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1. Purpose

The purpose of this policy is to promote, protect, and ensure the full and equal enjoyment of all human rights and fundamental freedoms by persons with disabilities.

Manorama Industries Limited (MIL) is committed to eliminating discrimination, fostering inclusivity, and creating an accessible, barrier-free environment that enables persons with disabilities to participate fully, equally, and effectively in all aspects of organizational life. This policy supports MIL's commitment to dignity, equality, respect, and non-discrimination.

2. Scope

This policy applies to-

- All employees of MIL across all departments and business units
- Contract workers, consultants, apprentices' trainees, and interns
- Vendors, suppliers, contractors, and third-party partners operating on MIL premises or project sites
- Visitors and stakeholders who interact with MIL

3. Definitions

• Person with Disability (PWD)

Any individual with a long-term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, restricts full and effective participation in society on an equal basis with others.

• Reasonable Accommodation

Adjustments or modifications made to a job, environment, process, or facility that allow persons with disabilities to work effectively without imposing undue hardship on the organization.

• Accessibility

The design and functioning of products, devices, facilities, services, information, and environments in a manner that enables use by persons with disabilities with independence and dignity.

• Non-Discrimination

Ensuring equal treatment and equal opportunity, preventing exclusion or disadvantage on the basis of disability.

4. Policy Statement

MIL is committed to-

- Ensuring accessibility in facilities, IT systems, communications, and services
- Providing reasonable accommodations for employees and stakeholders with disabilities
- Preventing discrimination in employment, promotion, training, wages, and workplace conditions

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- Creating a culture of respect, acceptance, and dignity for persons with disabilities
- Integrating accessibility considerations into organizational planning, operations, safety systems, and HR policies

This policy reflects MIL's pledge to uphold equality and empower persons with disabilities.

5. Roles And Responsibilities

Management & Leadership

- Ensure policy implementation, enforcement, and compliance
- Allocate required resources for accessibility and accommodations
- Address concerns or violations promptly

Human Resources (HR) Department

- Maintain records of employees with disabilities (confidentially)
- Facilitate reasonable accommodations and accessibility support
- Conduct awareness sessions and training
- Monitor policy performance and create improvement plans

Department Heads (HODs)

- Ensure workplace accessibility and inclusion within their departments
- Encourage employees to support disability inclusion

Employees

- Treat colleagues with disabilities respectfully
- Report violations, barriers, or discriminatory behaviour
- Participate in disability awareness and inclusion training

Contractors, Vendors, and Third Parties

- Comply with MIL's disability-related standards while working with or on behalf of the organization
- Ensure accessibility and non-discriminatory practices in their operations

6. Key Strategies

- Conduct periodic accessibility audits of buildings, systems, communication channels, and processes
- Perform needs assessments to identify accommodation requirements
- Consult and engage persons with disabilities and representative groups

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- Implement feedback and grievance mechanisms specific to accessibility barriers
- Integrate disability inclusion into recruitment, induction, training, and career development
- Regularly upgrade infrastructure, digital systems, and safety measures to meet accessibility standards

7. Related Documents

- MIL Accessibility SOP
- Reasonable Accommodation Request & Approval Forms
- HR Recruitment & Equal Remuneration Equal Opportunity Policy
- Grievance Redressal Procedure
- MIL Code of Conduct

8. Regulatory Or Legal Requirements

This policy is aligned with-

- Rights of Persons with Disabilities Act (RPWD Act), 2016
- UN Convention on the Rights of Persons with Disabilities (UNCPRD)
- Equal Opportunity Policy Requirements under Government rules
- Relevant state accessibility rules
- Any additional statutory or industry disability guidelines applicable to manufacturing and corporate workplaces

9. Tools And Resources

MIL will provide or make available-

- Assistive devices for workplace mobility, communication, and daily needs
- Accessible workstations, restrooms, ramps, and signage
- Digital accessibility software (screen readers, voice-to-text, magnifiers, etc.)
- Safety and emergency response equipment suitable for persons with disabilities
- Templates, forms, and guidelines for requesting accommodations.

10. Consequences Of Non-Compliance

Failure to comply with this policy may result in-

- Investigation of policy breaches
- Mandatory corrective actions and retraining
- Disciplinary action up to termination of employment or contracts
- Reporting to statutory or legal authorities where violations persist
- Restrictions or discontinuation of business with non-compliant vendors/contractors

MIL maintains a zero-tolerance approach toward discrimination or harassment of persons with disabilities.

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11. Training & Communication

MIL will conduct-

- Mandatory disability awareness and sensitivity training for all employees
- Specialized training for HR, hiring managers, security, and emergency response teams
- Periodic workshops and campaigns to promote acceptance and understanding
- Clear communication on policy updates via emails, noticeboards, meetings, and digital platforms

12. Policy Distribution Method

This policy shall be communicated and made available through-

- Organization-wide circulars and internal email distribution
- Display on MIL's employee Octane ESS portal, and official website

Manorama Industries Limited

