

Date of issue 01.01.2023

DMCC SPECIALITY CHEMICALS LIMITED

EQUAL OPPORTUNITY POLICY (RIGHTS OF PERSONS WITH DISABILITIES)

Background:

The Government has recently enacted the Rights of Persons with Disabilities Act, 2016 ("Act"). In terms of the same, establishments in the private sector have some duties to perform.

DMCC Speciality Chemical Company Limited (The Company) believes in providing equal opportunity to all including differently abled persons to be employed in the selective roles in the company. The policy enunciated below is a step in that direction.

Applicability:

This Policy applies to selected jobs at Head office and plants and aims to promote inclusiveness.

Equal Opportunity & Non-discrimination:

The Company shall provide equal opportunity to differently abled persons considered for employment.

The company would also provide them with necessary facilities and amenities to enable them to effectively discharge their duties.

Identification of Positions & Manner of Selection:

The jobs for which differently abled person could be considered would be mostly in the specific administrative functions, desk jobs at Head office and Operations. This would be identified by the HR Head in consultation with the respective Location Head(s)

The positions that may be identified would be notified to employment exchanges as well as to authorities mentioned in the Right to Persons with Disabilities Act 2016. The same will be displayed at appropriate places.

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.

Manner of Selection:

The Company adopts a transparent selection process based on merit without any bias to disabilities of the prospective candidate.

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Candidate with necessary disability certificate issued in accordance with the Act by the competent authority will only be considered for the identified positions.

Post Recruitment:

Company 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. Wherever necessary, the qualified medical personnel of the Company will be consulted.

Leaves:

The differently abled employees will be governed by leave rules of the Company.

Accessibility:

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

Awareness Campaigns:

The Company shall conduct, support and promote awareness through appropriate means to promote inclusion of differently abled persons.

Liaison Officer:

The HR Head of the Company will be the liaison officer as per provisions of Rule 8(e) of Rights of persons with disabilities Rules 2017 published by the central government. The Liaison Officer shall be responsible for ensuring adherence to this policy and the law along with the location Head(s)

Grievance:

Any person having any grievance regarding this policy and its implementation should report the same to the Liaison officer.

Registration:

The policy would be formally registered with the appropriate authority as required under section 21 of the Act and the relevant rules that have been framed.

Compliance:

The Head of the respective location/ unit along with the HR Head will be responsible for implementation of the Rights of persons under Disabilities Act 2016 and rules framed thereunder.



A handwritten signature in blue ink, consisting of a stylized 'S' followed by a checkmark-like flourish.

A handwritten signature in blue ink, appearing to be "Shrin".

Additional Guidelines for Persons with Disabilities:

1. Any person with specified disability should apply in Form IV of the Rights of Persons with Disabilities Rules, 2017
2. The application can be made to the notified competent authority in which the applicant resides. The address should be the same as mentioned in his/ her proof of residence
3. The certificate can also be obtained from the concerned medical authority of a government hospital where the applicant is undergoing treatment in connection with a disability
- 4.5. The application should be accompanied with
 - Proof of residence
 - Two recent passport size photographs
 - Aadhaar number or Aadhaar enrolment number

Bimal L Goculdas
CEO & Managing Director



DMCC Speciality Chemicals Limited
(Formerly known as "The Dharamsi Morarji Chemical Company Limited")

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