



## **EQUAL OPPORTUNITY POLICY**

### **1.0 Preamble and Overview**

IndianOil is a fair employer and in order to reaffirm its belief in diversity and inclusiveness, this policy aims to elucidate its commitment towards providing equal employment opportunities without any discrimination on the grounds of disability, gender, caste, religion, race, state, background, colour etc.

Diversity at workplace aims at harnessing together all the skills and talents available in the workforce. It creates a working environment in which enhanced contributions from all employees work to the advantage of the Corporation, of the employees themselves and towards society in general.

IndianOil values everyone's differences and encourages learning from each other regardless of background and believes in bringing those diversities into the workplace to broaden experiences and knowledge. Reaffirming its commitment towards maintaining a work environment that is free from harassment based on above considerations, this Equal Opportunity Policy of the Corporation is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016.

### **2.0 Objective**

The objective of the policy is to provide an environment that promotes empathy, teamwork, co-operation, broader thinking and better decision making through:

- Providing a workplace that is free from discrimination and harassment
- Fair practices and behavior in the workplace
- Well laid out selection processes for recruitment and promotion
- Equal access to benefits and conditions
- Equitable distribution of workloads
- Structured processes to deal with work-related complaints and grievances
- Providing accessible facilities/amenities/assistive devices for its employees ensuring barrier free workplace
- Sympathetic & priority dealing with the visitors with disabilities & providing easy access of facilities at its workplaces

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

In accordance with the provisions of The Rights of Persons with Disabilities Act (RPwD), 2016 and rules / instructions / guidelines as notified by Central Government, the Corporation shall endeavor that the persons with disabilities enjoy the right to equality, life with dignity and respect for his/her integrity equally with others and that the work environment is free from any discrimination against them. The aim of the Corporation is to provide a conducive environment to persons with disabilities by making 'reasonable/justifiable adjustments' to its workplaces to enable such employees to discharge their duties and job responsibilities effectively.

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#### **4.0 Applicability**

The policy applies to all IndianOil employees posted in any of its offices/ installations/ facilities from their date of joining the Corporation till their superannuation/separation. This Equal Opportunity Policy is subject to applicable regulations and policies of the Corporation.

#### **5.0 Roles and Responsibilities**

**5.1 Employees:** Each individual shall be responsible for respecting the personal dignity of their fellow employees and treating each other with respect which includes respecting the rights and differences of others. No employee shall discriminate or engage in harassment of any other employee for any reason whatsoever.

**5.2 Head of the Department / Location-in-Charge / Controlling Officers:** All Head of Departments/Location in Charges/Controlling Officers shall maintain a healthy environment at the workplace that promotes equal opportunity and discourages discrimination in any form. Within the overall organizational requirements, they shall also make efforts to provide such job responsibilities to Persons with Benchmark Disabilities wherein their skills can be adequately utilized. They shall also strive for providing them with a barrier free environment, amenities and reasonable & justifiable assistive devices at their workplace to enable them to discharge their duties effectively.

HoDs/LICs/COs shall also take reasonable steps to resolve complaints of discrimination in any form that are brought to their attention and treat all grievances raised on priority with sensitivity and in a fair & expeditious manner.

**5.3 HR Department:** The department shall undertake the following activities:

##### **5.3.1 Identification of Posts:**

HR department shall identify suitable posts for recruitment of Persons with Disabilities in compliance with the provisions of the RPwD Act, 2016 in the matters of reservation as laid down under the Act after considering the nature of job/work and hazardous nature of the Industry.

Central Government has notified the following disabilities for recruitment of Persons with Benchmark Disabilities:

- i. Blindness and Low Vision
- ii. Deaf and Hard of Hearing
- iii. Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- iv. Autism, intellectual disability, specific learning disability and mental illness
- v. Multiple disabilities from amongst persons under (i) to (iv) above including deaf blindness in the posts identified for each disability.



Considering the nature of duties and responsibilities of the job, location, hazard, strain and other factors, PwBD candidates shall be posted in such Units/functions so that their disability is not likely to interfere with the performance of their duties which may be discharged with reasonable efficiency and without any deterioration of their health.

While recruitment in each Division shall be as per identified posts, as applicable to respective Divisions, for the purpose of reference, a consolidated list of all Divisions put together is given below:

Group of Posts	Posts identified
A	PwBDs shall be recruited in all disciplines with exception like Marine Engineering, Mining Engineering, Fire & Safety and any other disciplines where the PwBD candidates are not admitted in BE/B.Tech or any other such programmes because of nature of job involved. The PwBD candidates so recruited shall be suitably posted considering their nature of disability.
C	Jr. Business Assistant Jr. Quality Control Analyst Jr. Materials Assistant Jr. Engineering Assistant (Mech)/(Elect)/(T&I) Engineering Assistant (Mech)/ (Elect)/(T&I) Jr. Office Assistant cum Stenographer Jr. Office Assistant Jr. Accounts Assistant Paramedical Staff (if any) excluding Staff Nurse Analyst Technician
D	Jr Attendant Office Attendant

Any change in the list of identified posts shall be brought to the notice of Corporate Office by the respective Divisions for appropriate changes to this policy.

