

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO. 04, MAR, PLOT NO. AF-III

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A Maharatna Company

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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

Ref: CIL/CSA (PC)/Equal Opportunity/83

Date: 25.03.2019

OFFICE MEMORANDUM

Subject: CIL Equal Opportunity Policy

In accordance with the provisions of "The Rights of People with Disabilities Act, 2016" and "The Rights of People with Disabilities Rules, 2017", "CIL Equal Opportunity Policy" has been formulated which is enclosed for information and compliance by all concerned.

This issues with the approval of the Competent Authority.

(PVKRM Rao)

General Manager (P/Rect/PC)

Encl. as above.

Distribution through e-Mail:

1. D (P&IR)/ D (F)/ D (T)/ D (M), CIL
2. CMD, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
3. CVO, CIL
4. Functional Directors, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
5. CVO, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
6. GM/TS to Chairman, CIL
7. GM/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
8. GM/ HoD (Finance), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
9. GM(CP), CIL
10. GM, New Delhi Office
11. GM/ HoD(IICM)
12. GM, NEC
13. GM (System), CIL – with a request to please upload the same in CIL website for information to all concerned for implementation.

CIL Equal Opportunity Policy

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CIL Equal Opportunity Policy

1.0. Title and Commencement

This policy shall be called the 'CIL Equal Opportunity Policy'. It shall come into force with immediate effect.

2.0. Overview of the Policy

CIL recognizes the value of a diverse workforce. It is committed to provide equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

CIL is also committed in eliminating all forms of unlawful discrimination and harassment of people with disabilities. The Company continuously strives to ensure that all our facilities, technologies, information and privileges are accessible to people with disabilities.

CIL encourages candidates with different disabilities to apply against notified vacancies from time to time as per their eligibility and PwD category. Any information shared by employee on disability/ medical condition will remain confidential and will be used only for internal purposes.

This Equal Opportunity Policy is in accordance with the provisions of "The Rights of People with Disabilities Act, 2016 (RPWD Act 2016)", hereinafter referred as the Act and "The Rights of People with Disabilities Rules, 2017", hereinafter referred as the Rules.

3.0. Scope and Applicability

The Policy covers all persons with disabilities. They could be job applicants, employees of CIL & its Subsidiaries, trainees and employees engaged by CIL on contract basis/ fixed term basis. It also covers those employees who acquire disability during their work tenure.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, compensation, transfers, employee benefits and other service related matters.

4.0. Facilities and Amenities

a) Physical Infrastructure

CIL & its Subsidiaries aims to ensure that its physical infrastructure (buildings, furniture, facilities and services in the building/ campus and transportation) adheres to the accessibility standards as prescribed by the Government of India. Wherever possible, any new facility that is built or renovated or leased or rented will be



evaluated for compliance with accessibility standards as per requirement. Any employee facing accessibility issues should report to the Civil Department at their location or write to the Liaison Officer.

b) Digital Infrastructure

It is CIL & its Subsidiaries' continuous endeavour that the Company's documents, communication and information technology systems adhere to the accessibility standards as per requirement. Any employee facing accessibility challenges can reach out to the local System Department or write to Liaison Officer.

5.0. List of positions identified

The list of positions identified for Persons with disabilities in CIL will be as per the Ministry of Social Justice and Empowerment's Gazette Notification No. 16-15/2010-DD III dated 29.07.2013. The Gazette Notification along with detailed list of identified Group A, B, C & D posts is available at egazette.nic.in and also accessible from the website of Office of the Chief Commissioner for Persons with Disabilities (<http://www.ccdisabilities.nic.in/>).

6.0. Manner and process of selection

As per the guidelines issued by Govt. of India from time to time.

7.0. Post Recruitment & Pre- promotion Training

Induction training programme for the persons with disabilities will be imparted together with the other employees as and when conducted.

Job specific post-recruitment as well as pre-promotion training programmes whenever conducted in case of Non-Executive employees for selection to Executive cadre will be organized in an inclusive manner by the respective HRD Department of CIL & its Subsidiaries.

