

Equal Opportunity Policy for Persons with Disabilities

Name of the Establishment

ICS INFOTECH INSTITUTE

Preamble and Overview

At ICS INFOTECH INSTITUTE, we recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees and students are treated with respect and dignity.

This Equal Opportunity Policy is in accordance Clause 4 (Private Establishment having less than twenty employees) of Rule 8 of the Rights of Persons with Disabilities Rules 2017 and Rule 12 of Delhi Rights of Persons with Disabilities Rules 2018.

We are committed to conform not just to the letter but also to the spirit of the Rules of Rights of Persons with Disabilities Act as laid down from time to time by the Competent Authority.

The Principal, ICS INFOTECH INSTITUTE has the overall responsibility for the effective operation of the equal opportunity policy. Liaison Officer, Persons with Disabilities, will be in charge for its implementation.

Policy Statement

ICS INFOTECH INSTITUTE is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of people with disabilities.

A ICS INFOTECH INSTITUTE, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to people with disabilities.

We encourage candidates with different disabilities to apply. Our decisions on employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that a person with disability is provided with any suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly. Any information shared by employee on disability/medical condition will remain confidential.

If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable

to perform the current job, the organization will invest in re-skilling the employee for another position at the same rank or higher.

Scope

The above policy covers all persons with disabilities. They could be job applicants, full time/part time employees, interns/trainees, students, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure.

Definitions

- ❖ "Person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.
- ❖ "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. (Refer to Annexure 1 of this documents for the categories of disabilities and as listed in the Schedule of the Act).
- ❖ "High support" means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.
- ❖ "Discrimination" in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation.
- ❖ "Reasonable accommodation" means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

Policy Details

1. Facilities and amenities

a) Physical Infrastructure

ICS INFOTECH INSTITUTE aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation) adheres to the accessibility standards as prescribed by the

Government of India. ICS INFOTECH INSTITUTE also aims to revamp its existing buildings by March 2022, to ensure strict compliance with The RPWD Act 2016. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction. Any student or employee facing accessibility issues should report to the facilities team at their location or write to the Liaison Officer.

b) Digital Infrastructure

It is ICS INFOTECH INSTITUTE's continuous endeavour to ensure that all our documents, communication and information technology systems adhere to the accessibility standards. We will ensure that only accessible technologies are procured. Any student or employee facing accessibility challenges can reach out to the local IT support team or write to Liaison Officer.

Governance Framework

The Principal is responsible for ensuring that the establishment operates in compliance with Rule 8 of the Rights of Persons with Disabilities Rules 2017 and Rule 12 of Delhi Rights of Persons with Disabilities Rules 2018.

Liaison Officer

As per the Rules, ICS INFOTECH INSTITUTE has appointed Ms LALITA as a Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible workplace and reasonable accommodation.

The Liaison Officer is responsible for:

- ❖ Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the various departments in the Polytechnic.
- ❖ Ensuring that all employees are aware of the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Employment Opportunity policy.
- ❖ Developing proactive strategies to prevent discrimination and harassment.

All employees have the responsibility to comply with the Equal Opportunity Policy. The teachers of ICS INFOTECH INSTITUTE need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

All employees and students are encouraged to report any incidents of violation of this policy and the Liaison Officer should act promptly when concerns arise or complaints are made.

Maintenance of Records

ICS INFOTECH INSTITUTE will collect and maintain data regarding students and employees with disabilities in relation to their studies, employment, facilities provided and other necessary information as per Rules.

Grievance Redressal

Students and Employees with disability have the right to file a complaint concerning any discrimination with the Liaison Officer who then reports to the Principal. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any facility at the ICS INFOTECH INSTITUTE, will be regarded as a grievance and will have be addressed as per the Rules laid down in this behalf by the Rights of Persons with Disabilities Act, 2016.

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