



Equal Opportunity **And** **Anti-Discrimination Policy**

No part of the document may be copied, reproduced, stored in any retrieval system, or transmitted in any form or by any means, either electronically, mechanically, or otherwise without prior written permission.

A. Preamble and Overview:

We at Tata Steel Value Inclusion and Diversity and are committed to offering equal opportunities for employment. We will not discriminate any applicant for employment or any employee for promotion, training or any career opportunity or compensation, based on nationality, race, colour, religion, caste, gender identity/expression, sexual orientation, disability, HIV positive status, union membership, pregnancy, social origin or status, indigenous status, political orientation, age, marital status or any other personal characteristic or status.

We strive to ensure that our workforce is representative of all sections of the society

CEO and MD has the overall responsibility for the effective operation of the equal opportunity and anti-discrimination policy.

The policy is in accordance with the provisions of The Rights of the Persons with Disabilities Act 2016, Transgender Persons (Protection of rights) Act,2019 and Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act 2017 (HIV/AIDS Act).

Liaison Officer and Complaints Officer have been appointed as in charge of implementation of this policy.

B. Scope:

The policy covers job applicants, apprentices, contract workers, full time/part time employees, interns/trainees of any nationality, race, colour, religion, caste, gender identity/expression, sexual orientation, disability, HIV positive status, union membership, pregnancy, social origin or status, indigenous status, political orientation, age, marital status or any other personal characteristic or status. This policy includes person with disabilities, including employees who acquire disability during their work tenure and members of the LGBT+ community.

C. Definitions:

Discrimination in relation to disability, gender identity, sexual orientation or HIV status means any distinction, exclusion, restriction based on disability/gender identity/sexual orientation or HIV status which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation or any other discrimination defined under sec. 2(h) of the RPWD Act 2016, sec. 2(d) of the HIV/AIDS Act 2017 and sec.3 of the Transgender Persons (Protection of Rights) Act 2019 in relation of person with disability, protected person and transgender person respectively.

Harassment

‘Harassment’ is a form of discrimination. It includes any unwanted physical or verbal behaviour that offends, humiliates or embarrasses a person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment.

Harassment includes but not limited to

- Obscene acts, gestures, singing, recitation or utterance of any obscene song, ballad or words
- Assault or use of criminal force or abusive language
- Use of name-calling (use of offensive names), slurs, threats
- Display of obscene object
- Coercing to meet any unlawful demand
- Publishing, transmitting or sharing private or morphed images against the wish of the person
- Prejudiced remarks or tasteless jokes about individual's age or sexual orientation or gender identity or any other personal characteristics
- Intentionally socially alienating people based on nationality, race, colour, religion, caste, gender identity/expression, sexual orientation, disability, HIV positive status, union membership, pregnancy, social origin or status, indigenous status, political opinion, age, marital status or any other personal characteristic or status

Sexual Harassment

'Sexual Harassment' includes unwelcome sexually tinted behavior, whether directly or by implication, such as

- (i) Physical contact and advances,
- (ii) Demand or request for sexual favours
- (iii) Making sexually coloured remarks
- (iv) Showing pornography
- (v) or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

1. Implied or explicit promise of preferential treatment in employment;
2. Implied or explicit threat of detrimental treatment in employment;
3. Implied or explicit threat about present or future employment status;
4. Interference with work or creating an intimidating or offensive or hostile work environment;
5. Humiliating treatment likely to affect the employee's health or safety

LGBTQ+ - Lesbian Gay Bisexual Transgender Queer (plus sign meant to cover anyone else in the spectrum)

Sexual Orientation

- **Lesbian** A woman who is sexually and/or romantically attracted to other women.
- **Gay** A person who is emotionally/sexually or romantically attracted to members of the same gender. Men, women, nonbinary people may be referred to as gay in common language if they are attracted to members of same sex/gender/gender identity.
- **Bisexual** A person who is emotionally/sexually or romantically attracted to members of more than one gender/sex/gender identity
- **Queer** an umbrella term for anyone who is non-cisgender or non-heterosexual

- **Asexual** An individual who does not feel sexual attraction or desire towards anyone. The person can develop romantic feelings and desire
- **Pansexual** An individual who is emotionally, romantically or sexually attracted to people of any gender (regardless of gender)

Gender Identity: A person’s internal, deeply held sense of their gender.

