



# ZS Policy on Equal Opportunity Policy for Persons with Disabilities

## 1. Purpose

ZS believes that each person has special skills and contributes to the organization. ZS provides equal work opportunity to everyone without discrimination. This policy ("Policy") incorporates the steps taken by ZS India to implement the rules under The Rights of Persons with Disabilities Act, 2016 and Rules, 2017 ("RPWD Act").

## 2. Who is covered by this policy

This Policy applies to all persons involved in ZS operations, such as ZS employees and anyone else on ZS occupied or controlled property. Any employee who is found by ZS to have violated this policy will be subject to disciplinary action as ZS determines to be appropriate.

## 3. Policy Statement

ZS treats all employees equally and takes due care to ensure that it complies with the provisions of the RPWD Act. ZS offers equal opportunity of employment to all individuals and maintains a non-discriminatory and inclusive work environment. This environment ensures a robust career growth path for people with disabilities and for those who become disabled during their time with ZS.

## 4. Facilities provided as per RPWD Rules

ZS provides the necessary facilities and amenities to persons with disabilities to enable them to discharge their daily duties comfortably and effectively.

### 4.1 Physical Infrastructure

ZS India designs its premises to adhere to the accessibility standards as prescribed by the Government of India, including the RPWD Act. Any employee facing accessibility issues should notify the HR team who may involve the Administrative team as per requirement.

As requested or needed, ZS India provides persons with special communication and information technology systems that adhere to the statutory accessibility standards. Any employee facing technology related accessibility issues should raise those concerns to the HR team who may involve the IT team as per requirement.

### 4.2 Equal Job Opportunity

ZS is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status, pregnancy, veteran status, domestic violence victim or order of protection status, genetic information, or other personal characteristic protected by applicable law. ZS will respond promptly to reports of violations of as per its Equal Opportunity Policy.

ZS will notify the positions identified on the intranet of the company and to employment exchanges as well as to authorities mentioned in the RPWD Act. The persons being considered for such positions would be notified of the recruitment and selection process as well as other associated rules of employment. The positions so notified should not be construed as reservation. ZS will give first preference to candidates who are differently abled for positions that are notified.

## 5. Reporting

The Liaison Officer (defined below) shall ensure the compliance of the policy as per the RPWD Act and statutory requirements.

## 6. Grievance Redressal

HRBPs or HR generalists at each location of ZS offices will be considered as liaison officers (Liaison Officer") as per the relevant provisions of the RPWD Act. Details of such Liaison Officer will be shared with employees and published in ZSpace from time to time. The Liaison Officer shall be responsible for ensuring adherence to this policy and the RPWD Act.

Any individual on ZS premise who suffers from any discrimination or ill-treatment either verbally, or in writing, or by any means of gesture, by any person due to his or her disability must immediately report the inappropriate conduct to the local Liaison Officer.

Also, if any individual has any grievance regarding this content of the policy or its implementation should report the same to the local Liaison Officer

The Liaison Officer along with relevant business team and HR Business Partner will investigate and take a necessary action according to the guidelines mentioned under this policy.

## 7. Maintenance of Records

The local HR team will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per The RPWD Act. All employees will be asked to fill the Voluntary Disability Self Identification Form to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. An employee who acquires a disability after joining ZS can also edit and update the form. The information that an employee shares about her/his disability will be kept confidential. It will be maintained in a separate file and not in her/his personnel file.

## 8. Definitions

References in this policy to "ZS," "we," "us," and "our" are references to ZS Associates India Private, Ltd.

The term "discrimination" means any decision relating to the terms or conditions of an individual's employment with, or performance of work for, ZS which is based upon, or influenced by, such individual's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status, pregnancy, veteran status, domestic violence victim or order of protection status, genetic information, or other personal characteristic protected by applicable law.

The term "Physical Infrastructure" means that buildings, furniture, facilities and services in ZS Premises.

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