

Equal Opportunity & Disability Inclusion Policy

Document Version History

Ver. No.	Release Date	Prepared/ Modified By	Reviewed By	Approved By	Description/ Change	References
1.0	01 st April, 2023	Akansha Jain	Sahil Jain	Sahil Jain	Equal Opportunity & Disability Inclusion Policy	HR Handbook, Rights of persons with disabilities Act 2016 and Rights of Persons with Disabilities Rules, 2017
2.0	01 st April, 2026	Amit Saini	Akansha Jain	Sahil Jain	Equal Opportunity & Disability Inclusion Policy	HR Handbook, Rights of persons with disabilities Act 2016 and Rights of Persons with Disabilities Rules, 2017
3.0	22 nd July 2026	Amit Saini	Akansha Jain	Sahil Jain	Grievance redressal officer updated	HR Handbook, Rights of persons with disabilities Act 2016 and Rights of Persons with Disabilities Rules, 2017

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

1. Purpose

Jeena Sikho Lifecare Limited ("The Company") is committed to providing equal employment opportunities and maintaining an inclusive, accessible, respectful and discrimination-free workplace for all employees, applicants, trainees, interns and other stakeholders.

This Policy has been framed in accordance with the provisions of the **Rights of Persons with Disabilities Act, 2016**, the **Rights of Persons with Disabilities Rules, 2017**, and other applicable labour laws of India.

The objective of this Policy is to ensure that persons with disabilities are provided equal opportunities in recruitment, employment, career progression, workplace accessibility, training and all other employment-related matters.

2. Scope

This Policy applies to:

- All permanent, probationary, contractual, temporary and trainee employees.
- Job applicants.
- Consultants and interns, wherever applicable.
- All offices, branches and establishments of the Company

3. Definitions

- "Person with Disability" means a person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders full and effective participation in society equally with others, as defined under the Act.
- "Person with Benchmark Disability" means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.
- "Reasonable Accommodation" means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden, to ensure persons with disabilities can enjoy or exercise rights equally with others.
- "Liaison Officer" means the officer designated under Rule 8(3)(e) of the Rules to look after recruitment of persons with disabilities and the provision of facilities and amenities for such employees.
- "Grievance Redressal Officer" means the officer designated under Section 23 of the Act to receive and address complaints of discrimination on the ground of disability.

JEENA SIKHO LIFECARE LIMITED

120+ AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

4. Policy Statement

The Company believes that every individual deserves equal opportunity to contribute and succeed irrespective of disability.

The Company shall:

- Provide equal opportunity in employment.
- Prohibit discrimination based on disability.
- Provide reasonable accommodation wherever required.
- Ensure dignity, respect and confidentiality.
- Promote an inclusive work environment.
- Comply with all statutory obligations under applicable laws.

5. Equal Opportunity in Recruitment

The Company shall ensure that:

- Recruitment and selection are based solely on merit, qualification, competence and job requirements.
- Persons with disabilities shall not be discriminated against during recruitment.
- Job advertisements shall encourage applications from qualified persons with disabilities wherever suitable.
- Selection procedures shall be fair, transparent and accessible.
- Reasonable accommodation shall be provided during interviews, assessments and recruitment processes whenever requested.

6. Identification of Suitable Posts

The Company shall periodically identify positions suitable for persons with disabilities considering:

- Nature of work.
- Essential job functions.
- Workplace accessibility.
- Safety requirements.
- Functional abilities required for the role.

Suitable positions may include administrative, customer support, finance, HR, IT, operations, marketing and other positions where essential job functions can be performed with or without reasonable accommodation.

The list shall be reviewed periodically based on business requirements.

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

7. Non-Discrimination

No employee or applicant shall be discriminated against on the ground of disability in relation to:

- Recruitment
- Appointment
- Confirmation
- Training
- Performance evaluation
- Promotion
- Compensation and benefits
- Career development
- Transfer
- Posting
- Separation
- Any other employment-related matter

No employee shall be subjected to harassment, victimization or retaliation because of disability.

8. Reasonable Accommodation

The Company shall provide reasonable accommodation, wherever feasible and appropriate, including but not limited to:

- Modification of workstations.
- Flexible seating arrangements.
- Accessible washrooms and common areas wherever practicable.
- Assistive technologies and software.
- Screen readers or magnification software where applicable.
- Modified work schedules where operationally feasible.
- Accessible communication formats.
- Additional support during training programmes.
- Any other accommodation based on individual requirements and business feasibility.

Accommodation requests shall be assessed individually.

