

**Ref: FTF/ HR/ PwD/ EOP/ 2020/ 01****28<sup>th</sup> January 2020**

## **Equal Opportunity Policy for Persons with Disabilities (PwD)**

This policy applies to all employees including Permanent, Trainees, Probationers and Consultants. FTF aims to create employment opportunities such that all employees achieve their full potential. FTF Pharma endeavor to maintain conducive and harmonious work environment to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.

### **I. POLICY**

FTF Pharma aims to provide equal employment opportunities, without any discrimination on the grounds of caste, creed, age, race, color, disability, marital status, religion and gender. The Company strives to maintain a work environment that is free any harassment based on above considerations. This "Equal Opportunity Policy" is subject to applicable regulations and qualifications of the individual.

This "Equal Opportunity Policy" is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

Consistent with this policy, FTF Pharma is committed to making employment decisions based on qualifications, business needs and other job related criteria.

### **II. EQUAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES**

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017, it is 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 perform their role and excel in the same. The Company will build systems and processes to ensure:

- i. That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the Company.

- ii. That provision is made for an accessible environment and of availability of assistive devices as required.
- iii. That a Liaison Officer is designated to oversee the provision of required facilities / amenities including the process of recruitment for persons with disabilities.
- iv. That the Company will ensure that any grievance concerning selection of person(s) with disability, training, promotion, leave etc. is dealt with in a fair and equitable manner free from any discrimination.
- v. That no opportunity is denied to persons with disabilities, merely on ground of disability.

The candidates with necessary disability certificate issued by the competent authority in accordance with the Act are considered for the identified positions.

The persons with disabilities are encouraged to attend training programmes as and when required to enhance their capabilities to enable them to effectively discharge their duties in the Company.

FTF Pharma will maintain records of persons with disability in the form and manner as prescribed in Chapter IV, Rule 9 of "Rights of Persons with Disabilities, Rules 2017".

The provisions of the Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017 applicable on FTF Pharma will be complied with.

HR of the Company will be Liaison Officer in respect of PwD employees in the Company. Liaison Officer is responsible for:

- i. Ensuring a PwD friendly workplace;
- ii. Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
- iii. Developing proactive strategies to prevent discrimination and harassment.

Directors will be the Grievance Redressal Officer in respect of PwD employees in the Company. The Grievance Redressal Officer has

been mandated to keep the records of Complaints as per rule 10 under sub-rule (2) of Rights of Persons with Disabilities Rules, 2017.

### **III. RESPONSIBILITY**

- i. FTF Pharma Management is responsible for giving effect to this policy.
- ii. HR has the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programmes; and reporting findings and progress.
- iii. Any employee who violates this policy, or in the manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under FTF Pharma discipline rules.

The above policy is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017.



**Chief Executive Officer**