Gender expression: External manifestation of gender, expressed through a person’s name, pronouns, clothing, haircut, behavior, voice and/or bodily characteristics.

- **Agender:** A person who does not identify with any gender. They may also call themselves as genderless.
- **Androgynous:** A person whose gender expression combines aspects of typically masculine and feminine characteristics
- **Bigender:** A person who experiences two distinct gender identities either simultaneously or one gender at a time.
- **Genderfluid:** A person who rejects the binary of a man and a woman to describe their gender. They may feel more like a man one day and more like a woman on another and neither or both on other days.
- **Gender non-confirming:** A gender identity that does not fit typical cultural masculine or feminine norms
- **Genderqueer:** Someone who queers gender-They may express a combination of typical masculine and feminine traits or neither. It is different from gender fluid as they may not experience any change in their identity from day to day.
- **Non-Binary:** A person who rejects the binary of a man or a woman and their gender identity expresses a combination of masculinity and femininity or neither
- **Male to Female** A person who was assigned male at birth and transitions to female through surgery.
- **Female to Male:** A person who as assigned female at birth and transitions to male by undergoing surgery.
- **Pangender:** Someone who identifies as having more than one gender or all genders
- **Transgender person** means a person whose gender does not match with the gender assigned to that person at birth and includes trans-man or trans-woman (whether or not such person has undergone Sex Reassignment Surgery or hormone therapy or laser therapy or such other therapy), person with intersex variations, genderqueer and person having such socio-cultural identities as kinner, hijra, aravani and jogta.

Person with intersex variations means a person who at birth shows variation in their primary sexual characteristics, external genitalia, chromosomes or hormones from normative standard of male or female body. This may be apparent at birth or may become so later in life. An intersex person may identify as male or female or as neither. Intersex status is not about sexual orientation or gender identity.

Transition: The process of changing one’s gender from the sex assigned at birth to one’s gender identity. There are many ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include “coming out” (telling family, friends, and coworkers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.

Person with Disabilities(PWD):

As an equal opportunity employer, we are open to employing people with all types of disabilities as mentioned in RPWD Act. However, going by nature of jobs and considering the process & safety hazards in a manufacturing set-up, and looking at the preparedness of the organization we will consider following physical disabilities in Phase 1 out of the specified disabilities:

- Locomotor disability (Upper and lower limb)
- Visual disability
- Hearing disability

Specified disabilities: Please refer to Annexure II

Person with benchmark disability: As per RPWD Act, 2016 means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

“high support” means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.

HIV means Human Immunodeficiency Virus, which attacks and weakens the body’s immune system making the HIV-positive person susceptible to life threatening conditions or other conditions.

“protected person” means a person who is— (i) HIV-Positive; or (ii) ordinarily living, residing or cohabiting with a person who is HIV-positive person; or (iii) ordinarily lived, resided or cohabited with a person who was HIV- positive;

Reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a case, to ensure persons with disabilities, pregnant persons or transgender persons enjoy or exercise equal rights as others.

Tata Steel will make reasonable accommodation whenever necessary for person with disabilities, pregnant persons, and members of the trans community as per the RPWD Act and Transgender Persons (Protection of Rights) Act, 2019.

Examples of reasonable accommodation may include acquiring or modifying equipment or devices, modifying assessment and training materials, reassignment to any vacant position. Tata Steel has formulated a reasonable accommodation request form as mentioned in the Annexure 1. Illustrative examples of reasonable accommodation are given in Annexure III.

D. Policy Statement:

Tata Steel is committed to eliminating all forms of discrimination (Including direct and indirect discrimination, denial of accommodation or facilities needed), bullying, harassment of people with disabilities, women, people of the LGBT+ community or any other person.

We proactively encourage candidates from the diverse workforce (Including women, people with disabilities, members of the LGBT+ community, tribal community, local communities) to apply for identified suitable positions. Our decisions for employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that diverse candidates are provided with suitable facilities to facilitate the process of evaluation.