9. Barrier-Free Accessibility

The Company shall strive to progressively create an accessible workplace by:

- Removing physical barriers wherever reasonably practicable.
- Providing accessible entrances and pathways.
- Improving accessibility of office infrastructure.
- Promoting accessible digital platforms and communication.
- Considering accessibility while designing or renovating workplace facilities.

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

- Aligning physical infrastructure and digital platforms, so far as practicable, with Harmonised Guidelines and Standards for Universal Accessibility in India and applicable ICT accessibility standards (including website/application accessibility standards) notified under Rule 15 of the Rules, as amended from time to time.

10. Training and Career Development

Employees with disabilities shall have equal access to:

- Induction programmes.
- Technical training.
- Skill enhancement programmes.
- Leadership development.
- Internal job postings.
- Promotions based on merit and performance.

No employee shall be denied training or career advancement solely because of disability.

11. Transfer and Posting

Where operationally feasible, preference may be given to employees with disabilities regarding:

- Place of posting.
- Transfer requests.
- Seating arrangements.
- Shift allocation.

Such requests shall be considered based on medical requirements, accessibility and business needs.

12. Leave and Other Facilities

Subject to applicable laws and Company policies, employees with disabilities may be provided reasonable support including:

- Flexibility for medical consultations where operationally feasible.
- Accessible workplace facilities.
- Emergency assistance arrangements.
- Any additional reasonable accommodation approved by the Company.

13. Assistive Devices

Where reasonably required and operationally feasible, the Company may facilitate:

- Assistive equipment.
- Accessibility software.

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

- Ergonomic furniture.
- Communication aids.
- Other workplace support required for effective performance of duties.

14. Confidentiality

Information relating to an employee's disability shall be treated as confidential.

Such information shall only be shared:

- With the employee's consent; or
- Where required under law; or
- Where necessary to provide reasonable accommodation.

15. Grievance Redressal

Any employee or applicant who believes they have experienced discrimination on the ground of disability may submit a written complaint to the Human Resources Department.

The Company shall:

- Conduct a fair and confidential inquiry.
- Provide reasonable opportunity to all concerned parties.
- Take appropriate corrective action wherever necessary.
- Protect complainants against retaliation
- Aim to resolve complaints within 30 to 45 days of receipt, save in exceptional circumstances requiring a longer period, of which the complainant shall be informed in writing.
- Maintain a written register of complaints recording: date of complaint, name of complainant, name of the officer conducting the inquiry, place of incident, gist of complaint, documentary evidence (if any), date of disposal, and details of any appeal, in line with the record format contemplated under Rule 10 of the Rules.

16. Liaison Officer and Grievance Redressal Officer

In accordance with the Rights of Persons with Disabilities Rules, the Company shall designate an appropriate HR representative as the **Liaison Officer** responsible for:

- Facilitating recruitment of persons with disabilities.
- Coordinating workplace accommodations.
- Monitoring implementation of this Policy.
- Addressing accessibility-related concerns.
- Ensuring compliance with applicable legal requirements.

Designation of Liaison Officer: Head – Human Resources Akansha.jain@jeenasikho.com

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

Designation of Grievance Redressal Officer: Company Secretary & Compliance Officer
CS@jeenasikho.com

17. Records Maintenance

In accordance with Rule 9 of the Rules, the Human Resources Department shall maintain records containing:

- The number of persons with disabilities employed and the date from which each has been employed.
- The name, gender and address of each employee with disability (maintained confidentially, with access restricted to authorised HR personnel).
- The nature of disability of such persons.
- The nature of work being performed by such employees.
- The facilities being provided to such employees.

These records shall be produced for inspection on demand by the appropriate statutory authority and shall be reviewed and updated at least annually.

18. Responsibilities

Management

- Promote an inclusive workplace.
- Ensure implementation of this Policy.
- Allocate resources for accessibility wherever feasible

Human Resources

- Ensure fair recruitment practices.
- Process accommodation requests.
- Conduct awareness programmes.
- Maintain confidentiality.
- Monitor policy compliance.

Employees

- Treat colleagues with dignity and respect.
- Promote an inclusive work culture.
- Report discrimination or harassment.

19. Review of Policy

This Policy shall be reviewed periodically and may be amended in accordance with changes in applicable laws or business requirements.

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

20. Compliance

Any violation of this Policy may invite appropriate disciplinary action in accordance with Company rules and applicable law.

The Company remains committed to ensuring equality, dignity, accessibility and inclusion for persons with disabilities and shall continuously work towards creating a workplace free from discrimination.

JEENA SIKHO LIFECARE LIMITED

120+ AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com