	SURYA HOSPITALS	
	HUMAN RESOURCE	<i>Edition No : 1</i>
Issue Date 01-04-2025	<u>EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES AND TRANSGENDER PERSONS</u>	Next Revision Date:

PREAMBLE AND OVERVIEW

At Surya Hospital's, we recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity. At Surya Hospital's, workforce diversity is a business imperative. We will strive to ensure that our workforce is representative of all sections of the society. We believe that, by doing so, we would be better equipped to develop and deliver accessible and inclusive products and services. In this way, we hope to be able to meet the needs of our clients and customers better, thus producing business excellence. This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 read along with the corresponding rules ("RPWD Act") and the Transgender Persons (Protection of Rights) Act, 2019 read along with the corresponding rules ("TPPR Act"). At Surya Hospital's, we commit to conform not just to the letter but also to the spirit of the RPWD Act and TPPR Act. The Project Manager, Human Resources has the overall responsibility for the effective operation of the Equal Opportunity Policy. HR, Persons with Disabilities, will be in charge for its implementation.

POLICY STATEMENT

Surya Hospital's is committed to eliminating all forms of unlawful Discrimination (which includes direct Discrimination, indirect Discrimination), bullying and harassment of people with disabilities and Transgender Persons. At Surya Hospital's, we continuously strive to ensure that all our facilities, technologies, information, and privileges are accessible to people with disabilities and Transgender Persons. We encourage candidates with different disabilities and Transgender Persons 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 and/or Transgender Persons 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 may accommodate the employee in compliance with the RPWD Act. Surya Hospital's is committed to promoting awareness on equal opportunity and inclusion of people with disabilities and Transgender Persons among all employees by organising training and sensitisation programmes and campaigns.

SCOPE


The Equal Opportunity Policy covers all Persons with Disabilities and Transgender Persons. They could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability or undergo sex reassignment surgery during their work tenure. The Equal Opportunity Policy applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

DEFINITIONS

"Person with Disability" means a person with long term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders her/his full and effective participation in society, equally with others.

CONTROLLED COPY				Page
	Prepared By	Verified By	Approved By	1



	SURYA HOSPITALS	
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"Person with Benchmark Disability" means a person with not less than 40% (Forty percent) of a Specified Disability where Specified Disability has not been defined in measurable terms and includes a Person with Disability where Specified Disability has been defined in measurable terms, as certified by the certifying authority.

"Specified Disabilities" are the disability categories mentioned in the Schedule of the RPWD Act. There is also "any other category", which allows Central Government to add any other disability by issuing a notification.

"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), person with intersex variations, genderqueer and person having such socio-cultural identities as kinner, hijra, aravani and jogta, including persons who are employees of Surya Hospital's.

"Discrimination" in relation to disability, means any distinction, exclusion, restriction on the basis of disability 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.

"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.

POLICY DETAILS

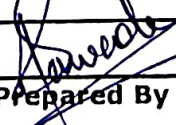
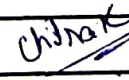
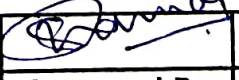
(1) Facilities and Amenities

(a) Physical Infrastructure


Surya Hospital's aims to ensure that our physical infrastructure (buildings, furniture, facilities, and services in the building/campus) adheres to the accessibility standards given in The Harmonised Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016 and the National Building Code, 2016. Surya Hospital's also provides facilities such as unisex toilets and hygiene products in compliance with TPPR Act. Any employee facing accessibility issues should report to the facilities team at their location or write to the HR.

(b) Digital Infrastructure

Surya Hospital's aims to ensure that our digital infrastructure adheres to the accessibility standards laid down in Web Content Accessibility Guidelines 2.0 laid down by the World Wide Web Consortium. Any employee facing accessibility issues should report to the IT team at their location or write to the HR.

CONTROLLED COPY				Page
	Prepared By	Verified By	Approved By	2



	SURYA HOSPITALS	
	HUMAN RESOURCE	<i>Edition No : 1</i>
Issue Date 01-04-2025	<u>EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES AND TRANSGENDER PERSONS</u>	Next Revision Date:

(c) Reasonable Accommodation

Surya Hospital's will make Reasonable Accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per the RPWD Act and Transgender Persons as per the TPPR Act. Such accommodation would be provided: 1) to ensure equal opportunity in the application and selection process, 2) to enable an employee with a disability or Transgender Persons to perform the essential functions of a job, and 3) to enable an employee with a disability or Transgender Persons to enjoy the same benefits and privileges of employment as non-disabled employees or other employees.