Wherever possible, training contents will be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry of Social Justice & Empowerment. Training programmes will also be conducted at the time of change in job, introduction of new technology, etc. The venue of the training may be fixed as considered suitable for conducting such training for people with disabilities.

8.0. Career growth

CIL & its Subsidiaries will not deny promotion to any employee merely on the ground of disability. If an employee acquires a disability during his/ her service, he/ she will not be dispensed with or reduced in rank/ grade. If such employee after acquiring disability is



not suitable for the post he/ she was holding, will be shifted to some other post with the same pay scale and service benefits. If it is not possible to adjust the employee against any other post, he/ she will be kept on a supernumerary post until a suitable post is available or he/ she attains the age of superannuation, whichever is earlier.

9.0. Transfer & Posting

Unless in sensitive posts and warranted by Vigilance to be transferred, the persons with disabilities will be exempted from the rotational transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/ promotion will be given to the persons with disability subject to the administrative constraints.

10.0. Provision for Special Casual Leave

It will be governed for employees with disabilities in CIL & its Subsidiaries as per the provisions of the RPWD Act 2016 and DPE guidelines issued in this regard from time to time.

11.0. Preference in allotment of residential accommodation

To the extent possible, CIL & its Subsidiaries will give preference to the persons with disabilities for providing them accessible accommodation along with disable friendly toilets/ bathrooms preferably at ground floor near their place of posting.

12.0. Providing Aids/ Assistive devices

As far as feasible, CIL & its Subsidiaries will assist the persons with disabilities by providing them assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorized if required by the employee), computer and other hardware, etc. for use in connection with the work assigned and use in Office premises in accordance with their requirements, which would improve their efficiency. CIL will try to provide such devices in consultation with various National Institutes working in the sphere of disability.

13.0. Accessibility and barrier free environment at Work place

CIL & its Subsidiaries will take steps to provide barrier free and accessible work stations to disabled employees, access from main building entrance to their concerned departments and access to common utility areas such as Toilets, canteens etc. in addition to providing disable friendly toilets. Lifts/ elevators will be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast will also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.



14.0. Liaison Officer

The Liaison Officer appointed by CIL & its Subsidiaries to look after reservation matters for SCs, STs will also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Company will make arrangements for training the Liaison Officer on "Disability Equality and Etiquettes" in consultation with the Office of the Chief Commissioner for Persons with Disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities, reservation matters relating to the recruitment of persons with disabilities and also maintains records and submit returns as per the Act read with the Rules.

15.0. Grievance Redressal Officer

CIL & its Subsidiaries will appoint a senior Officer as a Grievance Redressal Officer for looking after the grievances of people with disabilities. The appointment of the Grievance Redressal Officer will have to be communicated to the Chief Commissioner for Persons with Disabilities as per 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 disability is discriminated against or not provided reasonable accommodation or denied access to any Company facility will be regarded as a grievance.

The Grievance Redressal Officer so appointed would receive and try to redress the grievances of persons with disabilities within a reasonable time frame. However, every complaint will have to be enquired within two weeks of its registration.

The Grievance Redressal Officer will maintain a register of complaints in the manner as prescribed under the Rules.

16.0. Responsibility

- a. Every employee of CIL & its Subsidiaries is responsible for giving effect to this Policy.
- b. In association with Liaison Officer, IR Department and Civil Department of CIL & its Subsidiaries will have the functional responsibility of assuring compliance with Company Policy, developing action plans, coordinating and monitoring with all relevant programmes, in reporting findings and progress of the implementation of the Policy, etc.
- c. Any employee who violates this Policy, or in any manner discriminates with any person with disability or renders any harassment to such person will be considered as a misconduct and shall be dealt as per the CDA Rules/ Standing Orders of CIL & its Subsidiaries, as the case may be.



17.0. Interpretation

The power to interpret the Policy is reserved with the Director (P&IR), CIL and his interpretation will be final.

18.0. Savings

Chairman, CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this policy as and when needed.