

**File No.: MKU/HR/MISC/17-18/F/13**

**Ref. No.: HR/GEN/50**

## **DISABILITY INCLUSION AND EQUAL OPPORTUNITY POLICY**

### **Purpose:**

MKU Limited is committed to creating a work environment where employees of all abilities are included, valued, and supported.

This policy outlines our commitment to fostering an inclusive workplace for individuals with disabilities, ensuring equal opportunities, and promoting a culture of respect and support.

### **Scope:**

This policy applies to all employees, contract workers (If assigned), and stakeholders associated with MKU Limited.

### **Policy Statement:**

MKU Limited is committed to:

- **Equal Employment Opportunities:**
  - Ensuring fair recruitment, hiring, and promotion practices for individuals with disabilities.
  - Providing reasonable accommodations during the recruitment and employment process.
- **Inclusive Work Environment:**
  - Promoting a workplace culture that values diversity and supports individuals with disabilities.
  - Ensuring accessibility in physical and digital workspaces.
- **Reasonable Accommodations:**
  - Identifying and addressing barriers to participation for employees with disabilities.
  - Providing accommodations such as flexible work hours, assistive technologies, and modifications to workstations or responsibilities.
- **Training and Awareness:**
  - Conducting regular training for all employees to increase awareness and understanding of disability inclusion.
  - Educating management on fostering inclusive practices and supporting employees with disabilities.

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- All employees will receive training on disability awareness, including how to interact respectfully with colleagues with disabilities.
- **Anti-Discrimination:**
  - Strictly prohibiting discrimination, harassment, or retaliation based on disability.
  - Providing a clear process for addressing grievances or concerns.
- **Collaboration and Partnerships:**
  - Working with external organizations and experts to improve disability inclusion initiatives.
- Encouraging participation in disability advocacy and inclusion programs.

### **Accessibility:**

- All buildings will meet accessibility standards, with ramps, elevators, accessible restrooms, and parking spaces.
- Our website, online documents, and other digital content will comply with WCAG 2.1 (Web Content Accessibility Guidelines – Accredited by World Wide Web Consortium (W3C) accessibility standards.

### **Responsibilities**

1. **Management:**
  - Lead by example in promoting and implementing disability-inclusive practices.
  - Ensure accessibility and accommodation processes are in place and functioning effectively.
2. **Human Resources:**
  - Facilitate training programs and maintain policies to ensure compliance with local laws and best practices.
  - Serve as a resource for employees with disabilities to address concerns or requests.
3. **Employees:**
  - Foster a respectful and supportive work environment.
  - Report any accessibility issues or instances of discrimination promptly

### **Implementation & Monitoring:**

- Regularly review the policy and inclusion initiatives to ensure effectiveness and alignment with company values.
- Gather feedback from employees with disabilities to identify areas for improvement.
- Provide periodic reports on disability inclusion progress to stakeholders.

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### Grievance Procedure


Employees may report any concerns or grievances related to this policy to the HR department or the designated disability inclusion officer. All reports will be handled confidentially and promptly.

### Legal Compliance:

- MKU Limited adheres to all relevant disability rights laws and regulations, including the **RPWD (Rights of Persons with Disabilities) Act 2016** and other applicable local legislation.

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For MKU LIMITED

  
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**Neeraj Gupta**  
**(Managing Director)**

**MKU Limited**

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