Person with disabilities, pregnant persons and members of the transgender community are provided with reasonable accommodation and/or digital infrastructure for fair evaluation. Any information shared by the candidates or employees with regards to their disability /medical condition /gender/ sexual orientation/ community/religion/caste /HIV status will be strictly confidential and not be disclosed without prior consent of the person.

An employee who acquires a disability during employment tenure will return to work in the same rank as before. In case the employee is unable to perform the job, that they were undertaking before the disability, organization will reskill them and arrange for a suitable position elsewhere in the same rank.

An employee who chooses to transition at workplace will be addressed with their new identity and the HRM team and the manager of the employee will enable the team members to positively embrace and support the transition at workplace. The employees who choose to transition will return to the same work and same rank.

Tata Steel will also provide equal benefits for partners of LGBT+ employees and all benefits permissible under law will be extended to same sex partners. Tata Steel will also facilitate the transition process by covering the medical expenses for gender confirmation surgery and leaves as per company policy.

LGBT+ partners will be provided with:

1. Preference under Take 2 policy
2. Joint House points
3. Transfer and relocation policy-Familiarization visit and 20 days initial stay
4. Health checkups
5. Medical benefits through company hospitals/insurance providers/reimbursements as applicable
6. Inclusion in employee assistance programs
7. TEHP honeymoon package
8. Domestic travel for new joiners
9. Invitation to events and conferences organized by Tata Steel
10. Temporary transfer policy

E. Facilities and Amenities:

Physical Infrastructure: Tata Steel aims to ensure that our physical infrastructure (buildings, restrooms, locker rooms, canteens, washrooms, furniture, facilities, ramps, elevators, transportation and services like security, medical etc.) adhere to the accessibility standards prescribed by the Government of India. Tata Steel also aims to redesign and revamp the existing buildings to ensure compliance to the RPWD Act 2016 and the Transgender Persons (Protection of Rights) Act, 2019.

Pregnant persons will be provided with ergonomic chairs, accessible parking.

Restroom and washroom Accessibility: All job applicants, apprentices, contract workers, full time/part time employees, interns/trainees have a right to safe and appropriate restroom and washroom, facilities, including the right to use a restroom that corresponds to the employee's gender identity. Gender inclusive washrooms shall be installed across the workplace.

Digital Infrastructure:

To ensure all our documents, communication, information technology systems adhere to accessibility standards and gender neutrality, we will ensure that need based technology be procured and we respect and acknowledge gender identities beyond the binary and to ensure accessibility for PWD.

Any job applicants, apprentices, Contract workers, full time/part time employees, interns/trainees facing accessibility issue can reach out to local IT team or write to liaison officer or complaints officer.

F. List of positions identified for person with disabilities:

At Tata Steel, positions have been identified for person with disabilities based on the suitability of the person to perform and carry out the roles and responsibilities. The hiring is purely based on merit and candidates are evaluated based on their skills and competence. At equal level of merit, a person with disability will be given preference.

G. Recruitment and Selection:

For filling up positions identified for PWD and for increasing representation of the diverse workforce (With focus on affirmative action, LGBT+, PWD and women) focused intervention will be undertaken towards sourcing and hiring to reach out to the diverse talent pool. Each job vacancy advertised will include a statement on equal opportunity policy inviting the candidates from diverse background to apply.

Mode of selection will be reviewed regularly to ensure they are non-discriminatory and relate to skills and aptitude for the job and selection is based on merit. Active steps will be undertaken for beating the existing biases if any of the hiring panel and employees through sensitization to facilitate the process.

Application forms will be gender neutral and available in alternate formats based on request from PWD candidates. Steps will be undertaken to ensure reasonable accommodation of request from PWD and transgender job applicants at each stage of selection process.

All job applicants would be measured against the key selection criteria considering provisions for reasonable adjustment for PWD and Transgender candidates.

H. Training:

The organizer/training facilitator shall ensure that in case any PWD employee has been nominated for the program, the format should be shared with such candidate and any specific requirement including material customization, reasonable accommodation of assistive aids, accessible training venue, accessible materials, interpreter, scribe are provided.

Mandatory training for acquainting the workforce on working with people from the diverse backgrounds to be made available to the employees (Including working with PWD, Women, members of LGBT+ community, people from affirmative action groups).

I. Career and Development:

All employees will be given equal opportunities to apply and get selected for positions (based on minimum qualification and required experience as per promotion policy). There will be no discrimination based on nationality, race, colour, religion, caste, gender identity/expression, HIV status, pregnancy, sexual orientation, disability, union membership, social origin or status, indigenous status, political orientation, age, marital status or any other personal characteristic or status.

J. Equal Remuneration and benefits:

There will be no discrimination on remuneration based on nationality, race, colour, religion, caste, gender identity/expression, HIV status, pregnancy, sexual orientation, disability, union membership, social origin or status, indigenous status, political orientation, age, marital status or any other personal characteristic or status. We will enable smooth transitions of employees into and back from journey of parenthood to Tata Steel.

K. Employee engagement and social inclusion:

All social events, engagement activities and work meetings at Tata Steel will be inclusive by ensuring these are conducted at accessible venues/suitable digital modes and reasonable accommodation will be made available to PWD employees. Tata Steel will also strive to create a culture of inclusion where people can bring their authentic selves to work and all gender identities and sexual orientation are welcome and respected. There will be no discrimination or exclusion from social events, engagement activities, community connects or any other activities that are made available to other employees based on nationality, race, colour, religion, caste, gender identity/expression, HIV status, pregnancy, sexual orientation, disability, union membership, social origin or status, indigenous status, political opinion, age, marital status or any other personal characteristic or status. All corporate events, conferences, dinners, seminars hosted and conducted by Tata Steel will be secular by design. Celebrations of local festivals and special days will take place without being exclusionary to any person or group of persons.

L. Travel, Stay and Transport:

For travel on company business or travel for agile working models (Absolute/flexi work from home)

Employees with disability and transgender employees will be given accessible mode of transport, accommodation (guest houses and hotels) as per eligibility. For any specific requirement related to accessibility, an employee can place a written /email request to local travel desk and keep the liaison officer informed.

The contract person at the visiting location would be responsible for ensuring familiarization of the guest house/hotel and the office at new location where the person is travelling on CB (on request from the PWD or transgender employee). For travel, Women, Transgender and PWD employees can opt for company provided cars at all locations, while travelling for

company business. Parents (mothers/LGBT+ parent/Single fathers) can also take their kid to the location outside the base city for critical work related to business if accompanied by a caregiver to ensure the safety and security of the child. Maximum of two children below the age of 5 years will be permitted to travel along with their mother LGBT+ parent/Single father. Current Policies of accommodation, pick and drop, TA/DA will be applicable and extra cost of bed and food will be billed to the employee. PWD employees can also take their attendants/relatives for familiarization visits as per company norms. Budgetary requirement for the above-mentioned facilities will be borne by respective departments. This will be facilitated by the BU HRM, admin and amenities team and D&I team.

M. Employee orientation:

New employees are required to join an orientation during which they will be made familiar with equal opportunity policy. Employees will be shown where they can access the policy (online) as well as the company's grievance handling mechanism related to this policy.

N. Maintenance of records:

Tata Steel understands and respects that sharing information about one's disability /gender identity is a personal preference.

The '*person with disability*', '*person with benchmark disability*' and '*person with disability having high support needs*' defined under the Rights of Persons with Disabilities Act 2016 or employees who have a disability or medical condition and wish to share the information can fill the Self-Identification to disclose their disability in SAP FIORI personal information screen. Also, given that disability or medical ailment can be acquired at any point, an employee can edit the information in the form any time.

The '*protected person*' defined under the HIV & AIDS Act 2017 may fill the voluntary disclose HIV positive status in SAP FIORI personal information screen.

During the period of employment at the company, employee can edit such information any time. Employees who are citizens of India can upload the certificate of disability issued by certifying authority of the appropriate Govt.

Employees can opt for declaring their gender identity or disability status at the time of recruitment (Through recruitment forms) or through personal information screen of SAP FIORI. Employees may exercise the right to not disclose their gender identity at workplace through prefer not to disclose option, in which case the gender identity will be populated as "Prefer not to disclose".

