



बाल्मर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक उद्यम)  
Balmer Lawrie & Co. Ltd.  
(A Government of India Enterprise)

Ref : BL/HR/CHR/EQOP/CIR/202021/0065

Date : 12<sup>th</sup> February, 2021

To : All Employees of the Company.

Circular

Sub: EQUAL OPPORTUNITY POLICY

This Equal Opportunity Policy is in accordance with the provisions of the Rights of People with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017.

This policy applies to all employees of Balmer Lawrie & Co. Ltd. ("Company"). Balmer Lawrie & Co. Ltd aims to create employment opportunities such that all employees achieve their full potential.

I. Policy

- a) It is the policy of the Company to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation or on any other grounds. The Company strives to maintain a work environment that is free from any bias and discrimination on any of the above considerations whatsoever. This Equal Opportunities Policy of the Company however is subject to applicable regulations, qualifications and merit of the individual.
- b) This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

II. Equal Opportunity for Person with Disabilities

In accordance with the provisions of the Right of Persons with Disabilities Act, 2016 and Rules 2017, it is the Company's Policy to ensure that the work environment is free from any discrimination against Persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to support and perform their role and excel in the same.

The Company will build systems and processes to ensure:

- a) That appropriate facilities and amenities are provided to Persons with disabilities to enable them to effectively discharge their duties in the establishment.
- b) That provision is made for a conducive environment and of availability of provision of assistive devices as required.
- c) That the HR Department will ensure a placement of a Liaison officer to oversee the provisions of the required facilities/amenities including the process of recruitment for persons with disabilities and compliance of the provision of the Statute. Such Liaison Officer shall be part of the Human Resource team reporting to the Director (HR & CA) of the Company.

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12.2.2021

- d) That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.
- e) That the Liaison Officer will interalia ensure if a grievance does arise and is brought up to the Management/Committee concerning selection of the person(s) with disability for any position or related to matters concerning training, promotion, transfer, posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner, free from discrimination.
- f) That no opportunity is denied to persons with disabilities, merely on ground of disability.

III Individuals with disabilities, who prefer a Grievance/Complaint, should contact the Human Resource Representatives in any given location. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination, bias or retaliation for filing a complaint or assisting in an investigation under the Act.

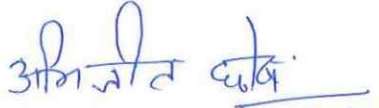
#### IV Responsibility

- a) Every member of Balmer Lawrie Management is responsible giving effect to this policy.
- b) Each Company location is responsible for obtaining and application of up-to-date information regarding applicable state and local laws and regulations.
- c) The Human Resource Department have the functional responsibility of assuring compliances with Company policy, developing, coordinating and implementing all programs, and reporting findings and progress.
- d) 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 Conduct Discipline & Review Rules of the Company.
- e) The Director (HR&CA) is accountable to the Chairman & Managing Director to oversee implementation and promote this policy.

#### V Communication of Policy

- a) All attempts shall be made to give wide publicity to this policy through the Balmer Lawrie Intranet site and normal communication vehicle/other modes available within the Company.
- b) Suitable article/information on the policy will be included in Company publications, management conferences, and supervisory training courses from time to time.
- c) All recruitment literature and employment advertisements will indicate that the "Company is an Equal Opportunity Employer."

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[Abhijit Ghosh]  
SVP(HR) 12.2.2021

C.c [oo] : C&MD / D(HR&CA)/ D [MB] / D[SB] / D [F] / CVO  
C.c[oo] : SBU Heads/RHR Heads for wide circulation.