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SAIL EQUAL OPPORTUNITY POLICY

1.0 TITLE & COMMENCEMENT:

- 1.1 This policy shall be called the ‘SAIL Equal Opportunity Policy’.
- 1.2 It shall come into force with immediate effect.

2.0 OBJECTIVE:

To provide a barrier free & conducive environment for growth & development to persons with disabilities without any discrimination in line with the Orders/Guidelines/Acts issued by Government of India from time to time.

3.0 COVERAGE:

The policy covers all employees with disabilities under employment of SAIL and shall also include the following:


- (i) Candidate appearing for the appointment/recruitment in SAIL.
- (ii) Employees acquiring disability during their work tenure in SAIL.
- (iii) Apprentices engaged under the Apprentices Act, 1961.
- (iv) Trainees, subject to provisions under this policy.
- (v) Persons engaged by SAIL on fixed- term basis/deputation.

4.0 DEFINITIONS:

- (i) **“Person with Benchmark Disability”** means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;
- (ii) **“Person with Disability (PWD)”** 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.
- (iii) **“Employee”** means a person in the permanent employment of the Company and unless otherwise stated, includes a person who is on deputation to the SAIL or subsidiaries.

5.0 MANNER OF SELECTION:

- 5.1 The selection for recruitment for person with disabilities will be as per the recruitment policy/manual of SAIL, amended from time to time.

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5.2 The guidelines for conducting written examination for Persons with Disabilities are placed at *Annexure-I*.

6.0 IDENTIFICATION OF POST FOR RESERVATION:

6.1 The persons with disabilities will be recruited in SAIL only against posts identified as suitable for them in conformity with the notification issued by Ministry of Social Justice and Empowerment, Government of India.

6.2 If a particular post is identified as suitable only for one category of disability, reservation against that post will be given to persons with that disability only. However, the percentage of reservation will not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified.

7.0 NO DISCRIMINATION IN EMPLOYMENT:

7.1 No employee in SAIL, shall be denied promotion merely on the ground of disability.

7.2 The grade or rank of an employee shall not be dispensed with or reduced if he/she acquires a disability during his or her service.


Provided that, if an employee after acquiring disability is not suitable for the post he/she was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he/she may be kept on a supernumerary post until a suitable post is available or he/she attains the age of superannuation, whichever is earlier.

8.0 POST-RECRUITMENT AND PRE-PROMOTION TRAINING:

8.1 Post-recruitment induction training and job specific pre-promotion training to Persons with disabilities shall continue to be imparted along with other employees in SAIL.

8.2 The Learning & Development interventions will aim to include wide ranging trainings both in the technical as well in non-technical areas to the physical disabled employees.

8.3 The annual training needs will be assessed and identified through an elaborate system which includes inputs from the Performance Management System/Appraisal System, on the job requirements including change in technology etc. Adequate focus will be on grooming of physically disabled employees in multiple-skills necessary to perform their duties.

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9.0 FACILITIES & AMENITIES:

- 9.1 SAIL will aim to ensure that its physical infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India.
- 9.2 SAIL will continue to endeavor that Company's documents, communication and information technology systems adheres to the accessibility standards.

10.0 PROVIDING AIDS/ASSITIVE DEVICES:


- 10.1 As far as possible, SAIL will assist the persons with disabilities by providing them with latest technology led assistive devices (including low vision aid, hearing aids with battery), special furniture, etc in accordance with their requirement, which would improve their efficiency.

11.0 ACCESSIBILITY AND BARRIER FREE ENVIRONMENT AT WORKPLACE:

- 11.1 SAIL will continue to provide easy accessibility and barrier free environment for persons with Disabilities. Necessary steps will continue to be taken to provide barrier free and accessible work stations with easy access to common utility areas such as toilets; canteens etc.
- 11.2 Lift/elevators wherever provided, should be made accessible by providing suitable signage and audio outputs. Wherever required, suitable color contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees, as may be required.
- 11.3 As far as possible, official websites will be adapted as per specified standards for accessibility of persons with disabilities and documents to be uploaded on the external website shall be in electronic publication or Optical Character Reader based format.
- 11.4 Any new facility that is built or renovated will be evaluated for being in line with accessibility standards.
- 11.5 Any employee facing accessibility issues should first report to the respective Head of Department. In case the issue is not resolved, the employee may approach the Head of Personnel or to the respective Liaison Officer.

