

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

### **Background:**

The Government has enacted the Rights of Persons with Disabilities Act, 2016 (“Act”). In terms of the same, establishments in the private sector have some duties to perform. Aye Finance Private Limited (The Company) believes in providing equal opportunity to all including differently abled persons to be employed with it. The policy enunciated below is a step in that direction.

### **Equal Opportunity & Non-discrimination:**

The Company shall provide equal opportunity to differently abled persons considered for employment in positions where they could be employed. The company would also provide them with necessary facilities, assistive devices required if any and amenities to enable them to effectively discharge their duties for which they are employed.

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

The jobs for which differently abled person could be considered would be identified by the Head of Human Resource Department. The positions that may be identified would be notified on the Job Portals as well as to authorities mentioned in the Right to Persons with Disabilities Act 2016. The persons being considered for such positions would be notified of the recruitment and selection process as well as other associated rules of employment.

The positions so notified should not be construed as reservation. The Company will give equal preference to candidates who are differently abled for that positions that are notified.

The Company will review the jobs so notified and also the performance by the persons with disability so employed annually and take appropriate measures as may be required.

### **Manner of Selection:**

The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. Candidate with necessary disability certificate issued in accordance with the Act by the Competent Authority will only be considered for the identified positions. In case such candidates are not found suitable or no such candidate is available, the company will recruit the candidates without disability in those positions.

### **Post Recruitment:**

The Company will provide necessary training to the new recruits to enable them to carry out their jobs effectively. If required such training will also be considered before performance evaluation process is initiated where such persons with disability are eligible for promotion. The necessity of training, its types and methods shall be determined by the HR Head and his opinion shall be final. Wherever necessary, the qualified medical personnel of the Company, or such person as may be designated by the Company, will be consulted.

### **Leaves:**

The differently abled employees will be governed by rules of leave including special leave as is applicable in the Company.

### **Transfer and Posting**

The persons with disability so employed by the Company will get preference in transfer and posting and will be considered for places where they get all facilities envisaged for them

### **Accessibility:**

The Company will provide suitable infrastructure subject to practical feasibility to enable differently abled employees to have access to common facilities including physical environment, transportation, information and communications including technologies and systems without any inconvenience.

### **Awareness Campaigns:**

The Company shall conduct, support and promote at its locations awareness campaigns and sensitisation programmes through appropriate means to promote inclusion of differently abled persons.

### **Liaison Officer:**

The Head of Human Resource Department of the Company will be the liaison officer as per provisions of Rule 8(e) of Rights of persons with disabilities Rules 2017. The Liaison Officer shall be responsible for ensuring adherence to this policy.

### **Grievance:**

Any person having any grievance regarding this content of the policy or its implementation should report the same to the Liaison officer.

**Registration:**

The policy would be formally registered with the appropriate authority as required under section 21 of the Act and the relevant Rules thereunder.

**Compliance:**

The Managing Director<sup>1</sup> of the Company along with the Liaison Officer will be responsible for implementation of the Rights of persons with Disabilities Act 2016 and rules framed thereunder.

The Liaison Officer will be responsible for maintaining the records required to be maintained under the Act and Rules thereunder.

---

<sup>1</sup> As per Section 90(1) of RPWD Act, in case of company every person who at the time the offence was committed, was in charge of, and was responsible for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly