

**CONCOR**  
**(Corporate Office)**

Ref: CON/HR/200/1/507

March 30, 2019

**Subject: CONCOR Equal Opportunity Policy for  
Persons with Disabilities (PwD)**

This policy applies to all CONCOR ("Company") employees ("employees") and operations. CONCOR aims to create employment opportunities such that all employees achieve their full potential. CONCOR endeavor to maintain conducive and harmonious work environment to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.

**I. Policy**

CONCOR aims to provide equal employment opportunities, without any discrimination on the grounds of caste, creed, age, race, color, disability, marital status, religion and gender. The Company strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunity Policy is subject to applicable regulations, qualifications and merit of the individual.

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

Consistent with this policy, CONCOR is committed to making employment decisions based on merit, qualifications, business needs and other job-related criteria.

**II. Equal Opportunities for Persons with Disabilities**

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017 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:

- i. That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- ii. That provision is made for an accessible environment and of availability of assistive devices as required.
- iii. That a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- iv. That a Grievance Redressal mechanism for addressing the matters related to the employment of employees including persons with



disabilities is available. That the Management will ensure that any grievance concerning selection of person(s) with disability, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.

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

CONCOR provides reservation in appointments, as per Government of India instructions issued from time to time, against posts which are identified for persons with disabilities, in keeping with the spirit of the Ministry of Social Justice and Empowerment Notification in the matter. The candidates with necessary disability certificate issued by the competent authority in accordance with the Act are considered for the identified positions. The persons with disabilities are encouraged to attend training programs as and when required to enhance their capabilities to enable them to effectively discharge their duties in the company. The request of persons with disabilities for intra-transfer/posting are supportively considered to the extent possible, for optimally utilizing their services. The request for allotment of residential accommodation is also considered preferably.

CONCOR shall maintain records of persons with disability in the form and manner as prescribed in Chapter IV, Rule 9 of 'Rights of Persons with Disabilities, Rules 2017'.

The provisions of Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017 applicable on CONCOR will be complied with.

HR In-charge of the Regions will be the Liaison Officer in respect of PwD employees in the Regions and Manager (P&A)/IR in Corporate Office will be the Liaison Officer in respect of PwD employees in Corporate Office. The Liaison Officer is responsible for:

- a) Ensuring a PwD friendly workplace;
- b) Ensuring reservation of posts for PwDs as per Govt. of India Rules,
- b) Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
- c) Developing proactive strategies to prevent discrimination and harassment.

Regional Heads will be the Grievance Redressal Officer in respect of PwD employees in the Regions and ED (HR) in Corporate Office will be the Grievance Redressal Officer in respect of PwD employees in Corporate Office. The Grievance Redressal Officer has been mandated to keep the records of complaints etc. as per Rule 10 of 'Rights of Persons with Disabilities, Rules 2017'.

### **III. Responsibility**

- i. CONCOR Management is responsible for giving effect to this policy.
- ii. Each Region is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.



- iii. The HR/P&A CO Division has the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- iv. 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 CONCOR Discipline and Appeal Rules,
- v. The Liaison Officer is accountable to the Director In-Charge of HR of the Company to oversee and promote this policy.

#### **IV. Communication of Policy**

- i. This Policy will be available to all employees via CONCOR website and CONCOR Employee Portal.
- ii. Suitable material will be included in Company publications, conferences, and training programs.
- iii. All HR literature and employment publications will indicate that the Company is an Equal Opportunity Employer.

The above Policy is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017.

  
**Exec. Director (IM & HR)**

- 1. All Department Heads in CO**
- 2. All Regional Heads**
- 3. PSs to CMD, All Directors and CVO**
- 4. All Regional HR In-Charge**
- 5. Manager (P&A)-IR/CO**
- 6. CONCOR Employees Union**
- 7. CONCOR Employee Portal**



मानव संसाधन नीति  
HR POLICY

**Sub:- Regulation of Perks and allowances under Cafeteria Approach for Persons with Disability (PwD)/ Divyangjan employees.**

- Ref:-** 1. Corporate Office Letter No. CON/HR/276/6/3132 Dated 26.11.2017.  
2. Corporate Office Letter No. CON/HR/276/6/3140 Dated 27.11.2017  
3. Corporate Office Letter No. CON/HR/1033 Dated 23.10.2020.  
4. Corporate Office Letter No. CON/HR/147/1 Dated 15.01.2021.

In partial modification of the extant policy on Perks and allowances under cafeteria approach, the PwD/ Divyangjan employees will be eligible for transportation allowance at double the rate as applicable therein. The additional amount to be kept outside the overall ceiling of 35 percentage of basic pay under the cafeteria approach, as under: -

S.No.	Conveyance/ Transportation Reimbursement Under Cafeteria Approach For PwD/ Divyangjan	Existing Rate	Revised Rate
1	Executive	4%	8%
2	Supervisor	8%	16%
3	Workmen	8%	16%

The revised annexures for Executive, Supervisor and Workmen cadre are enclosed. This will be effective from 01.04.2024.

Signed by Rajeev Bhardwaj

Date: 05-04-2024 11:52:14

Reason Approved)

कार्य. निदेशक (मा. सं एवं प्र.सू.प्र.)

**Circulation:**

1. EA to CMD – for kind information of CMD
2. EAs to All Directors/CVO- for kind information of All Directors & CVO
3. All Functional Heads at Corporate Office
4. All Area Heads
5. All Terminals/HR Heads/F&A Heads/Cluster Heads
6. CONCOR Employees Union
7. CONCOR Employee Portal