

IPE GLOBAL LIMITED, NEW DELHI

DISABILITY INCLUSION POLICY

A. GENERAL

IPE Global Limited (IPE Global) (hereinafter referred to as “the Company”) values and respects the rights of persons with disabilities as part of diversity and promotes the inherent dignity and individual autonomy of both adults and children with disabilities. The Company is committed to upholding & safeguarding their rights to protection against violence, exploitation, harassment, bullying and abuse. The Company expects its workforce, including others who work with the Company, to have the best interests at the heart of their involvement with persons with disabilities and, conduct themselves ethically & with integrity, and avoid any conduct that results in contradiction of this Policy, whether during the normal course of conducting business or out of working hours.

B. ACKNOWLEDGEMENT

All employees (including the entire workforce as defined under **E. SCOPE**) will acknowledge the acceptance of this Policy by signing a ‘**Declaration**’ form provided at the end of this Policy.

Failure to acknowledge this Policy may result in the ceasing of benefits accorded to an employee/ consultant of the Company, including annual appraisals and/or revocation of employment/ agreement with the Company.

C. REFERENCES

1. The Rights of Persons with Disabilities Act, 2016
2. United Nations Convention on the Rights of Persons with Disabilities
3. IPE Global Anti-Bullying Policy
4. IPE Global Prevention of Sexual Exploitation and Abuse Policy
5. IPE Global Prevention of Sexual Harassment Policy
6. IPE Global Child Protection Policy

D. PURPOSE

The purpose of the Disability Inclusion Policy (hereinafter referred to as “the Policy”) is to outline the Company’s commitment to protect, promote and uphold the rights and fundamental freedoms of persons with disabilities in accordance with The Rights of Persons with Disabilities Act, 2016 and the United Nations Convention on the Rights of Persons with Disabilities. This Policy demonstrates this commitment both within the Company and in the locations where the Company operates.

E. SCOPE

This Policy applies to the entire workforce in the Company involving employees, whatever their status (including those on contract), subcontractors, sub-consultants and/or any other party (suppliers, vendors, etc.) having business relations with the Company. Also, this policy applies to all operations, dealings, and transactions in all locations where the Company operates.

F. PERSON WITH DISABILITY - DEFINITION

The term ‘person with disability’ means a person with long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society equally with others. This reference to disability is based on the characterisation of person with a disability in The Rights of Persons with Disabilities Act, 2016 and Article 1 of United Nations Convention on the Rights of Persons with Disabilities.

G. POLICY

1. Policy Statement

The Company is committed to the dignity, equality and inclusion of persons with disabilities in all the programmes and projects we undertake - and especially to the principle that our projects should 'do no harm'. We are committed to creating an enabling environment that provides for the creation of a barrier-free, safe work environment and, in line with their rights under the United Nations Convention on the Rights of Persons with Disabilities and related statutes of the Government of India to prevent all forms of abuse, violence and exploitation.

2. Guiding Principles

This Policy is informed by a set of principles which include:

- i. Zero tolerance of discrimination and/or abuse of a person with disability.
- ii. All persons with disabilities have the right to enjoy life with dignity.
- iii. Each person with a disability has a fundamental right to life, survival, and development.
- iv. All persons with disabilities should be encouraged to fulfil their potential, and inequality and discrimination should be challenged.
- v. Persons with disabilities will be assured the right to express their views freely on all matters affecting them, and appropriate support will be provided to them, keeping in view their age, gender and disability.
- vi. Everybody has a responsibility to support the protection of person with disability.
- vii. No person with disability must come to harm as a result of their engagement with the Company.

The above principles also extend to those individuals or organisation(s) associated with the Company. Therefore, everyone working for or associated with the Company's work must be aware of and adhere to the provisions of this policy.

H. ROLES AND RESPONSIBILITIES

1. Managing Director

As the custodian of Disability Inclusion Policy, Managing Director approves the Policy and its subsequent revisions.

