



SHIPPING CORPORATION OF INDIA LAND AND ASSETS LIMITED

Equal Opportunity Policy for Person with Disabilities (PwDs)

(With immediate effect in terms of approval of Board of Directors on 04.08.2026)

SHIPPING CORPORATION OF INDIA LAND AND ASSETS LTD.
(A Government of India Enterprise)
Equal Opportunity Policy for Person with Disabilities (PwDs)

Index

S NO			DESCRIPTION	PAGE NO
1			Preamble	3
2			Policy Statement	3
3			Purpose of the Policy	3
4			Applicability	3
5			Definitions as per the RPwD Act, 2016	4
6			Policy Details	5
	6.1		Facilities and amenities	5
		6.1.1	Physical Infrastructure	5
		6.1.2	Digital Infrastructure	6
		6.1.3	Training and Career Development	6
		6.1.4	Travel Stay and Transport	6
		6.1.5	Employee Engagement and Social Inclusion	6
	6.2		Recruitment	6
		6.2.1	Identification of Posts	6
		6.2.2	Manner of Selection	6
		6.2.3	Process	7
	6.3		Transfer and Posting	7
	6.4		Special leave	7
	6.5		Assistive Devices and Barrier Free Environment	7
	6.6		Residential Accommodation	7
7			Liaison Officer	8
8			Grievance Redressal	8
9			Grievance Redressal Officer	8
10			Maintenance of Records	8
11			Responsibility of the Policy	9
12			Communication of the Policy	9
13			Amendments to the Policy	9

1. Preamble

Shipping Corporation of India Land and Assets Ltd. (SCILAL) is committed to ensure equal employment opportunities, accessibility, equality between men and women of Persons with Disabilities and a workplace that is free of all forms of discrimination. Equal opportunity ensures that Persons with disabilities employed at SCILAL will experience fairness, impartiality and equal access to all career initiatives in the SCILAL irrespective of the limitations imposed due to their physical disability, unless it is shown that the impugned act or omission is a proportionate means of achieving a legitimate aim.

2. Policy Statement

SCILAL follows Government of India (GoI) instructions issued from time to time, for empowerment of persons with disabilities (PWD). It has been the endeavour of SCILAL to maintain conducive and harmonious work environment to ensure that the persons with disabilities enjoy the right to equality and life with dignity at all times during the course of employment.

At SCILAL, we recognise the value of a diverse workforce. SCILAL is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

At SCILAL, we proactively work towards ensuring that at least 4% of the total number of vacancies in the cadre strength in each group of posts meant to be filled with persons with benchmark disabilities. This Policy is governed by the RPwD Act, 2016 and Rules framed thereunder including any amendments thereto, if any from time to time.

3. Purpose of the Policy

The purpose of the policy is to provide an environment that promotes teamwork, cooperation, broader thinking and better decision making through:

- a. A workplace that is free from discrimination and harassment against persons with disability (PwD)
- b. Well laid out selection processes for recruitment and promotion for PwD candidates as per Government of India (GoI) guidelines.
- c. Equal access to benefits and service conditions.
- d. Fair distribution of work.
- e. Equality of opportunity
- f. Accessibility
- g. Equality between men and women

4. Applicability

This policy covers all persons with disabilities who could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary

employees. It also covers those employees who acquire disability during their service with SCILAL.

This policy also applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement as per the provisions of RPwD Act, 2016 and Rules framed thereunder.

5. Definitions as per the RPwD Act, 2016

- A. "Person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.
- B. "Person with benchmark disability" 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.
For Example :-
 - a. Blindness and low vision;
 - b. Deaf and hard of hearing;
 - c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - d. Autism, intellectual disability, specific learning disability and mental illness;
 - e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities;
 - f. Any other category (as may be notified by the Central Government.)
- C. "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.
- D. "Discrimination" in relation to disability, means any distinction, exclusion, restriction on the basis of disability 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.
- E. "Reasonable accommodation" means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

F. “Barrier” means any factor including communicational, cultural, economic, environmental, institutional, political, social, attitudinal or structural factors which hampers the full and effective participation of persons with disabilities in society.