12.0 SPECIAL LEAVE:

- 12.1 Special Casual Leave may be provided for employees with disabilities in SAIL

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for specific requirement relating to disabilities of the employee as per DoPT guidelines, amended from time to time.

- 12.2 In addition to above, Special Casual Leave for upto ten days in a calendar may be provided for the employees with disabilities for participating in conference/seminars/trainings/workshops related to disability and development to be specified by Ministry of Social Justice & Empowerment, Government of India.

13.0 TRANSPORT SUBSIDY:


- 13.1 The physically disabled employees in SAIL (*Blind, Orthopedically handicapped with disability in the lower extremities, Deaf & Dumb*) will be provided transport subsidy at double the normal rates in terms of the Order No. PER/PP/4009 dated 31.10.2020 and relevant DPE guidelines, as may be amended from time to time.

14.0 TRAVELLING ALLOWANCE FOR ATTENDENT/ESCORT:

- 14.1 The facility of Travelling Allowance for the Attendant/Escort would be admissible to those employees with disabilities wherein it is certified jointly by the Head of Department of the employee and Head of Medical of the Plant/Unit that such a person compulsorily requires assistance of another person for travel.
- 14.2 Travelling Allowance (*Journey Fare only*) will be allowed in respect of the Attendant/Escort for accompanying a SAIL employee with disabilities during travel while on tour/training. Mode and class of the Attendant/Escort will be same as per the eligibility of employee.

15.0 PREFERENCE IN TRANSFER AND POSTING:

- 15.1 Subject to administrative constraints and organizational requirements, the physically disabled persons joining SAIL on appointment will preferably be posted at/near their native place. Further, preference in place of posting at the time of transfer/promotion will be given to the person with disabilities/with disabled spouse/children as far as possible.
- 15.2 As far as possible, the person with disabilities will be exempted from the routine exercise of transfers/rotations and will be allowed to continue in the same job where they have achieved the desired performance; subject to provisions of policy for rotation from sensitive posts and recommendations of Vigilance Department, if any.

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16.0 FORWARDING OF APPLICATION FOR EMPLOYMENT:

16.1 The applications received from regular employees of SAIL suffering from disability in terms of the provisions of the Persons with Disabilities Act for outside employment shall be considered as per the applicable rules and relevant DPE guidelines, as may be amended from time to time.

17.0 PREFERENCE IN ALLOTMENT OF ACCOMMODATION:

17.1 SAIL shall continue to provide the preference to the person with disabilities in the allotment of accessible accommodation in Company's township.

17.2 Further to the extent possible the person with disabilities may be preferred for allotment of ground floor accommodation in the township and guest houses, subject to eligibility and availability.

18.0 MAINTENANCE OF RECORDS:


18.1 Each Plant/Unit shall maintain records containing particulars of persons with disabilities as per the provisions of RPWD Rules, 2017.

19.0 LIAISON OFFICER:

19.1 Each Plant/Unit shall appoint a Liaison Officer to look after reservation matters relating to persons with benchmark disabilities in SAIL and shall ensure compliance of guidelines/instructions issued for Persons with benchmark disabilities. However, if it is not possible to appoint a separate Liaison Officer for PWD, then the Liaison Officer appointed to look after the matters of SC/ST will work as Liaison Officer for PWD also.

