**DEOC’s Equal Opportunity Policy**

DEOC is committed to providing equal opportunities and an environment which is free from any form of discrimination or harassment to all its employees, candidates and suppliers, regardless of age, disability, pregnancy and maternity, caring responsibilities, race, colour, nationality and ethnic origin, religion and/or belief, sex, sexual orientation, gender reassignment and medical condition.

DEOC is committed to complying with all the laws of the country concerning with ensuring non discrimination and equal opportunity in the workplace.

This policy applies to all aspects, terms and conditions of employment, including recruitment, placement, compensation, benefits, training, progression/promotion, termination, transfer, leaves of absence, representation in the board and return to work opportunities for those who acquire disability.

DEOC will ensure that all our buildings, websites, communication, documents adhere to accessibility standards as mandated in The Rights of Persons with Disabilities (RPWD) Act, 2016.

DEOC will ensure reasonable accommodation is provided to those who need for applying for a job or to work on an equal basis with others.

DEOC will provide flexibility in terms of work timings/work from home option for all its employees.

DEOC will collect and maintain data regarding employees with disabilities in relation to their employment as per The RPWD Act. All employees will be asked to fill the Disability Self Identification Form in order to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. An employee who acquires disability can also edit and update the form. The information that an employee shares about her/his disability will be kept confidential. It will be maintained in a separate file and not in her/his personal file.

DEOC’s Equal opportunity committee comprises of the following members:

* Rama Chari (rama\_c@deoc.in)
* Sakshi Broota (sakshibroota@yahoo.com)
* Ankit Jindal (ankit\_j@deoc.in)

Everyone should feel comfortable discussing/writing to the members of the Equal Opportunity Committee regarding any form of discrimination, bullying, harassment at the workplace. Complainants will not suffer any disadvantage, victimisation or discrimination as a result of raising a grievance.

It is the responsibility of all parties involved in a grievance to participate fully in the resolution process in good faith. Confidentiality must be respected and maintained at all times within the constraints to any legal requirements for disclosure.

DEOC is committed to reviewing this policy periodically.