

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

Objective:

We at VRL Logistics Limited (“**Company**”), a leading Logistics Company in India, are committed to providing equal employment opportunities and creating an inclusive workplace where all employees are treated with respect and dignity.

This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 (“**Act**”).

The objective of the “Equal Opportunity Policy for Persons with Disabilities (**PWD**)” is to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect equally with others. The company is the largest Surface Transport operator across the country managing the largest and most diversified work force including persons with all types of disabilities. In terms of the policy, a mechanism is established to ensure the manner of publication of equal opportunity policy, manner of maintaining records and register of complaints. The policy is intended to empower the employees with disabilities and enhance their engagement with the organization. It also provides the necessary safeguards to the PWDs in the form of amenities & facilities at the workplace, defines roles and tasks specifically designated for PWDs, provides for assistive devices and Grievance Redressal Mechanism. This equal opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

Salient features of the policy:

- 1) **Coverage of the Policy:** This policy covers all employees with benchmark disabilities under clauses (a), (b), (c), (d) & (e) of section 34(1) of the Act.
- 2) **Accessibility:** The Company is always committed to providing easy accessibility and barrier free environment for PWDs as per the provisions of the Act. The Company ensures that the PWD employees have easy access to basic facilities and amenities at their workplace and are provided with various assistive devices/aids, software sets wherever possible, so as to enable them to effectively discharge their duty. The Company is committed to provide suitable infrastructure subject to practical feasibility to enable employees with disability to have access to common facilities including physical environment, information and technologies and systems without any inconvenience.
- 3) **Recruitment:** Recruitment is on merit, based on evaluation of the competencies of such disabled candidates.

- 4) **Manner of Selection/ Posting/ Transfer:** Same as that applicable to other employees. However due consideration shall be given to any unique/specific requirements that may be necessitated at the workplace to ensure that the disabled employee does not suffer hardship in the discharge of duties.
- 5) **Post Recruitment Training:** The Company conducts induction trainings, job specific post recruitment trainings of all the employees together. However, as the case may be, special training for persons with disability is conducted to enable them to carry out their jobs effectively.
- 6) **Leave:** The employees with disabilities are governed by the rules of leave as is applicable in the Company.
- 7) **Facilities and amenities:** To enable the Persons with Disabilities to effectively discharge their duties, the Company may, subject to regulatory guidelines, provide such necessary facilities and infrastructures that no hardship is faced in discharge of duties.
- 8) **Appointment of Liaison Officer:** The Vice President – HR is the Liaison Officer for persons with disabilities who looks after all types of complaints, grievances and welfare of our PWD employees.
- 9) **Maintenance of records:** The Company shall maintain database of category of disabilities in digital form.
- 10) **Maintenance of register of complaints:** The Complaint / grievance register is maintained at the registered office of the company and our PWD employees are free to lodge their grievances with the Liaison Officer.