

Wave Industries Private Limited

Rights of person with Disabilities Policy

Objective- This policy is framed in accordance with the Rights of Persons with Disabilities (RPwD) Act, 2016, with the objective of ensuring equality, dignity, non-discrimination, and full participation of Persons with Disabilities (PwDs) in all aspects of employment within the Company. The Company is committed to providing an inclusive, accessible, and enabling work environment that respects the rights of PwDs and promotes their professional growth.

Scope- This policy applies to:

- All employees of the Company, including permanent, temporary, contractual, probationers, trainees, apprentices, and consultants.
- All applicants, candidates, and potential employees.
- All Company locations, offices, factories, project sites, and operations.

Definitions- For the purpose of this policy, definitions shall be as per the RPwD Act, 2016:

- **Person with Disability (PwD):** A person with permanent physical, mental, intellectual, or sensory impairment which hinders full and effective participation in society equally with others.
- **Benchmark Disability:** A person with not less than forty percent (40%) of a specified disability, where specified disability has not been defined in measurable terms, as certified by a competent authority.
- **Reasonable Accommodation:** Necessary and appropriate modifications and adjustments without imposing a disproportionate or undue burden, to ensure PwDs enjoy or exercise rights equally with others.
- **Discrimination:** Any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition or exercise of rights.

Policy Statement- The Company affirms that:

- No employee or applicant shall be discriminated against on the ground of disability.
- Equal opportunity shall be provided in recruitment, employment, promotion, training, compensation and career development.
- Reasonable accommodation shall be provided to PwDs to enable effective performance of duties.
- Accessibility, safety, dignity and confidentiality of PwDs shall be ensured at all times.

Equal Opportunity Policy- In compliance with Section 21 of the RPwD Act, the Company shall publish and maintain an Equal Opportunity Policy which includes:

- Facilities and amenities provided to PwDs.
- List of posts identified as suitable for PwDs.
- Manner of selection, training, promotion and transfer.
- Provisions for assistive devices, support systems, and workplace adjustments

Recruitment and Employment

- Job descriptions and advertisements shall be inclusive and non-discriminatory.
- Selection processes shall focus on skills, competence and ability to perform essential job functions.
- Reasonable accommodation shall be provided during interviews, assessments and onboarding.
- No medical examination shall be conducted in a manner that discriminates against PwDs.

Reasonable Accommodation at Workplace- The Company shall, wherever feasible:

- Modify workstations, seating, equipment or tools.
- Provide assistive technologies and devices.
- Allow flexible working hours, work-from-home, or job restructuring.
- Provide accessible washrooms, parking, ramps, lifts, signage, and emergency exits
- Requests for accommodation shall be assessed on a case-to-case basis by HR in consultation with the employee and reporting manager

Accessibility- The Company is committed to ensuring:

- Barrier-free physical infrastructure as per harmonized guidelines issued by the Government.

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- Accessible information and communication, including websites, HR systems, training material, and internal communications.
- Sensitization of employees on disability inclusion and accessibility needs

Performance Management and Career Development

- Performance appraisal shall be fair, objective and free from bias.
- Disability shall not be a ground for denial of promotion, training or career advancement.
- Employees acquiring disability during service shall be suitably accommodated or redeployed without loss of pay or service benefits, subject to feasibility

Non-Discrimination and Harassment

- Harassment, ridicule, exclusion, or discriminatory behavior against PwDs is strictly prohibited.
- Any act of discrimination or harassment shall be treated as misconduct and dealt with under the Company's disciplinary procedures

Confidentiality

- Information relating to an employee's disability shall be treated as confidential.
- Disclosure shall be made only on a need-to-know basis with the consent of the employee or as required by law

Grievance Redressal

- Any PwD who feels discriminated against or denied reasonable accommodation may raise a grievance with HR or the designated Grievance Redressal Officer.
- The grievance shall be addressed promptly, impartially, and confidentially.
- Retaliation against any person raising a complaint is strictly prohibited

Roles and Responsibilities

Management

- Demonstrate commitment towards disability inclusion.
- Ensure allocation of resources for implementation of this policy.

Human Resources

- Implement and monitor this policy.
- Ensure compliance with RPwD Act, 2016.
- Conduct sensitization and awareness Programmes.

Employees

- Treat PwDs with dignity and respect.
- Support an inclusive and non-discriminatory workplace culture

Awareness and Training- The Company shall conduct periodic training and awareness Programmes for employees and managers to promote understanding of disability inclusion and legal obligations under the RPwD Act, 2016

Compliance and Review

- This policy shall be reviewed periodically to ensure alignment with applicable laws and best practices.
- Any amendments to the RPwD Act, 2016, or related rules shall be suitably incorporated