2. Human Resource (HR)

Human Resource Department is responsible for implementation and monitoring the obligations under this Policy and is accountable for establishing and maintaining ethical culture. HR must ensure inclusive recruitment, proactively connecting with candidates with disability and making reasonable accommodations as required.

3. Department Heads/ Managers

Department heads/ managers are required to take active steps to ensure that every individual staff member(s) who are responsible to them are aware of the Policy and ensure their adherence to this Policy.

4. Individual Staff Member

Individual staff members have a responsibility to comply with this policy and ensure that persons with disabilities are protected from harassment, bullying, discrimination, and abuse.

5. Subcontractor/ Sub-consultant

All written agreements between the Company and Subcontractor(s)/ Sub-consultant(s) (both individuals and firms) shall reflect a shared commitment to protection of persons with disabilities.

Subcontractor(s)/ Sub-consultant(s) have a responsibility to ensure proper behaviour towards persons with disabilities that is appropriate to their engagement with the Company.

If requested by the Client, each subcontractor must prepare and follow an appropriate Disability Inclusion Policy.

I. OUR COMMITMENT

- ☞ The Company is committed to removing the barriers to participation and achieving equal opportunity and equitable outcomes in its projects and programmes for all personnel, including persons with disabilities.
- ☞ The Company is committed to fostering an inclusive culture and addressing ableism to create a fair and equitable workplace for all employees, including persons with disabilities.
- ☞ The implementation of this policy will be informed and guided by persons with disabilities.
- ☞ The Company is committed to redressing disadvantage, stigma, stereotyping, and prejudice and to welcoming people with disabilities.
- ☞ The Company will provide a workplace environment free from discrimination and harassment and will take necessary action to eliminate disability-based discrimination.
- ☞ The Company is committed to accessible and inclusive recruitment, proactively connecting with candidates with disabilities and making reasonable accommodations as required.
- ☞ The Company is committed to removing barriers to career advancement by ensuring learning and development opportunities are available and accessible to all employees and ensuring that promotion processes proactively engage with persons with disabilities.
- ☞ The Company ensures that internal and external communication is accessible, including meetings, events, and digital and hard copy communication.
- ☞ The Company commits to improving the representation of people with disabilities in leadership and management roles through appropriate interventions.
- ☞ The Company is committed to delivering disability-inclusive projects, with equal and meaningful participation by persons with disabilities in consultation and decision-making.
- ☞ The Company aims to foster and increase awareness of disability inclusion amongst all employees and partner organisations having business relations with the Company.
- ☞ **Process to raise concerns/complaints** – Employees can raise concerns or complaints relating to disability inclusion issues with Head – HR or via the Company’s reporting procedures for Bullying (Anti Bullying Policy), Sexual Harassment (Prevention of Sexual Harassment Policy), Child Protection (Child Protection Policy) & Sexual Exploitation & Abuse (Policy for Prevention of Sexual Exploitation and Abuse).

J. MONITORING AND REVIEW

Head – HR will monitor the effectiveness and review the implementation of this Policy, on annual basis.

The Company reserves the right to modify this Policy unilaterally at any time without notice. Modifications may be necessary to maintain compliance with local regulations and/ or accommodate organisational changes in the Company. Any revisions in this Policy, including amendments or changes under respective clauses, will be duly notified to employees through email communication. Also, such revised Policy or notification/ circular/ internal communication on such revisions will be updated in the HR Documents section of Darwinbox (HR ERP) and Corporate Website (www.ipeglobal.com). The employee shall be deemed to have read, understood and acknowledged the changes thereof, which will supersede the terms of the current Policy or any subsequent document/communication related to the Policy.

DECLARATION

I hereby declare that I have read and understood IPE Global Limited's Disability Inclusion Policy and I hereby agree to abide by it.

I also declare that I have never been convicted of any offence nor there is any civil or criminal proceeding of any nature pending against me at the date of this declaration involving any type of harm to a person with disability. In addition, I have not undergone disciplinary action relating to abuse, discrimination or violence of any type of person with disability.

Name :

Designation :

Signature :

Date :

Place :