(2) List of Positions Identified

At Surya Hospital's, all positions are open for people with all types of disabilities and Transgender Persons. The hiring is purely based on merit and the candidates are evaluated based upon their skills and competence. Flexibility and accommodations will be provided to Persons with Disabilities and Transgender Persons on an individual basis as detailed in the subsequent section.

(3) Manner of Selection

(a) Vacancy Advertisement and Application.

Surya Hospital's advertises vacant positions on various job boards, online job portals, LinkedIn, on the website of Surya Hospital's and communicates the vacant positions to various recruiters appointed by Surya Hospital's.

(b) Selection Process

Surya Hospital's does not discriminate in the appointment of personnel for vacant positions and recruits persons solely based on skill and talent.

(4) Other Facilities

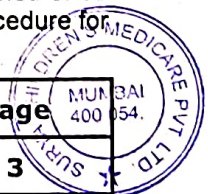
(a) Training and Career Development


Surya Hospital's provides on the job learning opportunity to its employees including disabled employees and Transgender Persons and provides specialized training and support to equip the employees including employees and Transgender Persons with the requisite skill and experience allowing them to complete the tasks required of such employees.

(b) Disability Leave

An employee's request for extra leave, for a reason related to her/his disability, will be treated as a request for Reasonable Accommodation and will be evaluated accordingly. Surya Hospital's provides an option of unpaid special leave for a maximum period of 07 for employees with disabilities who plan to undergo medical treatment. The procedure for availing the leave is detailed out in the Surya Hospital's leave policy.

CONTROLLED COPY				Page
	Prepared By	Verified By	Approved By	3



	SURYA HOSPITALS	
	HUMAN RESOURCE	<i>Edition No : 1</i>
Issue Date 01-04-2025	<u>EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES AND TRANSGENDER PERSONS</u>	Next Revision Date:

(c) Travel, Stay and Transport

For official travel (local, outstation and international), employees with disabilities and Transgender Persons will be provided accessible and secure modes of transport. Surya Hospital's ensures the security of Transgender Persons in its premises.

An employee can place a written request for this with the Manager Facility and HR.

Provisions for assistive devices, barrier-free accessibility, and other provisions are provided for Persons with Disabilities.

Surya Hospital's provides facilities to allow its disabled employees and Transgender Persons to function without any hindrance.

(5) **Governance Framework**

HR

As per the mandate of the RPWD Act and the TPPR Act, Surya Hospital's has appointed Manager - HR who will be responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible workplace and Reasonable Accommodation. The HR shall also act as a Complaints Officer for Transgender Person employees.

The HR is responsible for:

- Implementing the action plan for making the workplace and IT systems accessible for people with disabilities and Transgender Persons by liaising with the various departments in the organisation.
- Ensuring that all employees are aware of the Equal Opportunity Policy for Persons with Disability and Transgender Persons and know their duties and rights in relation to the this policy.

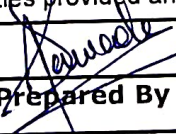
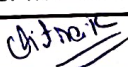
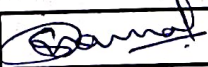
All employees have the responsibility to comply with this Policy. Managers and team members need to monitor the work environment to ensure that it is free from Discrimination and harassment and encourages inclusion and respect for others.


All employees are encouraged to report any incidents of violation of this policy and Managers should act promptly when concerns arise, or complaints are made.

All complaints registered with the HR by Transgender Persons shall be addressed in compliance with the provisions of the TPPR Act.

(6) **Maintenance of Records**

Surya Hospital's will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per The RPWD Act. All

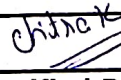

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employees will be asked to fill the Voluntary Disability Self Identification Form in order to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. An employee who acquires disability can also edit and update the form. The information that an employee shares about her/his disability will be kept confidential. It will be maintained in a separate file and not in her/his personal file.

Exceptions to the confidentiality clause:

- Managers/Supervisors may be given information about an employee's disability for allowing/providing any accommodations.
- Security personnel may be given information about an employee's disability so as to facilitate obtaining any necessary support during an emergency.
- Government officials who are investigating the compliance with The RPWD Act may be given information about an employee's disability.

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Page 5