G. “Specified disabilities” means the disabilities as specified in the Schedule of the RPWD Act, 2016.

Definitions of any other word which has been defined under RPwD Act, 2016 shall be referred & used, as has been described in the Act.

6. Policy Details

In accordance with the provisions of the Right of Persons with Disabilities Act, 2016 and Rules, SCILAL will strive to provide opportunities and facilities to persons with disabilities to participate, perform and excel in their work on an equal basis in everyday life.

6.1. Facilities and Amenities

6.1.1 Physical Infrastructure

SCILAL will aim to ensure that the physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation) adheres to the accessibility standards as prescribed by the Government of India and is in compliance with The RPwD Act 2016. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issues may report the same to the Liaison Officer.

Depending on the type and extent of disabilities of persons posted, an illustrative list of efforts that has been/can be undertaken (keeping in view technical feasibility, justifiability and reasonability) to meet the aforesaid objective is given below :

- a. Ramps at the entrance of the building
- b. Convenient / Reserved parking space
- c. Accessible toilets
- d. Hand rails on staircase and ramps
- e. Proper signage and floor layout related to facilities such as Pantries, Washroom, Exit etc.
- f. Braille Signage
- g. Elevators
- h. Auditory signals in elevators
- i. Wide corridors
- j. Non-skid toilet flooring
- k. Appropriate size of steps
- l. Controls for Doors and windows at appropriate height
- m. Electrical switches at appropriate height
- n. Voice Interactive Keyboards for visually impaired

6.1.2 Digital Infrastructure

SCILAL will continuously endeavour to ensure that all documents, communication and information technology systems adhere to the accessibility standards; it will also be ensured that - accessible technologies are procured to the extent feasible. Any employee facing accessibility challenges can reach out to the IT support team or write to the Liaison Officer.

6.1.3 Training and Career Development

SCILAL will endeavour to provide course materials meant for induction and training in accessible formats on request.

The persons with disabilities will be encouraged to attend trainings as and when required to enhance their capabilities to enable them to effectively discharge their duties at SCILAL.

No promotion shall be denied to an employee merely on the ground of disability. SCILAL shall not dispense with or reduce in rank/grade of an employee who acquires a disability during his or her service.

6.1.4 Travel Stay and Transport

For official travel (local, outstation and international, if any), employees with disabilities will be provided accessible modes of transport. Air travel, accessible guest houses and hotels and allowing a personal attendant to travel along (if required) in official course of action, will be provided. An employee can place a written request for this with the Travel Administrator.

6.1.5 Employee Engagement and Social Inclusion

SCILAL will endeavour 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.

6.2 Recruitment

6.2.1 Identification of Posts

SCILAL shall identify suitable posts for recruitment of Persons with Disabilities in the matters of reservation in compliance with the provisions of the RPwD Act, 2016. The hiring will be purely based on merit and the candidates are evaluated based upon their skills and competence.

6.2.2 Manner of Selection

Wherever possible, all vacancies will be advertised internally and externally. Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate

purely to the skills needed for the job and nothing else. Application forms will be made available in alternate formats, based on request.

6.2.3 Process

SCILAL shall ensure that the selection process is merit based and suitable relaxations and concessions as prescribed under the Act are invariably extended to Persons with Disabilities. The department shall further ensure that the manner of selection of Persons with Disabilities is just and fair. While conducting any written/online examination or any other test, specific needs of Persons with Disabilities should be suitably accommodated including allowing a scribe.

6.3 Transfer and Posting

To the extent feasible, and examining the merits of each case and within overall organisation requirements/policies, special consideration in place of postings may be given to Persons with Disabilities and employees who are a care giver of a dependent family member with specified diseases on receipt of specific request from the concerned employee.

Provided that the reservation in promotion shall be in accordance with the instructions issued by the appropriate Government from time to time.

6.4 Special Leave

SCILAL is committed to adhering to the directives/Office Memorandums issued by the Government of India concerning Special Leave or any other Special Benefits extended to Persons with Disabilities. These measures aim to ensure that Persons with Disabilities will receive equitable treatment.

