

EQUAL OPPORTUNITY POLICY OF OIL, 2023

1. Preamble:

Oil India Limited recognizes the value of diverse workforce. Oil India Limited is committed to provide equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated equally with respect and dignity.

2. Policy:

This Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016" hereinafter referred as the Act and "The Rights of People with Disabilities Rules, 2017", hereinafter referred as the Rules. It is the policy of Oil India Limited (hereinafter referred as the "Company") to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, colour or sex. The Company strives to maintain a work environment that is free from any discrimination based on above considerations.

This Equal Opportunity Policy will be consistently applied throughout the period of employment.

3. Scope:

- (a) The Equal Opportunity Policy covers all Persons with benchmark Disabilities (as defined in "The Rights of Persons with Disabilities Act, 2016) and shall be applicable to all classes and categories of workforce irrespective of their terms and conditions of engagement.
- (b) Applicability of the Policy for Employment aspirants is restricted to the provisions up to pre recruitment, unless specifically stated otherwise.
- (c) The policy would also cover those employees who may acquire disability during the course of their employment with the company.

4. Policy Statement:

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and "The Rights of People with Disabilities Rules, 2017", it is the OIL's Policy to ensure that the work environment is free from any discrimination against Persons with benchmark disabilities. Further, OIL will take all actions to ensure that a conducive environment is provided to Persons with disabilities to perform their roles, responsibilities and excel in the same.

Further, in line with the provisions in the Act and the Rules, OIL has implemented the following policy provisions in order to promote inclusive growth of Persons with Disabilities in OIL.

(a) Facility and Amenity provided to the Persons with Disabilities - Physical Infrastructure:

Oil India Limited aims to ensure that the physical infrastructure (buildings, furniture, facilities, and services like drinking water, toilet, parking, accessible workstation, appropriate sitting arrangements, waiting rooms etc. in the building/campus) adheres to the accessibility standards as prescribed by the Government of India from time to time. The Company shall provide reasonable accommodation and appropriate barrier free access to office buildings and conducive environment to Employees with Disability.

(b) Mandatory observance of accessibility norms:

Wheelchair Ramps for Persons with Disability (PwD) are made available in all major office buildings and also action has been initiated for construction/installation of Lifts in existing Multi-storeyed office Buildings at FHQ, Duliajan to make the office buildings accessible to Persons with Disabilities by providing a barrier free environment.

All future buildings plan shall adhere to the rules formulated by the Central Government under Section 40 of the Rights of Persons with Disabilities Act, 2016.

(c) Travelling Allowance in respect of Attendant/Escort for accompanying an Employee with Disabilities on travel during Tour/Training:

- i. Oil India Limited will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/training. The mode and class of the Attendant/Escort will be same as per the eligibility of employee.
- ii. The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities wherein it is certified jointly by the HOD of the employee and HOD (Medical Services) in FHQ or Authorized Medical Attendant (AMA) of the Project/Sphere that such a person compulsorily requires assistance of another person for travel.

- iii. Travelling Allowance (Journey Fare only) for the Attendant/ Escort would be admissible to the employee with disabilities while on tour/training (domestic or foreign). However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties, or such training is mandatory training for career progression of the employee with disabilities.
- iv. No allowance except Travelling allowance (Journey Fare only) would be admissible to the Attendant/Escort at the same rate as the employee with disabilities is entitled to under the extant Travelling Allowance Rules. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate travelling allowance would be admissible to the employee with disabilities, in respect of Attendant/Escort, except where the travel is by public bus. Difference if any on account of travel in higher class/mode in respect of attendant/escort, will be borne by the employee concerned.
- v. When the accommodation is hired for lodging of the employee as well as his attendant/escort, the actual accommodation charges as per entitlement of the employee may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bills(s) clearly indicating the name of the attendant/escort who has shared the accommodation with him/her.
- vi. No claim of travelling Allowance to the Attendant/Escort of the employee with Disabilities would be admissible for training at Headquarter station. (Ref. Ministry of Finance, Department of Expenditure OM no. 19030/3/2013-E.IV dated 17.02.2015).

5. List of Posts Identified suitable for Persons with Disabilities in the establishment:

List of posts have been identified for recruitment of Persons with Benchmark Disabilities in Oil India Limited.

6. The Manner of Selection of persons with disabilities for various posts:

Vacancies earmarked for PwBD mentioning the category of disability will be clearly indicated in Recruitment advertisement. Relaxations in age, other qualifying criteria and selection criteria shall be provided in line with Govt. guidelines issued from time to time.

Oil India Limited shall adopt a transparent selection process based on merit and without any bias against the disabilities of the prospective candidates as per the provisions of OIL recruitment rules. Candidates with the necessary disability certificate issued by the Competent Authority in accordance with the Rules under the Act shall be considered for appointment in the Company.

All vacancy advertisements will include an appropriate short statement on equal opportunities for persons with benchmark disabilities. Oil India Limited shall facilitate ease of taking examination/test to candidates with disabilities by providing barrier free environment at test center/ interview center and shall provide scribes, wherever admissible.

7. Post-Recruitment and Pre-Promotion Training facility:

Oil India Limited shall impart post-recruitment induction training and pre-promotion job specific inclusive training programs to employees with benchmark disabilities along with other employees.

