

## **Equal Opportunity Policy**

1. We shall not discriminate amongst employees and prospective employees based upon caste, creed, religion, gender, physical and other disabilities or predilections, if such differences do not impact the well-being or the effectiveness of the person in fulfilling the role that the person is chosen or is being considered for.
  2. If a person with a disability is able to fulfill his/her role with the assistance of some reasonable facility or amenity such shall be arranged provided it does not negatively impact other persons.
  3. There are no posts reserved for persons with disabilities. However, if a person is handicapped in one faculty, which does not impact his performance in a role that uses his other functioning faculties, he will be considered for such jobs. This also applies to persons who may develop a disability while working in Hawkins. However, we will not recruit people for a role where their effectiveness and well-being is reduced by their disability.
  4. The career progression of persons with disability will be on merit and at par with their other colleagues and efforts will be made to train and progress them in such areas where they can contribute despite their disability.
  5. All provisions for assistance, accessibility and such requirements for persons with disability will be provided on the basis of actual requests and to the extent practical or possible.
  6. The Personnel Manager at each location under the guidance of the Head of Personnel will be responsible for the recruitment and provisioning of facilities for persons with disabilities.
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