### 5.3.2 Selection process:

HR department shall ensure that selection process is merit based and suitable relaxations and concessions as prescribed under the Act are invariably extended to Persons with Disabilities. The Department shall further ensure that the manner of selection of Persons with Disabilities is just and fair. In any written examination (Online or otherwise), the PwBD candidates would be allowed the use of scribe, allocation of exam rooms on ground floor for convenient access, provided additional time etc. Subject to post advertised being identified suitable for PwBD, a separate column shall be added in application form (irrespective of whether any reservation is there for PwBD or not) seeking the PwBD status of the candidate, nature of disability, degree of disability etc. to help understand their specific needs, if any, during the selection process.

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### **5.3.3 Placement at the time of Recruitment & Preference in transfer & posting**

Before placement of any Person with Disabilities, an adequate assessment of the extent of disability should be made. Within the overall organizational requirements, efforts should be made to assign suitable job profiles to employees with disabilities and that they are posted at a location with adequate accessibility and conducive work environment.

Further, officers with benchmark disability upon joining or officer who is a care-giver of a dependent with specified disability, shall be posted at a location near to their hometown as far as feasible & shall be exempted from routine transfers.

### **5.3.4 Post-recruitment & Pre-promotion training:**

L&D department shall identify and provide periodical trainings from time to time to cater to developmental & functional needs of employees with benchmark disabilities for development of their skill sets. Development and promotional opportunities shall be based on performance, ability & potential and will be consistent with the needs of the business.

Employees with benchmark disabilities shall be entitled for additional special casual leaves of 4 days in a calendar year. Also, to allow employees with benchmark disabilities to participate in conferences / seminars / trainings / workshops related to disability & development programs organized by Ministry approved organizations/bodies, Special Casual Leaves upto a maximum of 10 days in a calendar year shall be accorded.

### **5.3.5 Filing reports and returns:**

The Department shall further ensure that all reports & returns required to be filed are timely submitted to the appropriate authorities and documents & registers are regularly updated & maintained in the formats as prescribed.

### **5.3.6 Appointment of Liaison Officer:**

At all such locations where recruitment and/or promotion rosters are maintained, a senior officer shall be appointed as Liaison Officer for Persons with Disabilities. The Liaison Officer shall fulfil responsibilities as laid down in this regard. The Liaison Officer shall also examine and suitably redress all complaints/grievances received from Persons with Disabilities. List of Liaison Officers at various Units as on date is attached as Annexure.

### **5.3.7 Appointment of Grievance Redressal Officer:**

The Divisional HR Heads in all four Divisions and Head of HRD in Corporate Office of the Corporation shall be appointed as the Grievance Redressal Officer. The officer so notified shall undertake responsibilities as laid down under Rule 10 of the Central Rules formed in this regard.

#### **5.3.8 Redressal of complaints:**

If any employee feels that he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can use the existing grievance redressal mechanism. All grievances raised should be treated with sensitivity and they should be duly examined. Appropriate action on any such complaint received should be undertaken in a time bound manner.

#### **5.3.9 Preference in providing residential accommodation**

Within the rules of the Organization and to the extent feasible, preference in allotment of reasonable accommodation shall be provided to the persons with benchmark disabilities.

#### **6.0 Facilities and amenities provided to persons with disabilities:**

All offices/installations/facilities shall put in place appropriate procedures and systems to ensure a barrier free accessible environment for Persons with Disabilities. All Units of IOCL shall endeavor to provide a workplace which includes both physical (infrastructure) and digital communication accessibility and provide assistive devices as deemed appropriate and justifiable to suitably equip the employees with benchmark disabilities to discharge their official responsibilities and ensure that no opportunity is denied merely on ground of disability.

Depending on the type and extent of disabilities of persons posted at locations, an illustrative list of efforts that can be undertaken (keeping in view technical feasibility, justifiability, and reasonability) to meet the aforesaid objective is given below:

- Ramps at the entrance of the building.
- Convenient parking space
- Accessible toilets & drinking-water areas
- Handrails on staircase and ramps
- Proper signage and floor layout related to facilities such as Pantries, Exit etc.
- Elevators
- Auditory signals in elevators
- Wide corridors
- Non-skid toilet flooring
- Appropriate size of steps
- Controls for doors and windows at appropriate height
- Electrical switches at appropriate height
- Voice Interactive Keyboards for visually impaired
- Easily accessible arrangements of drinking water for persons with disabilities.
- Providing special software or IT interventions to employees with benchmark disabilities as per their needs & official requirements to facilitate them in effective discharge of their duties.
- Making appropriate seating arrangements in offices for visitors having any form of disabilities & undertaking all efforts by the employees of the Corporation to handle such visitors on priority and with empathy.



#### **7.0 Communication of the Policy**

For fair dissemination of information and transparency in matters related to Persons with Disabilities, this Equal Opportunity Policy shall be made available with the respective liaison officer(s) for Persons with benchmark disabilities and hosted on the intranet pages of the respective Divisions along with respective location pages of e-Pratyaksha portal of the Corporation developed for transparency in reservation matters.

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