

EQUAL OPPORTUNITY POLICY

1. INTRODUCTION

PETRONET LNG LIMITED (PLL) recognizes the value of a diverse workforce. PLL is committed to providing equal opportunities in employment to persons with disabilities and transgender persons and fostering an inclusive workplace where all employees are treated with respect and dignity. PLL ensures that its workforce is representative of all sections of society.

The Equal Opportunity Policy is in compliance with the provisions of The Rights of Persons with Disabilities (RPwD) Act, 2016, The Rights of Persons with Disabilities Rules, 2017, The Transgender Persons (Protection of Rights) Act, 2019 and The Transgender Persons (Protection of Rights) Rules 2020, as amended from time to time.

PLL is committed to promoting diversity and inclusion among the workforce and shall not discriminate on any ground, including gender or sexual orientation, or disability, i.e. physical or mental disability.

2. POLICY STATEMENT

PLL is committed to eliminating all forms of discrimination, bullying, and harassment of employees.

PLL continuously strives to ensure that its facilities, information, and privileges are accessible to employees with disabilities and transgender persons. PLL also ensures that employees with disabilities and transgender persons, enjoy the right to equality, live with dignity and respect, equally with others to enhance engagement within the organization.

If an employee acquires a disability during the tenure of his employment with PLL, he can return to work at the same job profile. In case an employee is unable to perform the job responsibilities in the same profile, he shall be reskilled by PLL to perform the job responsibilities, and in case his disability is not allowing him to perform, he shall be reskilled for some other job according to the position held by him.

PLL is committed to promoting awareness of equal opportunity for people with disabilities and transgender persons among all employees.

3. SCOPE

- 3.1 This policy shall apply to all employees of PLL.
- 3.2 This Policy shall consistently apply throughout the period of employment of an individual from recruitment to separation and covers all aspects of employment including recruitment, training, working conditions, employee benefits, and career development.

DEFINITIONS AS PER ACT

- 4.1 **Persons 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 (as per RPWD Act).
- 4.2 **Person with Benchmark Disability** (PwBD) means a person with not less than forty percent of a specified disability where a specified disability has not been defined in measurable terms. It also includes a person with a disability where a specified disability has been defined in measurable terms as certified by the certifying authority.

- 4.3 Certifying Authority means an authority designed under sub-section (1) of section 57 of the Rights of Persons with Disabilities Act, 2016.
- 4.4 **Specified Disability** means disability categories mentioned in the Schedule of the RPwD Act 2016. The disability categories as mentioned in the Schedule are:
- i. Locomotor disability, Muscular dystrophy, Leprosy cured, Dwarfism, Cerebral Palsy,
 - ii. Acid attack victim,
 - iii. Low vision, Blindness
 - iv. Deafness, Hard of Hearing
 - v. Intellectual Disability, Speech, and Language disability, Specific Learning disability
 - vi. Autism Spectrum Disorder
 - vii. Mental illness
 - viii. Disability due to Chronic Neurological conditions - Multiple sclerosis, Parkinson's disease
 - ix. Disability due to blood disorder, Hemophilia, Thalassemia, Sickle cell disease
 - x. Multiple disabilities (more than one of the above-specified disabilities) including deaf-blindness which means a condition in which a person may have a combination of hearing and visual impairment causing severe communication, developmental and educational problems.
 - xi. Any other category as may be notified by the Central Government.
- 4.5 **Transgender Person** means a person whose gender does not match with the gender assigned to that person at birth and includes trans-man or trans-woman (whether or not such person has undergone Sex Reassignment Surgery or hormone therapy or laser therapy or such other therapy), a person with intersex variations, genderqueer and person having such socio-cultural identities as Kinner, hijra, aravani and jogta.
- 4.6 **Discrimination** means any distinction, exclusion, restriction on the basis of disability or gender or sexual orientation, 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.
- 4.7 **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.
- PLL shall make reasonable accommodations (if any) for qualified employees or job applicants who have disabilities, as per The Rights of Persons with Disabilities (RPwD) Act. Such accommodation would be provided:
- i. to ensure equal opportunity in the application and selection process,
 - ii. to enable an employee with a disability to perform the essential functions of a job,
 - iii. to enable an employee with a disability to enjoy the same benefits and privileges of employment as given to other employees.
- Examples of reasonable accommodations may include (but not limited to) acquiring or modifying equipment or devices, modifying training materials, modifying work schedules, reassignment to a vacant position, taking extra leave for a reason related to his disability.
- All documents concerning an employee's reasonable accommodations request would be maintained in the employee's confidential file, separate from the employee's personnel file.

5. IDENTIFICATION OF POSITIONS

- 5.1 PLL shall not discriminate in any matter relating to employment. The persons with disabilities will be recruited against posts identified for them, in conformity with the said Act & Rules, from time to time, on Career Page of PLL's website.

- 5.2 PLL shall not discriminate against any transgender person in any matter relating to employment including, but not limited to, recruitment, promotion and other related issues.

