

## **Equal Opportunities policy (Rights of persons with disabilities)**

### **Statement**

Siyaram Silk Mills Ltd. (SSML) is committed to provide equal and fair opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity. This Equal Opportunity Policy is in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 (hereinafter referred to as RPWD Act, 2016).

### **Scope**

The Policy covers all persons with disabilities, including job applicants, full time/part time employees, interns/ trainees, contractual employees (including temporary employees & workers). It also covers employees who acquire disability during their work tenure.

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

### **Our Commitment**

- SSML is committed to preventing discrimination with respect to race, religion, sex, color, caste, creed, age, nationality, ethnic origin, marital status, sexual orientation and disability.
- We are committed to eliminating all forms of unlawful discrimination (including direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of people with disabilities.
- We continuously strive to ensure that all necessary facilities, technologies, information and privileges are accessible to people with disabilities to enable them complete the duties assigned to them.
- We encourage candidates with different disabilities to apply.
- Our decisions on employment, career progression, training or any other benefits are solely based on merit.
- We follow an inclusive evaluation process by ensuring that a person with disability is provided with any suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly.
- 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 at the same rank as before. In case the employee is unable to perform the current job, the organisation will invest in re-skilling the employee for another position at the same rank or higher.



#### **SIYARAM SILK MILLS LIMITED**

Corporate Office: B/5, Trade World, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai-400 013.

Phone: (91-22) 30400500. Fax: (91-22) 30400599 Internet: [www.siyaram.com](http://www.siyaram.com)

CIN : L17116MH1978PLC020451

Registered Office: H-3/2, MIDC, A-Road, Tarapur, Boisar, Thane - 401 506 (Mah.).

# ***Siyaram's***

- We are committed to promoting awareness on equal opportunity and inclusion of people with disabilities among all employees by organising training and sensitisation programmes and campaigns.

## **Grievance redressal**

The Grievance Redressal Officer shall be the nodal point for receiving and disposing of all grievances filed under this Policy. The Officer shall maintain a record of all complaints, investigate the complaints and be responsible for taking corrective actions. Further, every complaint shall be enquired within two weeks of its registration.

## **Policy review and version history**

Shri. Ashok Jalan, Senior President cum Director, is responsible for ensuring that the establishment operates in compliance with The RPWD Act, 2016 and to fulfil the terms of this Policy. The HR Head takes a lead in implementing the policy and is responsible for planning, monitoring and reviewing the progress to ensure compliance with the Policy.

The Policy shall be reviewed for its relevance once every 3 years or earlier, if required, at the discretion of the Company.

<b>Document version</b>	1 <sup>st</sup> Reviewed Version
<b>Last modified by</b>	William Fernandes, Company Secretary
<b>On (date)</b>	30/03/2023
<b>Approval by</b>	ESG Committee on 30/03/2023

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