



## **EQUAL OPPORTUNITY POLICY (RIGHTS OF PERSONS WITH DISABILITIES)**

### **Overview:**

R Systems International Limited (“R Systems/ “Company”) recognizes the value of a diverse workforce. The Company is committed to provide equal opportunities in employment and promoting an inclusive workplace where all employees are treated with respect and dignity.

### **Purpose and Scope**

The purpose of this policy is to eliminate all forms of unlawful discrimination and harassment against persons with disabilities.

The Policy covers job applicants, employees of R Systems, trainees and employees engaged by R Systems on contract basis/ fixed term basis. It also covers those employees who acquire disability during their work tenure. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, compensation, transfers, employee benefits and other service related matters.

The policy shall further ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties at the workplace.

‘Person with disability’ means 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 or who holds a certificate under Section 57 of the Rights of Persons with Disabilities Act, 2016.

### **Facilities and amenities**

R Systems International Limited aims to provide suitable infrastructure subject to practical feasibility to enable employees with disability to have access to common facilities including physical environment, transportation, information and communications including technologies and systems to enable them to effectively discharge their duties in the establishment.

Provision will be made for facilities and amenities to the employees with disabilities to enable them to effectively discharge their duties in the Company.

### **Identification of positions & manner of selection**

At R Systems, all positions are open to people with all types of disabilities with required skill set. The selection is purely based on merit and candidates are evaluated based on their skills and competence.

### **Training & Development**

R Systems assists and encourages its employees to enhance their skills on the basis of 3-Dimensional upgradation system that includes technological, behavioral and potential

upgradation. The Company caters for training and development programs for its employees to enable them to reach their optimum potential, both for the growth of the organization and for personal development.

R Systems will endeavor to ensure that all its training programs are accessible to employees with disability and will also ensure that any accommodation required for employees with disability in recruitment and training will be arranged for. Employees who need any adjustment or accommodation to attend the training program can contact the Liaison officer.

### **Reasonable accommodation**

R Systems shall give a reasonable accommodation/adjustment, whenever required, for qualified employees or job applicants with disabilities. Such accommodation would be provided:

1. to ensure equal opportunity in the application and selection process;
2. to enable an employee with a disability to perform the essential functions of a job; and
3. to enjoy the same benefits and privileges of employment as non-disabled employees.

### **Other facilities**

- a) Provisions will be made for assistive devices, barrier-free accessibility wherever possible and other provisions for employees with disabilities.
- b) For official travel, employees with disabilities will be provided accessible modes of transport - air travel (in case road/train travel is inaccessible), and accessible guest houses and hotels and allowing a personal attendant to travel along, as per our reasonable accommodation guidelines. An employee can place a written/email request for this with the Travel Desk.
- c) The employees with disability will be governed by rules of leave as is applicable in the Company. An employee's request for extra leave, for a reason related to his/her disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly. The Company may consider an option of unpaid special leave for employees with disabilities who plan to undergo medical treatment. The same will be considered on case to case basis.
- d) R Systems will endeavour to make all Company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities

### **Maintenance of Records & Confidentiality**

R Systems has a robust and well-defined process for capturing and maintaining the records of its employees. All information given to R Systems by employees with disabilities will be treated with respect and confidence and in accordance with the applicable data-protection laws and its relevant policies.

### **Liaison Officer:**

The HR Head of the Company will be the liaison officer. The Liaison Officer shall be responsible for ensuring adherence to this policy and to guide and provide clarifications to any persons with disabilities who wish to apply or have applied for a position in the Company. Further, employees

with disabilities who have any grievance or believe that they might require specific assistance or amenities to help them carry out their job functions may contact the HR at [hrd@rsystems.com](mailto:hrd@rsystems.com).