

Equal Opportunity Policy

(amended copy)

Name of the Establishment

Indraprastha Medical Corporation Ltd.

Preamble and Overview

At Indraprastha Medical Corporation Ltd., 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 Indraprastha Medical Corporation Ltd., as we treat each other with respect and dignity, we also expect everyone to promote a sense of personal responsibility. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement and do not tolerate any form of harassment or discrimination.

Employees must not be discriminated on the basis of origin, nationality, disability, religion, race, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason.

Scope

The Equal Opportunity Policy is applicable for all job applicants and employees.

Policy Details

At IMCL we strive to provide a better and continual developing culture and a work place where no one is discriminated on any count. As far as the responsibility is concerned all the employees are personally responsible for treating each other with dignity and respect. The opportunities to work with IMCL shall depend upon the personal ability of the person and no person will be denied opportunity to work on the bases of origin, nationality, disability, religion, race, gender, age or sexual orientation. The further development of once career shall also depend upon the individual potential and the performance and there shall be no discrimination on the bases of origin, nationality, disability, religion, race, gender, age or sexual orientation. IMCL will not tolerate harassment, behaviour that is discriminatory or



behaviour that victimizes any individual or group in our workplaces. Appropriate stern action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or use the existing grievance redress mechanisms. We assure all the employees that all the complaints will be taken on a very serious note.

How to achieve the Policy Target

The hospital provides a comprehensive range of accessibility services for Divyangjan including:

- a. Ramps for access to all patient and non-patient care areas
- b. Wheelchair facility at major entry and egress points for patients and visitors
- c. Wheelchair accessible bed elevators
- d. Toilets with handrails & emergency call bells
- e. Specific toilets of persons with disabilities
- f. Emergency call bells at the bedside for each hospital bed
- g. Designated parking for Divyangjan

Other than patient care areas, our non-patient areas like the Auditorium is also wheelchair accessible and Divyangjan friendly.

Mr Raman Bakshi, Assistant Chief Engineer shall be holding the charge of Liaison Officer for provision of facilities and amenities for persons with disabilities.

The responsibility of the employees under this policy would be to treat every individual with equity and not to discriminate any individual on any basis already mentioned in the policy. All employees shall at all times adhere to this policy and specially while representing the Management.

Managers and supervisors would have additional responsibilities to take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable. It is imperative on their part to report any issue which comes to their notice to the HR Department.



Responsibility of the Human Resource Department

Human resource department is responsible to provide the effective and proper grievance redressal mechanism to resolve any grievance related to this policy of any employee. Human resource department must treat every complaint with sensitivity and passion to curb any discrimination of whatsoever nature. The Human resource department shall convey this policy to the employees at the joining itself.

All employees are requested to contact their Human Resources Representative in the event that any additional guidance and/or further interpretation is required.

Mr Kuldeep Singh Chauhan, Manager – Human Resources shall be holding the charge of Liaison officer to look after recruitment of persons with disabilities.

Policy Availability

This Policy will be integral part of the organizational induction presentation which is mandatorily undertaken by all the new hires. It will also be available at staff notice board and on our website.

Indraprastha Medical Corporation Ltd.

ROHIT KAPUR
VP-HR