

Equal Opportunity Policy for persons with Disabilities of C-DAC

Introduction:

C-DAC is making a conscious effort to build an equitable environment and also to enhance its social responsibility initiatives towards Persons with Disability. C-DAC is committed in providing Equal Opportunity in employment and creating an inclusive workplace where in all the employees are treated with respect and dignity. C-DAC has also taken many initiatives in making its premises accessible for PwD employees as per the Rights of Persons with Disabilities (RPwD) act 2016.

C-DAC is committed in implementing this policy to empower and enhance their engagement with the organization. This policy shall be consistently applied throughout the employment of the individual right from the recruitment process till superannuation.

Brief Description of the policy:

This Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016" hereinafter referred as "the Act" and "The Rights of People with Disabilities Rules, 2017", here in after referred as "the Rules". It is the policy of C-DAC("Autonomous Body") to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, colour or sex.

Coverage of the policy:

- a. The Equal Opportunity Policy covers all Persons with benchmark Disabilities (as defined in the Act,) and shall be applicable to all classes and categories of work force irrespective of their terms and conditions of engagement.
- b. Applicability of the Policy for Employment aspirants is restricted to the provisions up to pre recruitment, unless specifically stated otherwise.
- c. The policy would also cover those employees who may acquire disability during the course of their employment with the organization.

Objectives of the policy:

C-DAC values the contribution of the diverse work force among the 12 centres and is committed to provide equal opportunities in employment and creating an inclusive work place in which all employees are treated equally with respect and dignity.

- I. To provide a healthy and inclusive working environment for the persons with disabilities.

- II. To protect and safeguard the rights and interests of the employees with disabilities that no opportunity is denied merely on the ground of disability.
- III. To ensure there is no discrimination towards PwD employees.
- IV. To comply with access standards as per the Government of India norms.
- V. To protect the rights and dignity of the employee.
- VI. To appoint Grievance Redressal Officer.
- VII. To provide right to equality.

Policy:

1. C-DAC's policy is to ensure that the work environment is healthy and free from any discrimination against Persons with benchmark disabilities. The policy covers the following:
 2. The appropriate posts / vacancies are identified and the recruitments are carried out as per the Government of India norms / C-DAC policy.
 3. A transparent selection process based on merit and without any bias against the disabilities of the prospective candidates as per the provisions of C-DAC recruitment rules. Candidates with necessary disability certificate issued by the Competent Authority in accordance with the Rules under the Act shall be considered for appointment in the organization.
 4. All vacancy advertisements will include an appropriate short statement on equal opportunities for persons with benchmark disabilities.
 5. C-DAC shall extend the necessary support in taking examination / test to candidates with disabilities by providing barrier free environment at test centre / interview centre and shall provide scribes, assistive devices, compensatory time wherever admissible and other concessions as per instructions of Government of India.

Induction and Training:

- a) Induction is provided to all the employees recruited along with other employees.
- b) Employees with disability shall be placed with PwD employees for a reasonable period on resuming responsibility of a post so as to enable them to pick up skills required to perform the job and also the adaptations that may be required in individual cases.
- c) Suitable place along with all the appropriate requirements shall be provided immediately to perform the jobs assigned effectively.

Reservation in recruitments:

Reservation shall be as per the Government of India norms.

Promotion:

- a. The promotion exercise shall be carried out as per the MeitY personnel policy which is applicable in C-DAC.
- b. There shall be no denial of promotion to a person merely on the ground of disability.

Accessibility:

A) Infrastructure :

As per provisions of the Act, C-DAC shall conduct infrastructure Audit from time to time, but not later than every three years.

The physical infrastructure adheres to the accessibility standards as prescribed by the Government of India from time to time. All future establishments shall incorporate accessibility provisions such as ramps, grab bars, wider doorways, tactile paths, accessible parking, accessible toilets, braille symbols and auditory signals in elevators, biometrics etc. CDAC shall ensure that:-

- (i) all contents available in its official website, IHRMS are in accessible format;
- (ii) persons with disabilities have access to all official orders, OMs, any other information available to any employee in the regular course of his business;
- (iii) electronic goods and equipment which are meant for everyday use are available in universal design.

