

## Equal Opportunity Policy on Employment of Persons with Disabilities

Policy Main Section: Guiding Principles  
 Policy No: HR\_V1  
 Issue Date : 1st August 25

## Background

The United Nations General Assembly adopted its Convention on the Right of Persons with Disabilities in December 2006 and India is a signatory to the said convention, and it ratified the said convention in October 2007. In line with this consideration, this Act was enacted by parliament in 2016 called “The Rights of Persons with Disabilities Act, 2016”. It provided equality of opportunity with all accessibility for full and equal enjoyment of all human rights and freedom for all people with disabilities without discrimination of any kind. Although the convention does not explicitly define disability, it considers that disability arises from health conditions in interaction with the environment. The overall context, guiding principles and key features of this policy are based on The Right of Persons with Disabilities Act, 2016.

## Objective:

The objective of this policy is to provide equal employment opportunity, accessibility, no discrimination of any kind, respect and acceptance of people with disabilities to uphold the dignity of any person in the organization and prevent any discrimination against any person in the name of disability across the entire organization of TSA.

## Approach, Scope, Definitions, and Application:

- The scope and implementation of this policy should adhere to and be limited by the rules and regulations prescribed under The Right of Persons with Disabilities Act, 2016.
- TSA Process Equipments Private Limited is committed to providing equality of access to employment, advancement and retention in the Organisation, recognising that it is in the Organisation’s interest to recruit and maintain a diverse and skilled workforce that is representative of the diverse nature of society, which includes persons with disabilities.
- The Organisation undertakes to promote a workplace culture based on fair practices which will safeguard the rights of persons with disabilities to be treated with dignity and respect and to enjoy equal terms and conditions of employment. However, treating people equally does not necessarily mean treating them the same. People with disabilities may have specific requirements which must be met in order that they are included as part of our workforce. Every member of the TSA family is expected to contribute and create such a sustainable workplace environment.
- “Disability” means difficulty in functioning at the body, person, or societal levels, in one or more life domains, as experienced by and individual with a health condition in interaction with contextual factors.
- “Person with disabilities” (differently abled persons) include those who have long-term physical or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

- TSA recognises that persons with disabilities include those who have a permanent disability that is apparently seen and can be distinguished from those whose disabilities are less apparent. Such disability should be certified as a disability by a certifying surgeon appointed under the “The Right of Persons with Disabilities Act, 2016” or by a civil surgeon or the rules made thereunder. Whether or not a permanent disability is noticeable that may have a repercussion on a person’s capacity to work, that person may require adaptation to the working environment through reasonable modification.
- The policy is applicable to TSA and its other business place in India. It applies to persons with disabilities entering or already working in the organisation, including those who may acquire a disability in the course of their employment.
- The total number of disabled persons (differently abled persons) to be employed shall be as per respective state government rules made under the Act (The Rights of Persons with Disabilities Act, 2016) or such specific notification to that effect.

### **Rights of Protection & Entitlements :**

1. The rights of persons with disabilities will be protected on an equal basis with others, including the right to just and favourable conditions of service, and to equal opportunities and equal remuneration of work of equal value. This also encompasses safe and healthy working conditions, including protection from harassment and the redressal of grievances.
2. Persons with disabilities will not be discriminated against at any point in the employment cycle. This concerns all matters related to recruitment, selection, appointment, career guidance and development, learning opportunities, skill enhancement, performance evaluations, promotions, salary, incentives, bonuses, leave, travel welfare, talent mobility, transfers, retention in employment, return to work and all such HR related policies.

### **Facility of providing access to differently-abled persons**

- a. A disabled person (differently abled person) needs special arrangements at the workplace for his/her mobility and independent functioning. These requirements of accessibility and other facilities like ramps and special toilets etc. to suit the special needs are to be made available. The existing structures as well as any future construction are to be made disabled-friendly. It is expected to address accessibility-related issues as per the stipulations of the Act.
- b. Differently abled persons may require special aids and appliances for their daily functioning. Efforts will be made to acquire such special aids and appliances as per requirement.

### **Selection and Recruitment**

Recruitment and selection procedures will include the following measures:

- Any such vacancy will reflect the principle that TSA committed to being an employer of choice, respecting workforce diversity.
- The notification of such vacancy will be intimated to the local Employment Exchange.
- During the application process, candidates who make their disabilities known, will be requested to detail any special accommodation they may require to enable them to compete for the position on an equal basis with other candidates. All reasonable efforts will be made by the company to comply with such requests.
- Selection will be made purely on the basis of competence, experience, education, and skill that is required for the particular role.
- All other criteria will be the same as per TSA policy on the selection and recruitment process.

📍 **TSA PROCESS EQUIPMENTS PVT. LTD.**

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**Grievance Redressal Officer:**

A Grievance Redressal Officer will be appointed who will address any complaint pertaining to issues related to any facility, difficulty or any discrimination, undue influence, humiliating treatment or comment or deviation in policy implementation. He shall maintain such register / record of the complaint so received. He will address any such grievance/complaint in a reasonable period.

**Effective date of the policy:**

TSA and business place in India will adhere to the guidelines mentioned in the policy and to "The Rights of The policy will be in effect from 1st August 2025."

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