

Rights of Persons with Disabilities (RPWD) Policy

1. Purpose

This policy ensures equality, dignity, and respect for persons with disabilities (PwDs) by promoting inclusive practices in recruitment, training, career development, and accessible infrastructure in compliance with the Rights of Persons with Disabilities Act, 2016.

2. Scope

This policy applies to all current employees, job applicants, interns, consultants, vendors, and any other stakeholders working with our organisation.

3. Definition of Disability

As per Section 2(s) of the RPWD Act, "person with disability" means a person with long-term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders their full and effective participation in society equally with others.

4. Policy Statements

a. Non-Discrimination

- No person shall be discriminated against on the ground of disability in matters relating to employment, training, or working conditions.
- Equal opportunities shall be provided to all employees, including PwDs.

b. Equal Opportunity

- Health Wheels will identify posts suitable for PwDs and will ensure fair recruitment opportunities.
- A register of applications from PwDs shall be maintained.

c. Reasonable Accommodation

- Reasonable adjustments (e.g., assistive devices, flexible work hours) will be provided to PwDs based on need and role requirement.

d. Accessibility

- Efforts will be made to ensure that office premises, IT systems, documents, and communication are accessible to persons with disabilities.

e. Confidentiality

- All information regarding a person's disability will be kept confidential unless required by law or with the employee's consent.
-

5. Roles & Responsibilities

a. Equal Opportunity Officer

Name: Manish Bhalla

Designation: ASM - Sales

Contact: 8527988880

- Responsible for implementing this policy, grievance redressal, maintaining registers, and filing the annual return with the Chief Commissioner for Persons with Disabilities.

b. Human Resources

- Ensure inclusive hiring, sensitization, training, and documentation.

c. All Employees

- Expected to maintain an inclusive, respectful, and non-discriminatory workplace.
-

6. Grievance Redressal

Any employee or applicant who feels discriminated against based on disability may reach out to the Equal Opportunity Officer. Complaints will be addressed confidentially and sensitively.

7. Compliance & Review

This policy shall be reviewed annually or as and when required based on changes in legislation or organizational needs.



Approved by:

Jeetendra Lalwani

Co founder

7/10/2024