6. SELECTION PROCESS

- 6.1 PLL shall adopt a transparent selection process based on merit and without any bias towards disabled persons and transgender persons from the prospective candidates. The selection process will be as per the Talent Acquisition Policy, amended from time to time.
- 6.2 Flexibility and accommodations shall be provided to job applicants with disabilities as required.

7. TRAINING AND CAREER DEVELOPMENT FOR PwD's

- 7.1 Employees with disability shall be placed with experienced employees for at least one month on joining, to help them to pick up skills required to perform the job and also the adaptations that may be required in individual cases.
- 7.2 PLL seeks to maintain a culture in which merit and performance are rewarded. PLL ensures that career growth opportunities are provided solely based on merit for all employees including persons with disability and transgender persons.
- 7.3 PLL will ensure that any accommodation required for participating in the trainings will be arranged for PwD's and Transgender Persons. Employees who need any assistance/ help to attend the training program can contact HR department or Liaison officer or Complaint Officer. PLL will endeavor to ensure that all training programs are accessible to all employees.
- 7.4 PLL shall endeavor to make all company events, employee engagement activities and meetings inclusive, by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation, being available to PwD's and Transgender Persons.

8. ACCESSIBILITY

- 8.1 PLL shall provide suitable environment and infrastructure to enable employees with disabilities and transgender persons to have free access to common facilities, information and communication including technologies and systems without any inconvenience.
- 8.2 PLL shall provide aids and appliances, assistive devices suitable to their needs, by which PwD's could perform his duties efficiently.
- 8.3 For official travel (local, outstation and international), PwD's will be provided reasonable accommodation, as far as possible, such as door pick-up and drop, low floor cabs, air travel (in case road/train travel is inaccessible), accessible hotels (as applicable) as per Domestic/ Overseas Business Travel Policy.
- 8.4 PLL shall take all necessary actions to ensure that a conducive environment is provided to employees with disabilities and transgender persons to perform their role and responsibilities.

9. SPECIAL LEAVE

- 9.1 Employees with Disabilities shall be eligible for Special Casual Leave upto 05 days in a calendar year for participating in conferences/workshops/seminars/ training related to disability and development related programs organized at national and state level as specified by Ministry of Social Justice and Empowerment.
- 9.2 Employees with Disabilities shall be eligible for Special Leave upto 04 days in calendar year for specific requirement to disabilities of the employees viz. renewal of disability certificate, disability related medical check-up.

- 9.3 Employees with Disabilities shall be eligible for special casual leave for a maximum period of 05 days at a time (including the time spent in transit both ways) to attend Artificial Limb Centre and stay in hospital for replacement/ treatment of their artificial limbs. Special casual leave under this rule may be granted on more than one occasion in a calendar year, if needed.
- 9.4 The Special Casual Leave admissible above will be exclusive of intervening holidays.
- 9.5 The Special Casual Leave Period will not be reckoned as duty for the purpose of accrual of Earned Leave.
- 9.6 Special Leave will be credited in advance to all PwD employees at the beginning of the year and unutilized Special Leave will lapse at the end of the calendar year. Special Leave for all practical purpose will be treated like Casual Leave (CL).

10. TRANSFER AND POSTING

To the extent feasible, after examining the merits of each case and within the overall organizational requirements/ policies, special consideration in place of postings may be given to persons with PwBD.

11. GOVERNANCE

PLL shall nominate a Liaison Officer as per The Rights of Persons with Disabilities Rules, 2017, Chapter IV – Employment, Clause 8, sub clause (3) (e), who shall be responsible to look after the recruitment of persons with disabilities, and provisions of facilities and amenities for such employees. The Liaison Officer shall also be responsible to ensure compliance of guidelines / instructions issued for PwBD from time to time and bring any potential issues to the notice of management. Details of the Liaison Officer shall be published along with career opportunities advertised, wherein PwD's can apply.

PLL shall nominate a Complaint Officer as per The Transgender Persons (Protection of Rights) Act, 2019, 'Chapter V – Obligation of Establishment and Other Persons'; Section 11, who shall deal with the complaints relating to violation of the provisions of this Act.

12. Any grievance raised shall be addressed as per the Grievance Redressal Policy of Petronet LNG Limited.

13. MAINTENANCE OF RECORDS

PLL shall maintain records of persons with specified disabilities in the organization, as per provisions of the Act and Rules made thereunder, as amended from time to time. The format of the record register is attached as Annexure 1.

14. MD & CEO is the Competent Authority to amend/ modify or withdraw any or all the provisions of the Policy in accordance with Acts, Rules, Central Government Rules and its amendments thereof.
15. HoD (HR) at Corporate office/ Plant Head at all site locations shall be responsible for implementation of the Policy.
16. The Policy shall be uploaded and updated from time to time on PLL website as well on intranet for creating awareness and sensitization.
17. As per Section 21 sub-section 2 of the Act, PLL shall register a copy of this policy with the Chief Commissioner for Persons with Disabilities.
18. The Policy shall be reviewed every three years.

