

# EEO Policy for Persons with Disabilities (PWD). (Pursuant to The Rights of Persons with Disabilities Act, 2016 and The Rights of Persons with Disabilities Rules, 2017)



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## Contact

RBIN/HRL/RBIN/HRL-PP RBIN/DEI

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## Important note

The contents of this guideline may not be issued to third parties outside the Human Resources of the Bosch Group.

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1	08.01.2024	Karthik Chandrashekar	Base policy

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## **1.0 Objective:**

In line with the Bosch group's commitment towards Diversity, Equity and Inclusion, Bosch Limited is committed to providing equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity. This Equal employment Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016(RPWD Act, 2016) and The Rights of Persons with Disabilities Rules, 2017 (collectively referred to as RPWD Law). We will always abide by the principles of the Policy in letter and in spirit.

## **2.0 Eligibility:**

This policy applies to all job applicants for full-time/part-time jobs, all employees, trainees and temporary personnel working in Bosch Limited. It is also applicable to employees who acquire disability during their employment with Bosch Limited.

In accordance with the RPWD Law, we employ persons with any kind of disabilities as an equal opportunity employer. However, due to the nature of work, as well as process and safety standards in manufacturing settings, some job categories may not be applicable for persons with certain disabilities.

This policy is applicable throughout the period of employment of the individual starting from the recruitment process up to their separation from Bosch Limited (including superannuation). This policy is applicable to all aspects of employment like recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

At Bosch, all positions are open to people with all types of disabilities, except some positions on the shop floor at manufacturing locations. All evaluations for the jobs are purely based on merit and competence.

## **3.0 Salient Features of the EEO Policy for Persons with disability:**

1. Bosch Limited is committed to promoting a workplace that is free from any form of discrimination (direct and indirect) on the grounds of disability. Denial of reasonable accommodation is also considered as discrimination as per the RPWD Law.
2. Bosch Limited will aim to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus and transportation) adhere to the accessibility standards as prescribed by the Government of India. All the existing buildings (owned and leased) used by Bosch will be audited and retrofitted with respect to accessibility standards. Any new facility built or renovated, leased, or rented will be evaluated for compliance with accessibility standards at various stages of the building.
3. Bosch Limited will continuously endeavor to ensure that all documents, communication, and information technology systems adhere to accessibility standards. We will ensure that need based accessible technologies are procured. Any employee facing accessibility issues, can reach out to the local IT support team or write to RBIN/BDO, if not rectified to the Liaison Officer.

4. Bosch Limited will provide reasonable accommodation to job applicants and employees with disabilities upon request as per the RPWD Law. Examples of reasonable accommodations may include (but not limited to) providing appropriate physical infrastructure, acquiring, or modifying equipment or devices, modifying assessment, and training materials, modifying work schedules, reassignment to a vacant position, providing a sign language interpreter, information in accessible formats, job restructuring, providing a job coach, request for additional days off over and above the entitled number of leaves for the reason of disability.
5. As per the requirement of the RPWD Law, Bosch Limited will collect and maintain data on employees with disabilities in relation to their employment, facilities provided, and other necessary information. The data protection guidelines followed by Bosch will be applicable.
6. Training: The organizer/training coordinator shall ensure that a format is necessarily sent to Persons with Disability candidates, if any, nominated for the program, seeking in advance, any specific requirements of course material customization and for reasonable accommodation needs such as assistive aids, accessible training venue, accessible materials, interpreter, scribe, etc. over and above the standard ones and provide for it accordingly .BTC/IN will be responsible for ensuring an equitable training experience .
7. Bosch Limited will endeavor to ensure that all company events and meetings are inclusive to employees with disabilities by ensuring that they are conducted at accessible venues with the provision for reasonable accommodation.
8. Bosch Limited will conduct periodic awareness programs for its employees on disability rights, etiquette, and skills to ensure a non-discriminatory and inclusive work culture.
9. Personal Emergency Evacuation Plan (PEEP) will be constituted for associates who need support during an emergency. The PEEP also needs to be part of the onsite Emergency plan of the respective locations of RBIN.
10. As per the requirements of the RPWD Law, a Liaison Officer is appointed to coordinate and provide required support to disability related plans/programs within Bosch Limited and ensure compliance with the provisions of law. Liaison Officer will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and Reasonable Accommodation at Bosch Limited. The period of the office will be for two years from the date of appointment. The committee (detailed in the Governance framework section) will have the rights to extend the tenure of the Liaison officer. Bosch Limited will consult a subject matter expert/agency around disability inclusion as a consultant to support the Liaison Officer in carrying out its responsibilities effectively.
11. All employees have the responsibility to comply with the provisions given in the Equal Employment Opportunity Policy. All employees are encouraged to report any incidents of violation of this policy and managers should act promptly when concerns arise, or complaints are made.
12. Bosch Limited has established a Grievance Redressal mechanism to address disability related grievances in accordance with the Grievance Redressal mechanism provided under the RPWD Law:
  - Level 1: On receiving a written complaint from aggrieved persons with disability, the Liaison Officer is responsible to initiate action and investigate the issue and respond to the aggrieved person regarding the action taken, within 2 weeks of the registration of the complaint.
  - Level 2: The aggrieved person can escalate the matter to RBIN/P if they are not satisfied with the resolution provided by the Liaison Officer.


