

## DOCUMENT DETAILS

Document Number	SLSL/HR/2024/25
Document Name	EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES
Department	<<DEPARTMENT>>
Category	HR POLICIES
Version No	00
Effective Date	01/Apr/2024
Next Review Date	31/Mar/2029

## SIGNATURES

ROLE	NAME	DESIGNATION	DEPARTMENT	DATE&TIME
PREPARED BY	Mani Bhaskar Maddi	Assistant Manager	Corporate HR	26/Mar/2024 17:53
CHECKED BY	Usha Rani K	Deputy General Manager	Corporate HR	27/Mar/2024 10:22
APPROVED BY	Rajesh Vinodrai Naik	Senior Vice President	Corporate HR	27/Mar/2024 10:32

ELECTRONIC SIGNATURE PAGE

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**I. PURPOSE:**

At Sai Life Sciences, we recognise the value of a diverse workforce. The policy outlines our commit to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

**II. SCOPE:**

This policy covers all persons with disabilities. They could be job applicants, permanent employees, interns / trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. This policy applies to Corporate Office recruitments as the Corporate Office is equipped with facilities for physically disabled candidates.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

**III. POLICY:**

Sai Life Sciences is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of people with disabilities.

At Sai Life Sciences, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to people with disabilities. We have identified roles which will be suitable for candidates with different disabilities. We encourage candidates with different disabilities to apply. Our decisions on employment, career progression, training or any other benefits are solely based on merit. Any information shared by employee on disability / medical condition will remain confidential.

If an employee acquires a disability during her / his employment tenure she / he can return to work. In case the employee is unable to perform the current job, the organization will invest in re-skilling the employee for another position.

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**Definitions as per The RPWD Act**

- ❖ “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.
- ❖ “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.
- ❖ “High support” means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.
- ❖ “Discrimination” in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation.
- ❖ “Reasonable accommodation” means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

If any employee experience discrimination based on their disability they can reach out to our Compliant Officer who is responsible for ensuring grievances of persons with disability within Sai.

<b>Name</b>	<b>Role</b>	<b>Email ID</b>
Runa Karan	Company Secretary	<a href="mailto:runa.k@sailife.com">runa.k@sailife.com</a>

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**IV. POWER TO AMEND:**

The company reserves the right to amend / withdraw the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at sole discretion of the Management.

**V. ABBREVIATION**

**HR** – Human Resources

-----End of the Policy-----