



EPL Ltd.

(Formerly known as Essel Propack Limited)

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Applicable Location:	Applicable to all units and offices of EPL Limited AMESA Region			
Retention Limit	Permanent with continuous updating			

Authority	Name	Designation	Sign and Date
Approved By	Ms. Sonal Jain	Global CHRO	

Review Details

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1. Introduction

The United Nations General Assembly adopted the Convention on the Rights of Persons with Disabilities (UNCRPD) in December 2006. Both the Government of India and the Government of Egypt are signatories, affirming their commitment to promoting, protecting, and ensuring the full and equal experience of all human rights by persons with disabilities.

India's Rights of Persons with Disabilities Act, 2016, and Egypt's Law No. 10 of 2018 uphold equality, accessibility, and non-discrimination, forming the basis for EPL's commitment to disability inclusion in both countries.

2. Policy Statement

Through its **RISE** programme – *Respect, Include, Support, Empower* – EPL is committed to fostering a workplace culture that **respects** every individual, **includes** diverse perspectives, **supports** employees in achieving their potential, and **empowers** them to thrive.

We ensure equitable access to employment, training, career advancement, and workplace participation for all employees, including those with disabilities. Our aim is to value diversity, promote dignity, and enable every employee to contribute meaningfully to the success of the organization

3. Purpose

This policy reaffirms EPL's commitment to an equitable, inclusive workplace that promotes accessibility, dignity, and equal opportunity. We recognise that over one billion people globally live with disabilities and may face barriers to full participation. EPL strives to remove these barriers through proactive policies, inclusive infrastructure, and cultural change.

4. Applicability & Scope

This policy applies to all job applicants, employees, interns, trainees, contractual and temporary staff across all EPL locations in India and Egypt. It also applies to employees who acquire a disability during their tenure.

Documentation will follow applicable laws (Rights of Persons with Disabilities Act, 2016 – India; Law No. 10 of 2018 – Egypt). Recognized disability certificates or equivalent medical documentation will be accepted.

5. Review

This policy is maintained by the Global CHRO's office and reviewed at least every two years, with specific targets reviewed annually to ensure ongoing relevance and effectiveness.



6. Accessibility & Reasonable Accommodation's

EPL is committed to creating a barrier-free workplace through:

- Inclusive infrastructure and accessible technologies.
- Communication in accessible formats (e.g., large print, screen-reader friendly PDFs, Braille, audio, or local language on request).
- Reasonable accommodations such as flexibility in accommodating work schedules, assistive technologies, ergonomic workstations, or accessible transportation arrangements.

New buildings, office setups, and renovations will follow universal design principles wherever feasible.

7. Employee Growth & Career Progression

EPL ensures equal access to learning, promotions, and internal job opportunities.

- The medium of delivering training materials will be adapted to meet the specific needs of persons with disabilities.
- Managers will be sensitized on fair assessment and bias-free evaluations.
- Employees with disabilities will have access to relevant skill development and mentoring opportunities.
- No employee will face termination or demotion due to acquiring a disability; alternative suitable roles with equivalent pay and benefits will be considered.

8. Health, Safety & Employment Conditions

EPL's safety framework includes inclusive emergency preparedness, designated support personnel, and regular audits to ensure a safe environment for employees with disabilities.

Employment conditions include:

- Posting and transfer flexibility to avoid undue hardship.
- Special Outdoor Leave of up to 7 days annually for disability-related events (non-carry forward).
- Inclusion in shift work with reasonable accommodations.
- Support during role transitions or exit, including feedback to improve inclusivity.

9. Confidentiality

All information related to an employee's disability will be handled confidentially and shared only on a need-to-know basis, in compliance with applicable privacy laws. If an employee is unable to continue in their current role post-disability, EPL will try to re-assign to an equivalent position with the same pay and benefits.



10. Grievance Redressal Mechanism

- Employees may submit disability-related concerns in writing to the Liaison Officer (Unit PGP Head).
- Issues will be addressed within two weeks; unresolved matters may be escalated to the D&I Council.
- Each unit will maintain a confidential register of grievances and resolutions.

11. Governance & Accountability Framework

EPL is committed to measurable and sustainable progress in disability inclusion. To ensure accountability, the following targets have been established:

- **Employment Representation:** Employ more than 100 Persons with Disabilities (PwDs) by 2030.
- **Inclusive Leadership:** Ensure over 80% of managers and recruiters are trained on disability sensitization and inclusive hiring practices by 2027.
- **Employee Voice:** Conduct annual feedback surveys and focus group discussions with PwD employees to identify workplace barriers and opportunities for inclusion.

Diversity & Inclusion (D&I) Council – Led by the CHRO, providing strategic direction for all diversity aspects, including Persons with Disabilities, gender, and other underrepresented groups across AMESA.

Council Composition:

President – AMESA; VP – PGP AMESA; VP – Manufacturing AMESA; Head – Sustainability; Unit HR Heads. External experts (e.g., NGOs such as V-Shesh) may be invited when required.

Roles:

- Set inclusion priorities and targets.
- Monitor progress and report to senior leadership.
- Advocate for inclusive practices and partner with experts.

Liaison Officer (Unit PGP Head) – Operationalizes D&I Council initiatives at the unit level, addresses accommodation requests, develops hiring strategies, and stays informed on best practices through council meetings, external workshops, industry forums, and partnerships.

Monitoring: Annual audits and a progress report to President – AMESA, Global CHRO, and relevant senior management.

15. Policy Communication

The policy will be shared via the internal portal, during employee induction/training, and displayed on workplace notice boards. Accessible formats will be provided on request.