19.2 The responsibilities of Liaison Officer will include the following:

- Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Opportunity Policy.
- Developing proactive strategies to prevent discrimination and harassment of persons with disabilities in the respective Plant/Unit.
- Implementing action plan for making the workplace and systems accessible for persons with disabilities by liaising with the concerned stakeholders.
- Assessing the work environment to facilitate that it is free from discrimination and harassment and encourages inclusion and respect for others and providing suggestions thereupon.

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- Ensuring effective implementation of SAIL Equal Opportunity Policy and other Government guidelines as may be amended from time to time.

20.0 GRIEVANCE REDRESSAL OFFICER:

- 20.1 A Grievance Redressal Officer shall be appointed in each Plant/Unit to address the issues of the persons with disabilities in SAIL.
- 20.2 Any person aggrieved with the non-compliance of the provisions under these rules, may file a complaint with the Grievance Redressal Officer, who shall investigate it and shall take up the matter with the management for corrective action within a reasonable time frame. However, every complaint will have to be preliminarily enquired within two weeks of its registration.
- 20.3 The Grievance Redressal Officer shall maintain a record in electronic & hard form of the complaints of persons with disabilities.

21.0 RESPONSIBILITY AND COMMUNICATION OF POLICY:

- 21.1 Every employee of SAIL, will be responsible for effective implementation of the various provisions of this policy, within his/her area.
- 21.2 Personnel Department of Plants/Units in SAIL, in association with Liaison Officer will strive to ensure the compliance with this policy, developing action plans, coordinating and monitoring with all relevant programs, in reporting findings and progress of the implementation of the policy, etc.
- 21.3 Any employee who violates this policy, or in any manner discriminates with any person with disability or renders any harassment to such person will be liable to disciplinary action as per SAIL CDA Rules/Standing Orders/ other applicable Service Rules, as the case may be.
- 21.4 This policy will be available to all the employees' viz. SAIL website/portal and normal communication channels within the business.
- 21.5 All recruitment notifications/advertisements should indicate that the Company is an Equal Opportunity Employer.

22.0 SAVING :

- 22.1 Chairman, SAIL reserves the right to make any amendment or cancellation of any of these rules without prior notice and without assigning reasons thereof.
- 22.2 The power to interpret any of the provisions under this policy rests with Director (Personnel), SAIL.

Subject: Suggested guidelines for conducting written examination for Persons with Disabilities.

The following instructions are to be followed for conducting written examination for Persons with Disabilities, as far as possible:

1. The examination center should be accessible for persons with disabilities.
2. Proper sitting arrangement (*preferably on the ground floor*) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. In case it is not possible to do so at the time of allotting the seat online, instructions to the centre In-charge should clearly mention that necessary adjustment/re-allocation of candidates with disabilities to an accessible place must be made well before the commencement of the examination so as to avoid the unnecessary harassment/discrimination as it would disturb the candidate with disabilities to concentrate on the examination.
3. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
4. The “compensatory time” should not be less than 20 minutes per hour of examination for persons who are allowed use of Scribe/Reader/Lab Assistance. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis.
5. The candidate should be allowed to use assistive devices like talking calculator (*in case where calculators are allowed for giving exams*), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
6. The facility of Scribe/Reader/Lab Assistance should be allowed to any person with benchmark disability and having limitation in writing including that of speed if so desired by him/her. As far as possible, the candidates should have the discretion of opting for his/her own Scribe/Reader/Lab Assistance or request the examination body i.e. written examination conducting agency (in such instants the candidates should be allowed to meet the scribe 2 days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not) for the same with reasonably advance intimation.
7. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of Scribe/Reader/Lab Assistance should be given, if so requested by the person within a reasonable time prior to the date of examination.

8. In case of other category of persons with benchmark disabilities, the provision of Scribe/Reader/Lab Assistance can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution.
9. In case the examining body provides the Scribe/Reader/Lab Assistance, it must be ensured that the qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above. In case the candidate is allowed to bring his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination.
10. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure suitable sitting arrangement for giving examination.
11. The disability certificate issued by the Competent Medical Authority at any place should be accepted across the country.