Oil India Limited shall, to the extent possible, provide course materials meant for training in accessible formats. The requests for reasonable accommodation such as accessible training venue, accessible materials, scribe etc. shall be favorably considered to the extent possible.

Employees with disability shall be placed with experienced employees for a reasonable period on resuming responsibility of a post so as to enable them to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

8. Preference in Transfer and Posting:

Oil India Limited shall consider, to the extent possible, the transfer requests or preferred place of posting of employees with benchmark disabilities and those employees who are care givers of disability dependent family members, so as to optimally utilize their services.

The above provisions shall however be subject to the mode/nature/terms and conditions of the engagement of the individual and administrative feasibility.

9. Preference in allotment of residential accommodation:

Oil India Limited shall provide special consideration for allotment of suitable accommodation for employees with disabilities based on medical authority's recommendations, wherever company accommodation is provided in OIL colonies, with the approval of Competent Authority.

Wherever required, modification in bathroom, toilet, gates etc. shall be carried out in allotted accommodation to address the needs of disabled employee, subject to accessibility guidelines.

10. Provisions for assistive devices, barrier-free accessibility:

a) Assistive Devices:

Oil India Limited shall, on priority, make necessary arrangements for providing assistive devices for employees with disabilities such as hearing-aids, artificial appliances for physical impairment, computer hardwares and softwares for visual impairments and any other devices required for any nature of notified disabilities.

Oil India Limited shall carry out review exercise every three years to check the availability or need for introduction of enhanced /upgraded versions of such devices/softwares, etc.

b) Accessibility:

- Physical Infrastructure:

Oil India Limited aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards as prescribed by the Government of India from time to time. To the extent possible, all existing OIL buildings shall be made accessible to PwBD. All future establishments shall incorporate accessibility provisions such as ramps, grab bars, wider doorways, tactile paths, accessible parking, accessible toilets, braille symbols and auditory signals in elevators etc.

Oil India Limited will, to the extent possible, provide suitable facilities and amenities to persons with benchmark disabilities for the effective discharge of their functions. Appropriate furniture, computers and other hardware etc. in accordance with their requirement shall be provided to persons with benchmark disabilities to improve their optimum efficiency.

Oil India Limited will, to the extent possible, make all Company events and meetings inclusive by ensuring that these are conducted at accessible venues.

On official travel/tour, conscientious efforts would be made for employees with benchmark disabilities for being provided accessible guest houses/hotels.

- **Digital Infrastructure:**

Oil India Limited, to the extent possible, ensure that all documents, communication and information technology systems adhere to the accessibility standards. Oil India Limited will ensure that as far as possible accessible technologies are procured.

Oil India Limited will ensure that Information Technology interventions such as SAP, OIL websites, OIL Reports, DISHA, OIL Webmail, local Intranets and all other portals of OIL are in accessible formats.

- **Sports, Adventure and Recreation:**

Oil India Limited shall provide equal opportunities for participation in Sports and recreational activities for its employees with benchmark disabilities in the form of conducting Para Games at different levels. Oil India Limited shall encourage its employees with benchmark disabilities to participate in competitive sports at domestic and international level through Sports Department. Oil India Limited shall promote adventure activities for employees with disabilities and support their participation for inclusive programmes.

- **Discrimination Free Work Environment:**

Oil India Limited will ensure that the work environment is free from any discrimination against persons with benchmark disabilities and that no opportunity is denied to persons with disabilities only on the ground of disability.

11. Appointment of Liaison officers by the establishment:

Liaison Officers appointed to look after welfare and all matters related to SCs/STs, also function as Liaison Officers for persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for Persons with benchmark Disabilities by Govt. of India, from time to time.

The Liaison Officer will be responsible for taking initiative and providing requisite support needed to realize the goals of an inclusive and accessible workplace.

The Liaison Officer shall maintain records of Persons with Benchmark

Disabilities in their respective work centres and submit returns as per the Act read with the Rules.

The contact details of Liaison Officer shall be displayed on intranet and notice boards at workplace for its easy access to all the stake holders.

Oil India Limited will make arrangements for training the Liaison Officer on matters related to disability.

12. Grievance Redressal Officer:

A Grievance Redressal Officer is nominated in compliance with the provisions of the Act. Any person aggrieved has the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Any policy violation i.e., when any person with benchmark disability is discriminated against or denied access to any Company facility available to them, will be construed as a grievance.

The Grievance Redressal Officer, so appointed, would receive and redress the grievances of persons with benchmark disabilities within a reasonable time frame. However, every complaint will have to be enquired within two weeks of its registration. The Grievance Redressal Officer shall investigate the complaint and shall take up the matter with establishment for corrective action.

The Grievance Redressal Officer will maintain a register of complaints in the manner as prescribed under the Rules as per format.

On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be subjected to action as per provisions of OIL CDA Rules/Modified Standing Orders. However, the process of training and counselling would help sensitise all concerned towards PwBD personnel.

13. Sensitization and Awareness:

Oil India Limited shall conduct awareness and sensitization training programmes for all employees, periodically.

14. Review:

Director (HR) shall be Competent Authority to make amendments/modifications in any of the provisions in the policy from time to time.
