


Document	Policy and Procedure		 AMRUTANJAN HEALTH CARE LIMITED	
Department	HR & Admn			
Doc Code	HR/PP/022/00	Issue No	Page No.	1 of 3
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Supercede No.	Nil	Review Date	25.02.2027	
Topic	Equal Opportunity Policy			

1. PURPOSE

- 1.1 The purpose of this policy and procedure is to foster a culture where no opportunity will be denied to persons with disabilities and there will be no discrimination of any manner

2. SCOPE

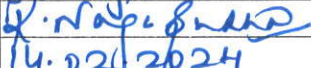
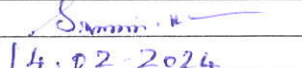
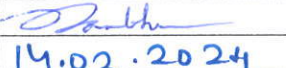
- 2.1 This policy is applicable to all the job applicants and employees

3. RESPONSIBILITY


- 3.1. HR and Administrative functions are responsible for coordinating through the entire process of implementing the policy
- 3.2. Our employees are personally responsible for treating each other with respect and dignity which includes the rights and differences of others

4. DEFINITION AND ABBREVIATION

- 4.1. HR – Human Resources
- 4.2. PP – Policy and Procedures
- 4.3. AHCL – Amrutanjan Health Care Limited
- 4.4. Senior Management: Senior Management shall mean the officers and personnel of AHCL who are members of the core management team and comprise of members of the management one level below the Chairman & Managing Director.

	Prepared By	Checked By	Approved By
Name	R. NAVIASUDHA	M. SRINIVASAN	S. SAMBHU PRASAD
Designation	HR. Mgr & LHR	COMPANY SECRETARY	CMD
Signature			
Date	14.02.2024	14.02.2024	14.02.2024

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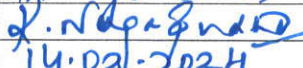
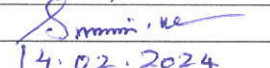
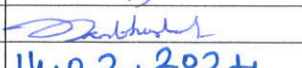
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5. POLICY

- 5.1. AHCL is committed to providing equal opportunities without any discrimination on the grounds of age, colour, disability, origin, religion, race and gender and will not engage in any kind of verbal or physical harassments based on the above reasons
- 5.2. The equal opportunities for employees has been part of our Code of conduct also
- 5.3. The list of positions suitable for candidates with disabilities will be decided by the Senior Management from time to time and as and when the new positions are created by the senior management.
- 5.4. Head – HR will be the liaison officer for recruitment of candidates with disabilities and provision of facilities and amenities for such employees.
- 5.5. The manner of selection of persons with disabilities, post recruitment, pre promotion training, preference in transfer and posting and other facilities will be based on the recruitment policy.
- 5.6. AHCL will not tolerate any harassment that is discriminatory in nature or discrimination of disabled employees and suitable actions will be taken for such harassments.

6. PROCEDURE

- 6.1. AHCL shall ensure that proper infrastructure and reasonable accommodation is provided to person with disabilities to enable them to discharge their duties effectively
- 6.2. HR and team shall provide equal opportunities for all candidates irrespective of race, religion, caste, creed, religion and nationality and follow the same procedure of recruitment for all candidates

	Prepared By	Checked By	Approved By
Name	P. NAGIA-SUDHA	M. SRINIVASAN	S.SAMSHU PRASAD
Designation	Asst. Mgr (HR)	COMPANY SECRETARY	EMD
Signature			
Date	14.02.2024	14.02.2024	14.02.2024

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- 6.3. HR function and the Administrative function shall oversee the provisions of the infrastructure and facilities required for the process of recruitment for person with disabilities.
- 6.4. Any complaints received on the basis of discrimination of disabled employees /discrimination of any nature as mentioned in the policy will be addressed first by the Manager and then will be escalated to the HR for final actions
- 6.5. A register will be maintained by the HR team as per Annexure – I and will have the details pertaining to employees with disabilities
- 6.6. The register shall be maintained and will be produced on demand to the authorities concerned

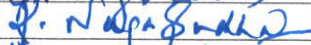
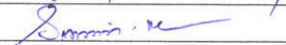
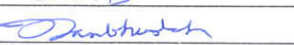
7. REFERENCE & ANNEXURE

7.1 Annexure – I : Register

8. REVISION SUMMARY

Revision Number	Date Revised	Reason for Revision
00	01.03.2024	First release.

-END OF DOCUMENT-

	Prepared By	Checked By	Approved By
Name	R. NARASUDHA	M. SRINIVASAN	S. SAMBHU (NASS)
Designation	Sr. Mgr (HR)	COMPANY SECRETARY	CMD
Signature			
Date	14.02.2024	14.02.2024	14.02.2024

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