In case of Transgender Persons who are citizens of India, concerned persons can upload their transgender certificate issued by District Magistrate or Identity Card issued by the authority of the concerned Appropriate Government which would help them in availing government benefits. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed in case of transition. As quickly as possible, we will make every effort to update any photographs at the transitioning employee's workplace so the transitioning employee's gender identity and expression are represented accurately.

Confidentiality of data will be maintained with certain exceptions like data being made available for HR, security, and other relevant functions for ensuring reasonable accommodations.

O. Grievance redressal

The organization will follow the same procedure for inquiring and investigating the complaints or concerns raised by employees with disability as for other employees. However, necessary reasonable accommodation will be provided to employees with disabilities to effectively participate in the investigation process. For example, sign language interpreter for persons with deafness, accessible venue for persons with locomotor disability, etc

If an employee raises a concern, they will not be under any risk in the form of retribution or retaliation. The company will not tolerate any harassment or victimization (informal pressures) against any employees raising concerns who have a genuine case and will take appropriate action accordingly.

All grievances related to prevention of sexual harassment at workplace (POSH) will be governed by the POSH policy of Tata Steel and handled by our Internal Committee. Any proven case of harassment proven will command punitive action with respect to consequence management guidelines (for sexual harassment) or domestic inquiry guideline (any other form of harassment) as the case may be.

For grievances, employees can write to Liaison Officer, Complaint Officer, POSH chairperson or Chief Diversity Officer. For all complaints, the confidentiality of the complainant will be respected, keeping in mind the sensitivity of the subject matter.

Liaison Officer:

As per the mandate of the RPWD Act, Tata Steel has appointed Diversity Leads, select members from HRM team and Ethics team designated by circular as Liaison Officers who will be responsible for providing requisite support to realize the goals of an inclusive and accessible workplace and reasonable accommodation.

The Liaison officer is responsible for:

- Providing support in formulation of list of posts identified suitable for the PWD employees.
- Suggesting the manner of selection of persons with disabilities for various posts, post recruitment and pre-promotion.
- Suggesting training, preference in transfer and posting, special leave, preference in allocation of residential accommodation if any, and other facilities.
- Ensuring the provisions for assistive devices, barrier-free accessibility, and other provisions for persons with disability.
- Ensuring provisions related to the facilities and amenities for PWD to enable them effectively work in the company.
- Supporting in implementing policy and action plan for making workplace and IT systems accessible for such employees.
- Investigating and to resolving the cases of complaints or grievances received from PWD employees and such other trainees, candidates, interns and contract workers.
- To proactively work towards the prevention of discrimination or harassment of PWD employees, trainees, interns, apprentices, contract workers and candidates respectively.

Complaint Officer

As per the Transgender Persons (Protection of Rights) Act 2019 and the HIV & AIDS (Prevention and Control) Act 2017 respectively, Selected members of Internal Committee and HRM team members have been appointed by the Tata Steel Ltd as complaint officer, who will be responsible for providing requisite support to realize the goals of an inclusive and discrimination free, trans friendly workplace in relation to the ‘transgender person’ and ‘protected person’ respectively defined under the above said Acts.

The Complaint Office shall be responsible for the adherence of compliance under the said Acts, inter alia, ensure w.r.t,

- To investigate and to resolve the cases of complaints or grievances received from transgender employees, protected persons & such other trainees, candidates, interns, and contract workers.
- To support in implementing policy and action plan for making workplace and IT systems accessible and inclusive for transgender employees, protected persons & such other trainees, candidates, interns, and contract workers along with D&I team
- Proactively working towards prevention of discrimination or harassment of employees, trainees, interns, contract workers and candidates.

Chief Diversity Officer and D&I leads

- To annually organise workshops and awareness programmes for sensitising employees with the provisions of the HIV & AIDS (Prevention and Control) Act 2017, Transgender Persons (Protection of Rights) Act 2019, The Rights of the Persons with Disabilities Act 2016 & “Equal Opportunity and Anti-Discrimination Policy”
- Ensuring awareness of “Equal Opportunity and Anti-Discrimination Policy” within the company.

Governance Framework:

CEO&MD is responsible for ensuring the establishment operates in compliance with the provisions of this policy.

