



MAZAGON DOCK SHIPBUILDERS LIMITED

EQUAL OPPORTUNITY POLICY UNDER THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016

1. Background

The Government has enacted “The Rights of Persons with Disabilities (RPWD) Act, 2016” from 19th April 2017 and notified “The Rights of Persons with Disabilities Rules, 2017” on 15th June 2017. Section 21 of the RPWD Act 2016 has provided that every Establishment shall notify Equal Opportunity Policy, in the manner as may be prescribed by the Central Government. Rule 8 of the Rights of Persons with Disabilities Rules, 2017 has specified the manner of publication of Equal Opportunity Policy for Persons with Disabilities (PWDs). In compliance to the above instructions, the Equal Opportunity Policy for Mazagon Dock Shipbuilders Limited (MDL) has been formulated.

Mazagon Dock Shipbuilders Limited, Mumbai, an ISO 9001: 2015 and HSE Company aptly called “Ship Builder to the Nation”, is one of India’s leading Defence Navaratna public sector undertaking shipyard under the Ministry of Defence. The history of Mazagon Dock dates back to 1774, when a small dry dock was constructed in Mazagon. Over the years, MDL has earned a reputation for quality work and established a tradition of skilled and resourceful service to the shipping world in general and the Indian Navy, ONGC & Coast Guard. It was incorporated as a Private Limited Company in 1934.

2. Scope

The Policy covers all Persons with Disabilities viz., Executives & Non-executives of the Company etc.

3. Objectives

The Objectives of the equal opportunity policy in Mazagon Dock Shipbuilders is as follows:

- a. To provide equal and fair opportunities for employment in the Organization
- b. To promote diversity and equality among employees
- c. To have fair & transparent employee policy in accordance with the equal opportunity law
- d. To create conducive work environment built on trust, respect & mutual cooperation
- e. To maintain an environment where all decisions are free of discrimination & harassment

4. Equal Opportunity Policy in MDL

4.1. Facility and Amenity to the PWDs

The Company shall provide necessary facilities and amenities to the PWDs to discharge the duties effectively.

The Company shall strive to maintain the standards relating to physical environment and Information & Communication Technology that adheres to the Accessibility of PWDs as prescribed by the Government, from time to time. Accordingly, Divisions/ Departments are entrusted the responsibility to conduct Accessibility Audit and make the built up environment accessible to PWDs.

4.2. Identification of Posts suitable for PWDs

- 4.2.1. The type of jobs which could be easily performed by PWDs in Executives & Non-executive's category shall be identified. If the concerned PWD Employee could perform all the jobs as employee without disability or could perform several types of jobs efficiently, they shall not be restricted to certain types of jobs only.
- 4.2.2. The vacancies earmarked for Direct Recruitment of employees shall be notified as per the rules of the Company.
- 4.2.3. If the vacancies reserved for Persons with Disability could not be filled from among the candidates sponsored by the notified agencies or could not sponsor any candidates within the stipulated time, these vacancies shall be notified to the following agencies: -
 - i) Special Employment Exchanges in the State,
 - ii) All India Federation of Blind,

- 4.2.4. The selection process for recruitment in Non-Executive cadre comprises of a combination of Written Test, Practical Test & Interview depending on the induction level. The selection process for recruitment of Executives will be by way of written test/Personal Interview.
- 4.2.5. The Recruitment and selection process including reservation, relaxation and concessions for PWDs shall be in accordance with the instructions issued in this regard from time to time by the Government/Department of Public Enterprises and shall be notified vide Recruitment Rules of the Company.

4.2.6. Reservation of Vacancies:

The rules with respect to reservation of Scheduled Caste / Scheduled Tribe/ OBC (Non-Creamy Layer)/ EWS (Economically Weaker Section) PWD (Person with Disability)/ Ex-servicemen/ Agniveers shall be in accordance with the Government directives/ guidelines issued from time to time.

Reservation for PWD post have been identified for all posts except Driver, Diesel Crane Operator, Electric crane operator, Fire Fighter, Security Sepoy, Master, engine Driver, Launch Deck Crew, Safety Inspector and Rigger.

4.2.7. Extra Time during Written Examination

All PWDs candidates will be given compensatory time of 20 minutes per hour of written examination. Blind candidates shall be allowed scribe.

4.2.8. Seating Arrangements

Efforts shall be made for allotting ground floor during selection process considering PWDs candidates.

4.3. Post Recruitment and Skill Development Training:

- 4.3.1. The Company shall impart structured post recruitment Induction to all employees including PWDs
- 4.3.2. The Company shall impart Skill Development Programs taking into consideration their Training needs or the needs of the Section/Department/Project on which the employees are

working or deployed, based on the gaps in the skill sets to be possessed vis-a-vis required skill sets

4.4. Preference in Transfer and Posting

Preference shall be given to PWD employees at the time of Rotational transfer/ Promotional transfer subject to organizational requirement.

4.5. Preference in allotment of Company Quarters

Preference shall be given to PWD employees in allotment of ground floor quarters, subject to enrolment, seniority in Accommodation Roster & availability.

4.6. Provisions of Assistive Devices and other benefits

Financial assistance shall be provided for artificial limbs, hearing aids and any other appliances as per specialist advice as per rules of the Company / Government.

The blind and physically handicapped non-executives shall be paid transport Allowance as per Government of India directives issued from time to time.

4.7. Barrier free Accessibility

The Company shall strive to provide barrier free and conducive environment to employees with disabilities. Ramps / slopes and other facilities to be provided whenever feasible.

4.8. Liaison Officer for PWDs

A senior Officer shall be nominated as Liaison Officer for the matters relating to reservation of PWDs as given in the presidential Directives.

Details of Liaison Officer for PWD in Mazagon Dock Shipbuilders Limited is as under:

Shri Arun Kedare

Deputy General Manager (HR)

Mazagon Dock Shipbuilders Limited

Dockyard Road, Mumbai – 400010.

Phone No. – 022-2376 4122

Email – aakedare@mazdock.com

The Liaison Officer appointed shall look after reservation matters and shall also look after the issues relating to providing amenities for PWDs.

4.9. Grievance Redressal Officer for PWDs

Grievance Redressal procedure notified for regular employees shall be applicable to PWD employees also. Besides, there shall be separate Grievance Redressal for PWDs. Grievances of PWD shall be filed with Grievance Redressal cell and shall be acted on priority as per timelines notified.

The details of President of Grievance Redressal Cell for physically challenged employees is as under:

Shri Dhanraj P

General Manager (SB-Works)

Mazagon Dock Shipbuilders Limited

Dockyard Road, Mumbai – 400010.

Phone No. – 022-2376 3300

Email - pdhanaraj@mazdock.com

4.10. Flexible Shift Timing

Physically disabled employees as certified by Chief Medical Officer, shall be permitted to report/punch with the flexible timings as under:

1st Shift: - between 0715 hrs and 0745 hrs. However, the total number of working hours clocked will remain the same (9 hours excluding lunch).

General Shift: - between 0845 hrs and 0915 hrs. However, the total number of working hours clocked will remain the same (8 hours excluding lunch).

However, such employees who wish to follow this flexible time will inform so in writing and they will not be permitted to avail the concession of 10 minutes' grace period.

5. General

Notwithstanding anything contained in this policy, the Company shall ensure compliance with any additional requirements as may be prescribed under any laws/regulations either existing or arising out of any amendments to such laws/regulations or otherwise and applicable to the Company, from time to time.

The Chairman & Managing Director is authorized to amend or modify this policy subject to any requirements under any laws/regulations or otherwise and applicable to the Company, from time to time.