13. Governance Framework: RBIN/P will be responsible for ensuring that the establishment operates in compliance with the RPWD Law and to fulfil the terms of this policy. A committee would be formed comprising of RBIN/HRL, RBIN/DEI, RBIN/PJM RBIN/BDO, RBIN/HSE, RBIN/MED, RBIN/CSR, RBIN/HRL-P and an appointed Liaison officer. The plant locations must mirror a similar governance set up including the location departments of MED, HSE, FCM, BDO, CSR RBIN/HRL in consultation with RBIN/DEI will lead the implementation of the programs related to PWD's and will be responsible for planning, monitoring, and reviewing the program's progress to ensure compliance with the policy. RBIN/HRL in consultation with RBIN/DEI is responsible for planning, monitoring, and reviewing the programs progress to ensure compliance to accessibility standards defined as per the Act. RBIN/PJM and RBIN/FCM will take the lead in implementation of the changes of Physical infrastructure and ensure compliance as per the policy and standards set by RBIN and Govt of India. RBIN/BDO to take lead in ensuring readiness of the digital infrastructure in line with the needs as per the policy. PEEP would be the responsibility of RBIN/HSE and RBIN/MED. The Location HRL's will be the single point of contact on the topic. The corporate departments, sales locations will be covered under RBIN. The committee shall connect once in quarter, review the status, share learnings, and best practices. The meeting shall be chaired by the Liaison officer of RBIN.

The committee would share the progress with RBIN/P (on a half yearly basis).

#### **4.0 General Points**

1. Equal Opportunities: Ensuring that PWD's have equal access for employment opportunities hiring, promotions and all other employment-related activities.
2. Non-Discrimination: Prohibiting any sort of harassment or discrimination towards PWD's at work.
3. Reasonable Accommodations: Enabling PWD's to execute their work duties successfully by making reasonable accommodations. This could entail adjustments to the workspace, tools, or work hours, amid other aspects.
4. Sensitization and Training: Educating employees about issues relating to disabilities and fostering an inclusive workplace through awareness programs and training.
5. Accessibility: Creating a physically accessible, communicative, and information technology-accessible workplace for persons with disabilities.
6. Grievance Redressal Mechanism: Establishing a process via which PWD's can voice issues or grievances regarding their job and guaranteeing prompt redress.

**Summary of Revisions:**

<b>RBIN/HRL</b>	<b>EEO Policy for Persons with Disabilities</b>	 <b>BOSCH</b>
<b>Reference</b>	<b>Modification</b>	<b>Remarks</b>
Version 1.0	First release-draft 2023	08.2023
Version 1.1	Review and feedback from RBIN/HRL-P	23.08-2023
Version 1.2	Review by C/LSR-IN and changes included	29.09.2023
Version 1.3	Included feedback from a PwD employee at Bosch	04.10.2023
Version 1.3	MED, PJM, HSE and HR Business partner feedback included	27.11.2023
Version 1.4	Feedback and review from the external consultant for DEI and PWD inclusion	30.11.2023
Version 1.5	Feedback and review from RBIN/HRL and RBIN/HRC	01.01.2024

# Annexure

## 1. Abbreviations

PwD	Persons with Disabilities
RPWD	Rights of Persons with Disabilities
PEEP	Personal Emergency Evacuation Plan
RBIN/P	Managing Director Bosch Limited
RBIN	Bosch Limited
RBIN/HRL	Head of HR Bosch Limited
RBIN/DEI	Head of DEI Bosch Limited
RBIN/PJM	Head of Projects Management at Bosch Limited
RBIN/FCM	Head of Facilities at Bosch Limited
RBIN/BDO	Head of Digital function at Bosch Limited
RBIN/HSE	Head of Health and Safety at Bosch Limited
RBIN/MED	Chief Health and Medical officer Bosch Limited
RBIN/CSR	Head of Corporate Social Responsibility of Bosch Limited
RBIN/HRL-P	Head of Industrial Relations at Bosch Limited

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