
EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

1. Introduction

MSIL understands the value of fostering a diverse and inclusive work culture where every person has an equal chance to thrive and grow to achieve their full potential. In line with the “**Rights of Persons with Disabilities Act, 2016**”, MSIL intends to ensure that people with disabilities have equal access to jobs, career growth, and other employment-related opportunities. MSIL believes that as a community and as an organization, we are stronger when we embrace diversity.

2. Policy Statement

MSIL is dedicated to creating and maintaining an inclusive workplace that welcomes all workers, including those with disabilities, and is free from discrimination. To guarantee that people with disabilities have an equal opportunity to succeed, the Company is committed to providing appropriate measures so that all employees are treated with equal respect, dignity, and fairness.

3. Scope

This policy covers all MSIL employees, associates, workmen, trainees, any other individuals engaged in the workplace. and applies to all aspects of employment, including recruitment, training, promotion, benefits, and separation. It encompasses all disabilities, whether visible or invisible, and is applicable to employees as well as job applicants.

4. Equal Opportunity Commitment

- a. **Recruitment and Hiring:** MSIL ensures that all individuals with disabilities have equal opportunities during the recruitment and hiring process.
- b. **Workplace Accessibility:** MSIL is committed to making the workplace and facilities accessible to all employees and visitors with disabilities. MSIL ensures that the infrastructure at its facilities is designed to accommodate different needs, including those of visitors who visit the Company facilities.
- c. **Training and Development:** MSIL provides training, development, and advancement opportunities for all employees, including those with disabilities. The Company identifies and eliminates barriers that may hinder their professional growth. People with communication impairments and partial visual impairments will be provided with accessible training handbooks and materials.
- d. **Equal Pay and Benefits:** All employees are provided with fair and equitable compensation including benefits and privileges.
- e. **Reasonable measures:** MSIL provides reasonable measures to enable individuals with disabilities to perform their job effectively. Requests for specific consideration will be evaluated on a case-to-case basis and in compliance with the law.
- f. **Non-Discrimination:** MSIL does not tolerate any form of discrimination, harassment, or retaliation against employees or applicants with disabilities. All complaints are promptly investigated and addressed.
- g. **Sensitization and awareness:** MSIL conducts periodic awareness programs for making employees aware of the rights and needs of persons with disabilities.
- h. **Grievance Redressal Mechanism:** - MSIL has formed a Grievance Redressal Committee headed by the Diversity, Equality, Inclusion & Wellness (DEIW) department. All the grievances related to rights of persons

with disability are routed through this committee to ensure compliance as per the “Rights of Persons with Disabilities Act, 2016”.

- i. MSIL is obligated to provide the differently abled individuals a fair chance to actively engage in the investigation process. If, upon investigation, it is determined that the employee accused of discriminatory conduct is indeed guilty, appropriate disciplinary measures will be taken in accordance with the rules of the company.

5. Confidentiality

MSIL would keep following records:

- a. Number of differently abled employees
- b. Nature of disability
- c. The nature of work performed by differently abled employees.

Any information regarding an employee's disability will be treated confidentially. Only those individuals directly involved in providing reasonable accommodation and providing support will have access to this information.

Statutory Reporting

The data related to differently abled employees will be shared internally with management and externally with statutory bodies as per requirements.

6. Compliance

This policy complies with the Rights of Persons with Disabilities Act, 2016, and all other relevant laws and regulations and will be integrated into our Code of Business Conduct and Ethics (COBCE). MSIL will periodically review and update this policy to ensure it remains in compliance with any changes in legislation.

7. Implementation

MSIL will provide training to employees to create awareness about the rights of persons with disabilities and to ensure that all employees understand and implement this policy.

The Diversity, Equity, Inclusion & Wellness (DEIW) department will be responsible for implementing and enforcing this policy. Any concerns, requests for reasonable measures, or issues related to this policy to be addressed to the DEI&W department.

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