

Equal Employment Opportunity Policy

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1. Objective and Introduction

The Government of India notified “The Rights of People with Disabilities Act, 2016” (RPWD) and “The Transgender Persons (Protection of Rights) Act, 2019” to provide protection to the Rights of Persons with Disabilities and to Transgender Persons employed or otherwise hired by the Company and for matters connected therewith or incidental thereto. Medi Assist (“the Company”) has framed this Equal Opportunity Policy in compliance with the requirements of “The Rights of People with Disabilities Act, 2016” and “The Transgender Persons (Protection of Rights) Act, 2019”.

Medi Assist is committed to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation. At Medi Assist, we strive to maintain a work environment that is free from any harassment based on above considerations. This policy applies to all terms and conditions of employment, including (but not limited to) recruitment, promotion, termination, layoff, rehire, transfer, leaves of absence, compensation & benefits and training.

2. Scope

This policy applies to all Medi Assist employees, Apprentice, consultants & FTCs throughout the tenure of employment of an individual with Medi Assist.

3. Guideline:

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and The Transgender Persons (Protection of Rights) Act, 2019, it is our responsibility to ensure that the work environment is free from any discrimination against persons with disabilities and transgender persons. Further, the Company will take all actions to ensure that

- All positions are open for persons with disabilities and transgender persons. All job applicants would be measured against the key selection criteria taking into account provisions for reasonable adjustment. The key selection criteria would include only the specific skills, knowledge and abilities regarded as essential for performing the functions of the job.
- A conducive environment is provided to persons with disabilities and transgender persons to perform their role and excel in the same.
- That appropriate facilities and amenities are provided to persons with disabilities and transgender persons to enable them to effectively discharge their duties.
- Any information shared by employee on disability/medical condition/ sexuality/gender identity shall remain confidential.
- That provision is made for an accessible environment and of availability of assistive devices as required.
- Ensure to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.
- That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities and transgender persons is available.
- That the Ethics Compliance Office will ensure if any grievance concerning selection of person(s) with disability or transgender person(s) for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
- That no opportunity is denied to persons with disabilities and transgender persons, merely on the grounds of disability or gender.

Employees or applicants (candidates applying for a job at Medi Assist) , who are covered by the Rights of Persons with Disabilities Act, 2016 and The Transgender Persons (Protection of Rights) Act, 2019, should provide the information to the People Practice Representative in any given location. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

4. Appointment of Grievance Officer

The Company has appointed its Assistant Vice President as a Grievance Officer who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive workplace and address any grievances related to this policy.

The Grievance Officer shall enquire into the grievances in accordance with the provisions of applicable law. The head of the establishment shall take action on the enquiry report submitted by the Grievance Officer in accordance with the provisions of applicable law. All employees are encouraged to report any incidents of violation of this policy in writing to the Grievance Officer.

5. Violations and Reporting

All employees, consultants, FTCs and Trainees are expected to adhere to this policy. Any violations to this Policy, or in any manner discrimination with any person with disability or transgender person, or any harassment will be viewed very seriously and appropriate disciplinary action will be taken in line with the Code of Conduct and Disciplinary Procedures policy of Medi Assist.

The Company has zero tolerance for disrespectful or inappropriate behaviour, unfair treatment or retaliation of any kind. Harassment (physical, verbal or mental harassment) is not tolerated in the workplace and in any work-related circumstances outside of work. Complaints and grievances in relation to discrimination or harassment at the workplace and in any work-related circumstances outside of work may be forwarded to the Grievance Officer through e-mail communication marked to grievance@mediassist.in

The Grievance Officer shall enquire into the grievances in accordance with the provisions of applicable law. The head of the establishment shall take action on the enquiry report submitted by the Grievance Officer in accordance with the provisions of applicable law. All employees are encouraged to report any incidents of violation of this policy in writing to the Grievance Officer.

6. Communication of Policy

This policy will be available on common HR portal of Medi Assist. All description of jobs or vacancies posted by Medi Assist on its website or on any third party job site shall indicate that Medi Assist is an Equal Opportunity Employer.

If the answer to a question cannot be located within this guideline document, Please submit a question using the “HR Helpdesk” option in the Zing HR tool