



**CNETRUM FINANCIAL SERVICES LIMITED**

**EQUAL OPPORTUNITY POLICY FORs PERSONS WITH  
DISABILITY**

<b>Approved by</b>	<b>Board of Directors</b>
<b>Date of Review/ Approval</b>	<b>May 15, 2025</b>
<b>Version</b>	<b>1.0</b>

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## 1. INTRODUCTION

It has been the endeavor of the Centrum Financial Services Limited (“**Centrum**”) to create an inclusive, accessible and safe work environment for its employees. Centrum believes in maintaining conducive and harmonious work environment to ensure that the persons with Disabilities enjoy the right to equality and the right to work with dignity.

This Equal Opportunity Policy (“**Policy**”) for persons with disability is in line within the legal framework and to ensure a transparent and consistent approach to create equal opportunity for people with disability who are currently employed or seeking employment with the organization.

## 2. DEFINITION

1. Disability is defined in the Rights of Persons with Disabilities Act, 2016 as:

“a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others”.

2. “Discrimination” in relation to disability means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedom in the political, economic, social, cultural, civil or any other field and includes all form of discrimination and denial of reasonable accommodation.

## 3. EMPLOYEES WITH DISABILITY

In accordance with the provisions of the **Rights of Persons with Disabilities Act, 2016** and Rules made thereunder, it is the responsibility of Centrum to ensure that the work environment is free from any discrimination against persons with disabilities. Further, we take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

1. Centrum shall not discriminate against any employee in any matter relating to employment
2. Person with Disability are eligible for all the posts
3. The manner of selection of persons with Disabilities for various posts, special leave, vacancies shall be governed by the guidelines issued by the Government from time to time.
4. Post-recruitment training shall be provided to persons with disability. Further, employee with disabilities are encouraged to attend trainings as and when required to enhance their capabilities to enable them to effectively discharge their duties.
5. Centrum shall provide appropriate barrier free and conducive environment and where required will make provision for assistive devices to employees with disability.
6. No promotion shall be denied to a person merely on the ground of disability.
7. Centrum will designate an executive as liaison officer to look after the recruitment of person with disabilities and provisions of facilities and amenities for such employees.
8. Any employee of Centrum with Disability aggrieved with the provisions mentioned in Point No. 1 to 7 may file a complaint with the Liaison Officer as mentioned in this Policy, Line Manager, Head of Department or Human Resources Department, who shall investigate it and shall take up the matter for corrective action.
9. The Liaison Officer, Line Manager, Head of Department or Human Resources Department, shall maintain the register of complaints and every complaint shall be inquired within two weeks of its registration.

10. The records Maintained shall be open to inspection at all reasonable hours by such persons as may be authorised in their behalf by the appropriate Government.

#### **4. RESPONSIBILITY**

1. Every employee of Centrum is responsible for giving effect to this Policy
2. The Human Resources Department has the functional responsibility of assuring compliance with this Policy; developing, coordinating and implementing all programs; and reporting findings and progress. Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the Human Resources Policy of the organization.
3. Human Resources Department, Head Office is accountable to oversee and promote this Policy.

#### **5. TRAINING AND CAREER DEVELOPMENT**

1. Employees with disabilities will have the same opportunities as other employees to develop their skills for future career development.
2. Centrum will ensure that staff with disabilities will be given the same opportunities to acquire training skills and experience necessary for future career development. Any barriers to same within the workplace will be identified and removed.

#### **6. ACQUIRED DISABILITIES IN THE COURSE OF WORK**

1. An employee who becomes disabled in the course of their working life will be given the fullest support to maintain or return to a role appropriate to their experience, abilities and altered circumstances. Centrum will not dispense or reduce rank of any employee who acquires a disability during his or her service.
2. The integration of an employee returning to work after acquiring a disability or being absent on long term illness will focus on the abilities and requirements of the returning employee and the support of the supervisor and work colleagues.

#### **7. IMPLEMENTATION OF THIS POLICY**

1. All the employees of Centrum shall have a role in ensuring that the provisions of the Policy are adhered to. It is the responsibility of all employees to make themselves familiar with this Policy and related procedures and to treat their disabled colleagues with the same dignity and respect that should be properly accorded to other colleagues at all levels in the organization.
2. Special responsibility attaches to Line Managers and Head of Department to:
  - i. Familiarize themselves with this Policy;
  - ii. Uphold it as an integral part of their work;
  - iii. Be mindful of any special needs expressed by disabled staff;
  - iv. Bring this Policy to the attention of all employees;
  - v. Intervene in any instance where discriminatory behaviour is observed or brought to their attention.

## 8. RAISING MATTERS OF CONCERN

1. Employees who believe that they have suffered any form of discrimination (or who wish to seek clarification on these issues) can get information from or contact, any of the following people (who will assist the individual by referring to the appropriate agreed procedures):
  - Your Line Manager or Head of Department; or any Manager/Supervisor within your business unit;
  - Your HR Business Partner
  - Internally appointed liaison officer i.e. Company Secretary, Email ID - cs@centrum.co.in
2. If an employee is unable to resolve their grievances informally, a formal complaint may be lodged in writing with the internally appointed liaison officer.

## 9. REVIEW

This Policy shall be made available on the HRMIS of Centrum and will be reviewed on a regular basis and shall be amended with changes in the law, relevant case law and other developments.

Adopted on \_\_\_\_\_