


Policy Title:	Equal Employment Opportunity Policy			
Policy Code:	AHI_HR_SOP_53	Revision No:	First	
Issued On:	December 2018	Revision Date:	Nil	
Policy Owner:	Head – Human Resources	Department:	Human Resources	

Objective:

To provide equal opportunities, without any discrimination on the ground of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation.

Policy:

The company strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual.

Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Company’s Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Company will build systems and processes to ensure following:

- That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- That provision is made for an accessible environment and of availability of assistive devices as required.
- That the HR Department will ensure a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities. Such Liaison Officer shall be part of the Human Resources team reporting to the Head - Human Resources of the Company.

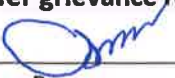
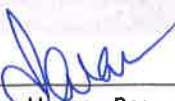
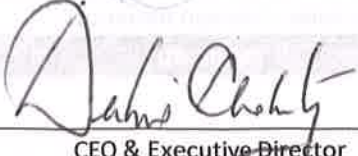
That a Grievance Redressal* mechanism for addressing the matters related to the employment of persons with disabilities is available.

That Grievance Committee of Artemis will ensure if any grievance does arise and is brought up to the Committee concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.

That no opportunity is denied to persons with disabilities, merely on ground of disability.

Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws.

* Please refer grievance redressal policy.

 Controller – Human Resources Originator	 Head – Human Resources Checked By	 CEO & Executive Director 1 Approved By
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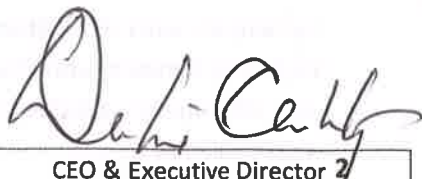
Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

Responsibility

- Every member of Artemis Hospital is responsible giving effect to this policy.
- Each Company location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- The Head of Human Resources has the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- 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 Conduct of the Company.
- The Head of Human Resources is accountable to the CEO/ED to oversee and promote this policy.

Communication of Policy

- This Policy will be available to all employees via Employee Self Service Portal (ESS).
- Every new joiner will be inducted about this policy in Artemis Orientation Program (AOP).

		
Controller – Human Resources	Head – Human Resources	CEO & Executive Director
Originator	Checked By	Approved By