



MAZAGON DOCK SHIPBUILDERS LIMITED

EQUAL OPPORTUNITY POLICY (FOR PERSONS WITH BENCHMARK DISABILITIES)

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Mazagon Dock Shipbuilders Limited

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EQUAL OPPORTUNITY POLICY (FOR PERSONS WITH BENCHMARK DISABILITIES)

1. Overview:

- a) Mazagon Dock Shipbuilders Limited (MDL) is committed to provide equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity. MDL will ensure that the prescribed percentage of our workforce is comprised of people with benchmark disability.
- b) This Equal Opportunity Policy is in accordance with the provisions of The Rights of People with Disabilities Act, 2016. At MDL, we commit to conform not just to the letter but also to the spirit of the Act.

2. Policy Statement:

- a) MDL shall eliminate all forms of unlawful discrimination and provide equal opportunity to differently able persons considered for employment in positions where they could be employed.
- b) Our decisions on employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that a person with benchmark disability is provided with any suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly. Any information shared by employee on disability/medical condition will remain confidential.
- c) If an employee acquires a benchmark disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organization will invest in re-skilling the employee for another position at the same rank.
- d) MDL would also provide them with necessary facilities and amenities to enable them to effectively discharge their duties for which they are employed. MDL continuously strives to ensure that all our facilities, technologies, information and privileges are accessible to people with disabilities.

3. Applicability:

- a) This Policy covers all persons with disabilities in all units of Mazagon Dock Shipbuilders Limited (MDL) and aims to promote inclusiveness. This policy also applies to all aspects of

employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

4. Definitions as per The RPWD Act:

- 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. (Refer to Annexure 1 of this document for the categories of disabilities and as listed in the Schedule of the Act).
- 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.

5. Policy Details

5.1 Facilities and amenities: The policy provides facilities for Persons with Benchmark Disability (PwBD)

a) Physical Infrastructure

The Company will ensure that our 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 aims to revamp its existing buildings, to ensure strict 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 should report to the facilities team at their location or report to the Liaison Officer.

b) Digital Infrastructure

Ensure that all documents, communication and information technology systems adhere to the accessibility standards and that only accessible technologies are procured. Any employee facing accessibility challenges can reach out to the local IT support team or report to Liaison Officer.

5.2 List of positions identified

MDL, has identified posts for people with all types of disabilities. A list of posts identified is available in the Executives and Non-Executives Recruitment Policy on MDL Intranet Portal under Company>>Procedure and MDL Website.

5.3 Manner of selection

a) Vacancy advertisement and application

All vacancies will be advertised internally and externally. Wherever applicable, as per recruitment rules, vacancies will be notified to Employment Exchange, national/regional dailies, Employment News and Company website.

b) Selection Process

Experience and Qualification criterion for post to be filled is clearly mentioned in the advertisement. Reservation, relaxation/ concession is provided to persons with benchmark disabilities as per Government of India directives/instructions. MDL shall facilitate ease of taking examination to disabled candidates by providing barrier free environment at Test center, providing extra time and shall provide scribes wherever admissible as per rule.

5.4 Other facilities**a) Training and Career development**

MDL will provide induction training on joining and training thereafter to Persons with disabilities shall continue to be imparted along with other employees.

The employees with benchmark disability shall be placed with an experienced employee for reasonable period on joining a post to help them for adaptations that may be required in individual cases.

b) Disability Leave/Special Leave

MDL shall provide Special Casual Leave of not more than 10 days to employees with benchmark disability for participating in conference/seminars/ training/workshop on disability and development related programmes organized at National and State Level agencies to be specified by the Ministry of Social Justice and Empowerment.

Additional benefit of 4(four) days will be granted in the form of Special Leave in a calendar year for specific requirements relating to the disability of the employee. (Ref DOPT OM No/36035/3/2013Estt.(Res) dated 31.03.2014 and OM no. 25011/1/2008-Estt.(A) dated 19.11.2008). Special Leave will be credited in advance to all employees with benchmark disability employees as (SL-PwBD) at the beginning of the year w.e.f. 01.01.2026 and unutilized SL-PwBD at the end of the year will lapse. SL-PwBD for all practical purposes will be treated like CL. Number of casual leave for employees with disabilities will be 16 days as against 12 days for other employees.

Summary of the 14 Additional Leaves admissible/provisioned for employee with disabilities is as below:

Type of Leave	Number in Days	Purpose
Special Casual Leave	10	For participating in conference/ seminars / training/workshop on disability and development related programmes
Special Leave-PwBD	04	For specific requirements relating to the disability of the employee.

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c) Travel, stay and transport

MDL will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/training outside the place of posting (domestic or foreign). Mode and class of the Attendant/Escort will be same as per the eligibility of employee. No other allowance shall be payable. However, the Attendant/Escort accompanying an employee with disabilities may stay in the accommodation for lodging hired by the employee.

The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities wherein it is certified jointly by the HOD of the employee and CMO that such a person compulsorily requires assistance of another person for travel.

The HoD of such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties or such training is mandatory training for career progression of the employee with disabilities.

d) Preference in Transfer Posting

As far as possible the persons with disabilities may be exempted from transfer to other places. Further, MDL will give preference while considering request for placement/transfer from persons with disabilities / differently abled executives / executives whose spouse/children have special needs and this practice shall continue.

e) Transport Allowance

As per extant Government of India guidelines, Transport Allowance to employees with disabilities is provided at double the normal rate up to Rs. 1200/- in addition to the admissible allowances.

f) Preference in allotment of Residential Accommodation

MDL will give preference to the person with disabilities for providing them accessible accommodation in company's township and wherever required modification in bathroom, toilet, gates etc. may be carried out in allotted accommodation to address the needs of disabled employee and employees whose spouse/children have special needs, subject to accessibility guidelines.

To the extent possible person with disabilities may be preferred for allotment of lower floor accommodation, subject to eligibility and availability.

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g) Provision for assistive devices

MDL Medical Attendance Rules provide reimbursement towards expenses incurred by the employees towards purchase of hearing aid and artificial limbs etc. for self and/or dependent family members on suitable recommendations of Chief Medical Officer (CMO).

h) Grievance Redressal Committee

MDL has a Standing Committee for redressal of grievance of physically challenged employees (PwBD). The Committee is headed by GM/ED and comprises of other senior executives, including a senior executive with disabilities. The Circular for Standing Committee is available on MDL Intranet Portal under Company>>Circulars

i) Liaison Officer

Liaison Officer appointed to look after reservation matters for SC/ST shall also work as Liaison Officers for reservations matters relating to Persons with Benchmark Disabilities and shall ensure compliance of guidelines/instructions issued for Persons with benchmark disabilities.

6. Communication of Policy

This Policy will be available to all employees via the MDL Intranet site and Website. Suitable material will be included in Company publications, management conferences, and supervisory training courses. All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.

7. Compliance:

The Liaison Officer along with the HR Head will be responsible for implementation of the Rights of persons with Disabilities Act 2016 and rules framed thereunder.

This comes into force with immediate effect

Q. allp
30/03/26