VP HRM & Chief Diversity Officer (CDO) will take the lead in implementing the programme and for planning, monitoring, reviewing the programme’s progress to ensure compliance to this policy.

Corporate Services will take the lead in implementing the changes in physical infrastructure and will take the lead in implementing the programme and for planning, monitoring, reviewing the programme’s progress to ensure compliance to this policy and the accessibility standards set by Tata Steel and Govt of India

CIO will take the lead in ensuring readiness of digital infrastructure ensure compliance to this policy and the accessibility standards set by Tata Steel and Govt of India

The CDO, CIO, Liaison Officer, Complaint Officer and corporate services team will share the progress reports with VP HRM and VP CS who will present the report to CEO and MD quarterly.

Responsibilities of Managers and supervisors

Managers and supervisors have the following additional responsibilities:

- To take reasonable steps to resolve complaints that are brought to their attention.
- To maintain confidentiality as far as practicable.
- To actively take steps to create an inclusive culture in the team, free from harassment and discrimination.
- To ensure smooth transition into journey of parenthood for employees.

Prepared By:	Approved By:	Maintained By:
Amrita Bharadwaj	Jaya Singh Panda	

Revision History:

Rev. No.	Rev. Date	Key Change (mention Sl. No.)	Approved by	Next Review Date

In case of any queries/concerns/feedback, feel free to write to us at people.care@tatasteel.com

3. For how long will the requested accommodation(s) be needed. (Please specify dates)

4. Please attach to this form any documentation that you believe supports your need for the requested reasonable accommodation. Please also provide any other information that you believe is relevant to your request

I certify that the information contained on this form and submitted with this form is true and correct.

_____ Signature

_____ Date

Approved by: _____ (Name and designation)

Annexure II: Specified Disabilities

A. **Locomotor disability** (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) “leprosy cured person” means a person who has been cured of leprosy but is suffering from— (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression “leprosy cured” shall construed accordingly;

(b) “cerebral palsy” means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) “dwarfism” means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) “muscular dystrophy” means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) “acid attack victims” means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) “blindness” means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight;

or (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree. (b) “low-vision” means a condition where a person has any of the following conditions, namely:— (i) visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment— (a) “deaf” means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) “hard of hearing” means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears; D. “speech and language disability” means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

D. Intellectual disability:, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) “specific learning disabilities” means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) “autism spectrum disorder” means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

E. Mental behaviour— “mental illness” means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

F. Disability caused due to— (a) chronic neurological conditions, such as— (i) “multiple sclerosis” means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other; (ii) “Parkinson’s disease” means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine. (b) Blood disorder— (i) “hemophilia” means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding; (ii) “thalassemia” means a group of inherited disorders characterized by reduced or absent amounts of hemoglobin. (iii) “sickle cell disease” means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; “hemolytic” refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin. 5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

G. Any other category as may be notified by the Appropriate Government.

Annexure III: Illustrative examples of reasonable accommodations

- Provide reserved and accessible parking.
- Improve accessibility in a work area in terms of lighting, ramps, cubicle design or any other physical infrastructure
- Change the presentation of tests and training materials in accessible formats such as braille, text to speech etc. Request for a scribe for writing a test
- Provide or adjust a product, equipment, or software to ensure accessibility
- Sign language interpreters or captioning for accessibility
- Avail need based work from home
- Reassign to ground floor for a given period if working from office specially for PWD employees and pregnant persons
- Reassign to a vacant position- An employer may reassign an employee to an open position if the employee can no longer perform the essential functions of their current job
- Job restructuring accomplished by exchanging marginal functions of a job that cannot be performed by a person with a disability for marginal job functions performed by one or more other employees. An employee must be able to perform the essential functions of the job, but where it is possible to remove certain non-essential tasks from an employee's work requirements, this should be done.

Example:

An auditor who uses a wheelchair could service the accessible sites or perform online audit, while the other sites could be assigned to someone who does not have a mobility impairment.

- Special medical treatment related to disability and HIV
- Lowering of height of facilities such as coffee machines, food dispensers etc
- Special software for standard computers and other equipment to enlarge print or convert documents to spoken words for people with vision and/or reading disabilities.
- Speaker phones and adaptive light switches for people with disabilities

This is an illustrative list only