



EDC LIMITED

**EQUAL OPPORTUNITY POLICY
FOR
PERSONS WITH DISABILITIES**

1. PREAMBLE:

Equal Opportunity Policy for Persons with Disabilities (PwD) is formulated in light of the provisions laid down under 'The Rights of Persons with Disabilities Act, 2016' and Rule 8 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' with a view to provide equality of opportunity for persons with disabilities.

EDC Limited, a Corporation under administrative control of Government of Goa plays an important role in extending support towards full and effective participation of persons with disabilities and their inclusion in the society with due respect and dignity. EDC is committed to protect the legitimate rights of Persons with Disabilities.

2. OBJECTIVE:

- i) To provide fair and impartial opportunities for persons with disabilities in the recruitment process of EDC.
- ii) To provide a helpful and a barrier-free working environment to the persons with disabilities in EDC.
- iii) To protect and safeguard the rights and interests of persons with disabilities and that no opportunity is denied to persons with disabilities merely on ground of disability.
- iv) To eliminate all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination, bullying and harassment of people with disabilities).

3. LIST OF POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITIES:

Suitable posts will be identified which can be reserved for the persons with disability.

4. THE MANNER OF SELECTION OF PERSONS WITH DISABILITIES FOR VARIOUS POSTS:

The recruitment process in EDC is governed by the Recruitment Rules of EDC. For persons with disabilities, relaxation and concession will be provided in the selection process as per the government guidelines in vogue, which are as under:

- (i) Relaxation: The upper age limit for persons with disabilities shall be relaxed as per Government directives in case of direct recruitment to all posts identified suitable to be held by persons with disabilities.
- (ii) Concession: The exemption from payment of application fees shall be provided to the candidates applying for various posts under Persons with Disabilities Category.

The relaxation in age limit and Concession of fees shall be made applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

5. TRAINING AND CAREER DEVELOPMENT:

After the candidate joins in any post, an orientation programme will be arranged for all the inductees with disabilities with a view to create a sense of awareness and familiarity about the organisation. It will also help the new recruit to get a better understanding of the working of different departments.

Further, the Corporation shall endeavour to provide inclusive training and equal career development opportunities to all employees.

6. FACILITY/ AMENITY PROVIDED TO THE PERSONS WITH DISABILITIES TO ENABLE THEM TO EFFECTIVELY DISCHARGE THEIR DUTIES IN THE ESTABLISHMENT:

EDC as an employer is committed to safeguard the interests of persons with disabilities. EDC aims at extending a user friendly and barrier-free accessibility of work environment to all persons with disabilities employees. Need based assistance will be provided to the persons with disabilities depending upon their nature and percentage of disability.

7. PREFERENCE IN TRANSFER AND POSTING:

The employees of EDC are subject to inter departmental transfer. However, to the extent possible, the persons with disabilities will be allowed to continue in the same job, where they have achieved productive performance in work.

8. PROVISION FOR ASSISTIVE DEVICES, BARRIER-FREE ACCESSIBILITY AND OTHER PROVISIONS FOR PERSONS WITH DISABILITIES:

During the selection process, user friendly facilities will be provided like open and adjusted seating facility, minimal use of stairs, provision of holding exam on ground floor, provision of Scribe for written test and compensatory time for answering paper. Further, any new facility that is built will be evaluated for compliance as per the accessibility standards so as to facilitate barrier-free movement of the persons with disabilities. Ramps, accessible toilets and other facilities will be provided wherever necessary.

9. APPOINTMENT OF LIAISON OFFICER BY THE ESTABLISHMENT TO LOOK AFTER THE RECRUITMENT OF PERSONS WITH DISABILITIES:

As per the Government of India guidelines, the Liaison Officer appointed to look after reservation matters for SCs/ STs shall also work as Liaison Officer for reservation matters relating to persons with Disabilities and shall ensure compliance of all the instructions issued by the Government of India with regard to persons with disabilities. Hence, the Liaison Officer appointed for SCs/ STs will also be the Liaison Officer for PwDs. The details of the Liaison Officer appointed are as under:

Name of the Liaison Officer : Smt. Indira J. Fernandes

Designation : Deputy General Manager

Contact No. : 0832 2224510 to 18

10. MAINTAINING OF RECORDS OF PERSONS WITH DISABILITIES:

In accordance with the provisions of Rule 9 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' a register shall be maintained which will contain the following particulars-

- a) The number of persons with disabilities who are employed and the date from when they are employed,
- b) The name, gender and address of persons with disabilities,
- c) The nature of disability of such persons,
- d) The nature of work being rendered by such employed person with disability.
- e) The kind of facilities being provided to such persons with disabilities. The register will be updated whenever a PwD candidate joins the establishment.

11. MAINTAINING OF REGISTER OF COMPLAINTS OF PERSONS WITH DISABILITIES:

The Grievance Redressal Officer for PwD's will be responsible to maintain a register of complaints of persons with disabilities. Employees with disability have the right to file a complaint concerning any discrimination on the grounds of disability with the Grievance Redressal Officer. The details of the Grievance Redressal Officer appointed are as under:

Name of the Liaison Officer : Shri Ajay Shet

Designation : Manager

Contact No. : 0832 2224510 to 18

12. COMMUNICATION OF POLICY:

This policy will be available to all employees on EDC website (www.edc-goa.com). It is the responsibility of all the employees to comply with the Equal Opportunity Policy. Head of the Departments should monitor the work environment to ensure that it is free from discrimination and harassment and also encourage inclusion and respect for persons with disabilities.

13. INTERPRETATION:

The Chairman / Managing Director shall be the final Authority in the interpretation of this policy and in such cases not covered by this policy, their decision shall be final.