	Manorama Industries Limited	Document Number	MI/POL/48/01
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	POLICY ON RIGHTS OF PERSON WITH DISABILITIES	Document Revision Date	23.12.2025
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1. Purpose

This policy aims to promote, protect, and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. Manorama Industries Limited (MIL) objective is to eliminate discrimination, foster inclusivity, and create an accessible environment that enables persons with disabilities to participate fully and effectively in all aspects of organizational life.

2. Scope

This policy applies to-

- All departments and business units within the organization.
- Employees, contractors, and concerns
- Vendors, suppliers, and any third parties engaged by the organization on its premises or projects.

3. Definitions

- **Disability:** Any long-term physical, mental, intellectual, or sensory impairment which, in interaction with various barriers, may hinder full and effective participation in society on an equal basis with others.
- **Reasonable Accommodation:** Necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disabilities can enjoy or exercise all human rights and fundamental freedoms.
- **Accessibility:** The design of products, devices, services, or environments to enable access by persons with disabilities.


4. Policy Statement

Manorama Industries Limited is committed to ensuring an inclusive workplace where persons with disabilities have equal opportunities and are free from discrimination. We pledge to-

- Ensure accessibility in all facilities, communications, and systems.
- Make reasonable accommodations to support employees and stakeholders with disabilities.
- Promote awareness, acceptance, and respect for persons with disabilities at all organizational levels.

5. Roles And Responsibilities

- **Management/Leadership:** Enforce policy compliance, allocate resources, and respond to accessibility concerns.
- **HR Department:** Monitor the implementation, maintain records, arrange accommodations, and facilitate training.

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- **Employees:** Participate in training, foster an inclusive culture, and report concerns or violations.
- **Contractors/Vendors:** Comply with the policy while working with or for the organization.

6. Key Strategies

- Conduct regular accessibility audits and needs assessments.
- Engage persons with disabilities and relevant stakeholder groups in the review and improvement of policy and practices.
- Establish feedback mechanisms to address accessibility barriers.

7. Related Documents

- Standard Operating Procedures (SOPs) for Accessibility.
- Reasonable Accommodation Request Forms.
- Accessibility Guidelines and Checklists.

8. Regulatory Or Legal Requirements

This policy aligns with the following statutes and standards:


- The Rights of Persons with Disabilities Act, 2016 (India) or equivalent national legislation.
- UN Convention on the Rights of Persons with Disabilities (CRPD).
- Applicable local, state, or industry accessibility regulations.

9. Tools And Resources

- Necessary equipment tools provided for daily necessities
- Accessibility software and assistive devices
- Digital accessibility tools for websites and intranet.
- Policy templates and feedback forms.

10. Consequences Of Non-Compliance

- Investigation of policy breaches.
- Corrective measures including retraining or disciplinary action, up to and including termination of employment or contract.
- Notification to legal or statutory authorities in case of continued/non-remedied violations.

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11. Training & Communication

- Mandatory training programs on disability rights and accessibility for all employees.
- Ongoing workshops and awareness campaigns.
- Clear communication in meetings, emails, noticeboards, and internal digital platforms.

12. Policy Distribution Method

- Distribution via organization-wide email.
- Publication on the internal employee Octane ESS portal and website.
- Physical copies available at HR and common noticeboards.

Manorama Industries Limited

