, HH & OH) including deaf-blindness	(e)	Use of Aid and Appliances as per requirements
Civil technician Gr.III	Multiple disabilities from amongst persons under clauses (a) to (d) (VH, HH & OH)	(e)	Use of Aid and Appliances as per requirements



	including deaf-blindness		
Jr. EDP Assistant	Multiple disabilities from amongst persons under clauses (a) to (d) (VH, HH & OH) including deaf-blindness	(e)	Use of Aid and Appliances as per requirements

#### Details of Group: 'D' posts identified at RCF LTD

	Suitable for		
Discipline	VH	HH	OH
<b>Technical</b>			
Lab attendant	LV	Yes	One upper/lower limb affected
Mazdoor	Not identified	Not identified	One lower limb affected (Minor Disability)
<b>Non - technical</b>			
Messenger	LV	Yes	One upper/lower limb affected
Ward Attendant	LV	Yes	One lower limb affected

VH – Visual Handicap

LV – Low Vision

HH – Hearing Handicap

OH – Orthopeadically Handicap



Details of Group 'D' posts identified for (d) &(e) Disability			
Discipline	Suitable for	Clause	Remarks
Messenger Gr.II/ Lady Employee	(d) autism, Intellectual Disability(ID), Specific Learning Disability(SLD), Mental Illness(MI)	(d) & (e)	Use of Aid and Appliances as per requirement
	(e) Multiple disabilities from amongst persons under clauses(a) to (d) (VH,HH & OH) including deaf-blindness.		
Telephone Operator	Multiple disabilities from amongst persons under clauses(a) to (d) (VH,HH & OH) including deaf-blindness	(e)	Use of Aid and Appliances as per requirement
Office Attendant Gr.III	Intellectual Disability(ID), Specific Learning disability(SLD),	(d)	Use of Aid and Appliances as per requirement
<b>Technical</b>			
Mazdoor Gr. II/Plant Attendant.Gr.II	Multiple disabilities from amongst persons under clauses(a) to (d) (VH,HH & OH) including deaf-blindness	(e)	Use of Aid and Appliances as per requirement



## Note:

1. The above post identified are indicative, however it shall also include the positions as per the guidelines and directives received from the competent authority and as per the details mentioned on the respective websites. Any amendments made in the RPWD Act and RPWD Rules will be applicable.
2. Equal Opportunity Policy for PwD shall be reviewed every **three years** or earlier if necessary.