6.5 Assistive Devices and Barrier Free Environment

All offices/installations/facilities shall put in place appropriate procedures and systems to ensure a barrier free accessible environment for Persons with Disabilities. They shall also endeavour to provide an accessible workplace which includes both physical (infrastructure) and digital communication accessibility and provide assistive devices as deemed appropriate and justifiable to persons with disabilities to suitably equip them to discharge their official responsibilities and endeavour that no opportunity is denied, merely on ground of disability.

6.6 Residential Accommodation

Within the rules of the Corporation and to the extent feasible, preference in allotment of reasonable accommodation may be provided to the PwDs.

7. Liaison Officer

Liaison Officer will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation.

The Liaison Officer is responsible for:

- a. Ensuring that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Employment Opportunity policy. Suitable events/ training programmes to be conducted in order to increase awareness in the matter.
- b. Developing proactive strategies to prevent discrimination and harassment of PwDs employees.
- c. Receiving complaints / grievances from employees with disabilities regarding any discrimination and examining the same at the initial level.

8. Grievance Redressal

- (i) Employees with disabilities have the right to file a complaint regarding any discrimination initially with the Liaison Officer. If they remain dissatisfied with the outcome, they may subsequently file a complaint with the Grievance Redressal Officer. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any company facility on the basis of their disability(s) will be regarded as a grievance.
- (ii) If the complainant is not satisfied with the decision of the Grievance Redressal Officer then he/she shall submit a complaint to the Chief Commissioner or State Commissioner for person with disabilities, as the case may be for redressal of the same.

9. Grievance Redressal Officer

- (i) The Grievance Redressal Officer shall deal with complaints forwarded by the Liaison Officer or directly submitted by employees with disabilities where they remain dissatisfied with the outcome at the initial level.
- (ii) The Grievance Redressal Officer will maintain a register of complaints in the manner as prescribed under the Rules.

10. Maintenance of Records

SCILAL will collect and maintain data regarding employees with disabilities in relation to their employment, disability certificate, and facilities provided and other

necessary information as as per the form and manner as prescribed in Chapter IV, Rule 9 of 'Rights of Persons with Disabilities, Rules 2017'.

As per Rule 10 of 'Rights of Persons with Disabilities, Rules 2017' SCILAL will also keep the records of complaints etc. of the persons with disabilities.

11. Responsibility

- a) Every member of SCILAL management is responsible for giving effect to this policy.
- b) SCILAL is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- c) Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the Code of Business Principles of the Company (to be read with CDA Rules of SCI until CDA Rules of the Company are formally adopted by SCILAL).
- d) The Human Resources Department under Functional Director is accountable to the Chairman & Managing Director to oversee and promote this policy.
- e) SCILAL shall submit returns on vacancies as per Rule 13 of Rights of Persons with Disabilities Rules, 2017.
- f) SCILAL shall interchange vacancies in accordance with the provisions of Section 34 of the Act, only if due process of recruitment to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

12. Communication of Policy

- a. This Policy will be published on SCILAL website.
- b. This Policy will be available to all employees of SCILAL.
- c. Recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.

13. Amendments to the Policy:

Any subsequent notification, circular, guidelines or amendments under Right of Persons with Disabilities Act, 2016 and other applicable laws, as may be issued from time to time shall be mutatis mutandis applicable without any further modification or amendment in this policy.

Any subsequent notification, circular, guidelines or amendments in the below mention laws may forthwith be implemented by the Company and consequent changes in this Policy shall be carried out with approval from Chairman & Managing Director (CMD) of SCILAL and be communicated on the relevant platform:

- (i) The Right of Persons with Disabilities Act, 2016,
- (ii) The Companies Act, 2013 and rules made there under
- (iii) Any other statutory or regulatory law.

Provided the Board is kept informed about the said amendment at the first Board Meeting held after such amendment.

Any amendment for reasons other than those mentioned above shall need approval by the Board of Directors.

SCHEDULE OF AMENDMENTS TO THE POLICY

Version No.	Financial Year	Changes/Comments	Approved by	Date of Approval
1	2026-27	Initially adopted	Board of Directors	04-08-2026