



Equal Employment Opportunity policy

Sl. No.	Particulars	Details
1	Owner Department of the Policy	H R M Department
2	Version number	Version – 1
3	Validity of the Policy	Till next revision
4	Periodicity of review	On annual basis
5	Last Review Date	15/12/2025

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EQUAL EMPLOYMENT OPPORTUNITY

Introduction:

The Company, being a private establishment within the meaning of Section 2(v) of the Rights of the Persons with Disabilities Act, 2016' (RPwD Act) and rules thereunder, aims to create employment at all levels without any discrimination whatsoever.

The Company has been providing equal employment opportunities without any discrimination on the grounds of age, color, disability, race, caste, sex and religion.

The Company shall ensure that systems and processes are in place on the following:

(a) Facility & amenity provided to the persons with disabilities:

To treat differently abled persons equally with its other employees, to provide appropriate facilities and amenities to persons with disabilities to enable them to effectively discharge their duties in the establishment.

To provide the facilities & amenities, relating to accessibility & movement including for drinking water, toilet, parking, seating arrangement etc., priority in handling the issues / matters concerning PwDs.

(b) List of posts identified suitable for persons with disabilities in the Company.

To identify the posts suitable for persons with disabilities in the Company. Accordingly, the PwDs, found suitable and required numbers, are identified for recruitment in the post / cadre of Assistants & Junior Officers and to place them at Offices, to enable them to comfortably / conveniently attend & discharge their duties / works. The nature of works suitable like relating to Accounting; Processing of papers, etc., which may be revised from time to time may be considered. The Managing Director / Deputy Managing Director (in the absence of the Managing Director) is authorized to identify the suitable posts for persons with disabilities from time to time.

(c) The manner of selection of persons with disabilities for various posts:

To give equal opportunity to the persons with disabilities, if found suitable, at all stages of employment in the Company, including recruitments, selections and promotions and also to participate, perform and excel in their work on an equal basis in everyday life.

A column in the Application form for the above process is provided seeking information if the applicant is a person with disability and if so, nature of disability and specific needs, if any.

(d) Post-Recruitment and pre-promotion Training facility:

To organize Training programs from time to time for upgradation of their skill with regard to their employment, based on requirement. Pre- Promotion and post-promotion training to such PwDs, depending upon their requirements.

(e) Preference in Transfer and posting:

To Provide preference to PwDs in transfer & posting, subject to their suitability and availability. The exemptions from mandatory serving / compulsory transfers as per H R policy shall also be looked into, keeping in view the convenience of PwDs & administrative exigencies.

Provisions for assistive devices, barrier-free accessibility:

To provide an accessible environment and availability of assistive devices, subject to regulatory guidelines, availability of devices, administrative constraint, To specify, providing crutches; specially made shoes; wheel chairs etc., depending upon the requirement to ensure barrier free accessibility.

(f) Appointment of Liaison Officer by the Company

To appoint a Liaison officer and to designate him / her to oversee the provision of required facilities/amenities, including the process of recruitment for persons with disabilities. Executive in the cadre of Asst. Vice President or above shall be the Liaison Officer for the purpose.

The above Liaison Officer shall be the Grievance Redressal Officer for the purpose. He/she shall be the designated authority to oversee the provision of required facilities/amenities including the process of recruitment of persons with disabilities. He shall also be empowered/authorized to implement/lay down operational guidelines to ensure that the applicable provisions of the RPwD Act and rules. The provisions/such guidelines shall be subject to the provisions under CFHL Staff Service regulations, the qualifications and merit of the individual.

The Managing Director or the Deputy Managing Director in the absence of the Managing Director shall be the Final Authority to nominate any other Executive / Official and his decisions will be binding on the Issues/matters relating to PwDs. The nomination to specify the terms, tenure, functions, etc. The details of the Liaison Officer like Name, Designation, contact details shall be displayed in the website or at any conspicuous place in the Registered Office premises.

h) Procedure for Grievance Redressal & Staff Sensitization and awareness program:

To form a Grievance redressal officer / body to prevent, address & resolve instances of discrimination, if any, at the work place against the employees of PwDs, duly specifying the tenure, powers, etc., in accordance with Rule 3(2) of the Rules.

To sensitize the staff to create awareness, not to have any discrimination about PwDs at the working place, during the Training sessions and at all other opportunities, as educative drives, etc.

j) Responsibility:

Every employee of the Company is responsible to give effect to this. If any employee violates, or discriminates any person with disability, or renders any harassment to such person, he/she shall be dealt with under the provisions of the Service Regulations of the Company. The Company shall maintain records of the persons with disabilities in relation to matter of employment, facilities provided and other necessary information in compliance with the provisions of this.

k) Maintenance of Record [Physical / Electronic] (Pursuant to Rule 9 of R PwD's Act, 2016 and related Rules)

Sl. No.	Name	Address and Phone No.	Gender	Date of Birth	Joining Date	Nature of Disability	Nature of the Work	Facility Provided
Total No. of Persons with Disabilities employed under Can Fin Homes Ltd.								

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