B) C-DAC, shall provide suitable facilities and amenities to persons with benchmark disabilities for the effective discharge of their functions like furniture, computers and other hardware, softwares etc. in accordance with their requirement to improve their optimum efficiency.

C) To the extent possible, C-DAC shall ensure that all the events and meetings are conducted at accessible venues.

D) In case of official travel / tour, conscientious efforts would be made for employees with benchmark disabilities for being provided accessible guest house / hotels.

E) To the extent possible, C-DAC shall help to acquire accessible devices to perform official work efficiently on C-DAC premises.

F) Digital Infrastructure

- (i) C-DAC, shall ensure that all the digital communications are in accessible formats.

Equal Opportunity and Encouragement:

C-DAC, will ensure that the work environment is free from any discrimination against persons with benchmark disabilities and that no opportunity is denied to persons with disabilities on the ground of disability.

Leave:

The leave rules shall be applicable as per the Government of India norms.

Sports and Cultural Activities:

C-DAC shall encourage all persons with disabilities to participate in the annual sports and cultural activities. C-DAC shall ensure access, inclusion, and participation of persons with disabilities in all such activities.

CDAC shall organise specific sporting event for persons with disabilities in its annual sports event and also facilitate awards to the winners and other participants of such sporting event.

Sensitization and Awareness programme:

CDAC, shall regularly conduct awareness and sensitization training programmes for all employees.

Grievance Redressal Officer (GRO):

- I. A Grievance Redressal Officer is nominated in compliance with the provisions of the Act. Any person aggrieved has the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Any policy violation i.e. when any person with benchmark disability is discriminated against or denied access to any facility of the organization available to them, will be construed as a grievance.
- II. The Grievance Redressal Officer, so appointed, would receive and redress the grievances of persons with benchmark disabilities within a reasonable time frame. However, every complaint will have to be enquired within two weeks of its registration. The Grievance Redressal Officer shall investigate the complaint and shall take up the matter with the organization for corrective action.

- III. The Grievance Redressal Officer will maintain a register of complaints in the manner as prescribed under the Rules
- IV. If the employee against whom the complaint has been made is found guilty of discriminatory behaviour, the employee shall be subjected to action as per the CCA rules.
- V. The details of the Grievance Redressal Officer is available and accessible for all the employees in the intranet facility of C-DAC and website.

Maintaining of Records:

In accordance with the provisions of Rule 9 of Chapter IV (Employment) of the Rules, a register shall be maintained which shall contain the following:

- a) The number of employees with disabilities recruited as per the norms.
- b) The name, gender, address, and contact number of the person with disability.
- c) The nature of disability of the person.
- d) The nature of work rendered by such employees.
- e) The kind of facilities provided.
- f) The register shall be updated in case of new PwD joinee.

Transfer and Posting:

The transfer and posting shall be sympathetically considered to the extent possible for optimally using their services.

Communication of the policy:

- I. This Policy will be available to all employees in organization website as the document is public.
- II. All recruitment literature and employment advertisements will indicate that C-DAC is an Equal Opportunity Employer.
- III. All the employees shall be briefed during the induction programme
- IV. All the advertisement of C-DAC shall indicate C-DAC as an Equal Opportunity employer.

The Policy shall be reviewed from time to time for making modifications / amendments in order to ensure compliance with the statutory rules/norms that are revised from time to time. Director (HRD), C-DAC, shall be Competent Authority to make amendments/modifications in any of the provisions in the policy from time to time with the approval of the Director General, C-DAC.

Interpretation:

Director (HRD), C-DAC, shall be the final authority for the interpretation of this policy and in the event of cases which are not covered under the policy, the decision of the Director General, C-DAC, shall be final.

Validity:

This policy shall be valid for a period of 3 years from the date of approval from the Competent Authority subject to any changes issued by Government of India.

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