

Global Policy for Equal Employment Opportunity

For Persons with Disabilities



Overview

At Wipro, we recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and fostering an inclusive workplace where all employees are treated with respect and dignity.

At Wipro, workforce diversity is a business imperative. We will strive to ensure that our workforce is representative of all sections of the society. We believe that, by doing so, we would be better equipped to develop and deliver accessible and inclusive products and services. In this way, we hope to be able to meet the needs of our clients and customers better, thus producing business excellence.

This Equal Opportunity Policy is in accordance with the provisions of **The Rights of Persons with Disabilities Act, 2016** and **Central Government Rules 2017**. We will always abide by the principles of the Policy in letter and in spirit.

Policy Statement

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

We continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to employees 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.

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 organisation will invest in re-skilling the employee for another position at the same rank or higher.

Wipro is committed to promoting awareness on equal opportunity and inclusion of people with disabilities among all employees by organising training and sensitisation programmes and campaigns.

Scope

Policy covers all employees with disabilities in Wipro Ltd. They could be job applicants, full-time/part-time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure.

The Policy applies to all aspects of employment, including recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

Definitions as per The RPWD Act

“Person with disability” means a person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her full and effective participation in society equally with others.

“Person with benchmark disability” means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms. It also includes a person with disability where specified disability has been defined in measurable terms by a certifying authority.

“Specified disabilities” are the disability categories mentioned in the Schedule of the Act. There is also “any other category”, which allows the Central Government to add any other disability by issuing a notification.

The disability categories as mentioned in the Schedule are:

- Locomotor disability
- Muscular Dystrophy
- Leprosy cured
- Dwarfism
- Cerebral Palsy
- Acid attack Victim
- Low vision
- Blindness
- Deafness
- Hard of Hearing
- Speech and Language disability
- Intellectual Disability
- Specific Learning Disability
- Autism Spectrum Disorder
- Mental illness

- Chronic Neurological Conditions
- Multiple sclerosis
- Parkinson’s disease
- Haemophilia
- Thalassemia
- Sickle Cell disease
- Multiple Disabilities
- Any other category (as may be notified by the Central Government.) (Refer to Annexure 1 of this document for the definitions of various categories of disabilities).
- “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 persons with disabilities enjoy or exercise equal rights as others.

Policy Details



Facilities and amenities

• Physical Infrastructure

The organization will ensure suitable facilities and infrastructure are provided to employees with disabilities to enable them to effectively discharge their duties in the establishment.

Wipro aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards given in the Harmonised Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016 and the National Building Code, 2016. The organization also aims to revamp its existing buildings by March 2022, to ensure strict compliance with the Standards.

Any new facility that is built, renovated, leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issues should report to the facilities team at their location or write to the Liaison Officer.

• Digital Infrastructure

It is Wipro’s continuous endeavour to ensure that all our documents, communication and information technology systems adhere to the accessibility standards.

The Standards for Information and Communication Technology that will be followed are:

- Website / application standards: Web Content Accessibility Guidelines (WCAG 2.1)
- Documents Standards: Accessible Word document and Optical Character Reader (OCR) based PDF formats and EPUB Format

We will ensure that only accessible technologies are procured. Any employee facing accessibility challenges can reach out to the local IT support team or write to the Liaison Officer.

• Reasonable Accommodation

Wipro will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per The RPWD Act.

Such accommodation would be provided:

- to ensure equal opportunity in the application and selection process,
- to enable an employee with a disability to perform the essential functions of a job, and
- to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

Examples of reasonable accommodations may include (but not limited to) acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules, reassignment to a vacant position, taking extra leave for a reason related to her/his disability.

All documents concerning an employee’s reasonable accommodations request would be maintained in the employee’s confidential file, separate from the employee’s official personnel file.

Wipro has formulated the Reasonable Accommodation Policy (myPolicies > Common Policies across Geos > My Information Source > Reasonable accommodation) in which the process for availing accommodations have been further detailed out.



List of positions identified

At Wipro, all positions are open to people with all types of disabilities. The hiring is purely based on merit and candidates are evaluated based on their skills and competence.



Manner of selection

• Vacancy advertisement and application

All positions are open to people with all types of disabilities and are published on Wipro career site, social media and job portals.

Our key focus is to:

- Ensure that all our existing sourcing channels and methods are inclusive.
- Collaborate with disability organizations to attract suitable talent.

• Selection Process

The selection process is the same for all candidates, including persons with disability. Flexibility and accommodations will be provided to job applicants with disabilities as required. Job applicants who need specific adjustment / accommodation in the selection process can contact the recruiter or the Liaison officer.



Other facilities

• Training and Career development

At Wipro, we seek to maintain a culture in which merit and performance are rewarded. The organization will ensure that career growth opportunities are provided solely based on merit for all employees.

Wipro will ensure that any accommodation required for participating in the people processes and trainings will be arranged for. Employees who need any adjustment / accommodation to attend the training program can contact the trainer / course owner or Liaison officer. The organization will endeavour to ensure that all our training programs are accessible to employees with disability.

• Travel, stay and transport

For official travel (local, outstation and international), employees with disabilities will be provided reasonable accommodation such as door pick-up and drop, low floor cabs, air travel (in case

road/train travel is inaccessible), accessible guest houses and hotels (where available) and allowing a personal attendant to travel alongside if required, as per our reasonable accommodation guidelines.

• Employee engagement and social inclusion

Wipro will endeavour to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.



Governance

Wipro has constituted a high-level Accessibility Inclusion Council to promote and strengthen the company's charter to create an inclusive workplace for employees with disabilities.

The Council will be chaired by the Head, Inclusion and Diversity, and the members of the Council will include senior managers from relevant support functions along with business leaders, Champion of persons with disability initiative and Global Lead for persons with disabilities (who is also the Liaison Officer).

The objectives and the functions of the Council are:

- To ensure compliance with the applicable provisions mandated for private establishments under The Rights of Persons with Disabilities (RPWD) Act, 2016.
- To plan and allocate budget for driving the persons with disability charter efficiently.
- To oversee the effective implementation of the company's equal opportunity policy.

The Council will meet every quarter to review the progress made and decide the action plan for the next quarter.

• Liaison Officer

Wipro has appointed the Global Lead for persons with disabilities to be the Liaison Officer, as per the mandate of the Central Rules under the RPWD Act. She/he will coordinate with the various concerned departments and provide subject matter expertise to implement the plan prepared by the Council. She/he will also be responsible for ensuring that employees and job applicants with disabilities receive the needed reasonable accommodation for performing their job and participating in the selection process on an equal basis with others. She/he will also raise awareness among all employees in the

company to create an inclusive work environment. She/he will present a progress report to the Council every quarter.

- **HR Managers**

Human Resource managers have the functional responsibility for ensuring compliance with the provisions of this policy. They should proactively take steps to ensure that all employees are sensitized and there is no discrimination in recruitment, training, career development and other aspects of employment.

- **Inclusion and Diversity champions**

Wipro has nominated Inclusion and Diversity champions for every business and service line, who are responsible for promoting inclusion and increasing representation of people with disabilities within their business and service lines. They will submit quarterly progress report to the Global Lead of persons with disability.

- **Employees with Disabilities Peer Support Group**

Wipro has formed a Peer Support Group for employees with disabilities to share experiences and seek support and work together to promote disability inclusion within the company. They communicate regularly through e-mail to seek information/support on Accessibility issues, besides sharing knowledge and updates on disability matters.

- **Employee Resource Group for Persons with Disabilities**

An Employee Resource Group for Persons with Disabilities will be formed, comprising of interested and committed employees with and without disabilities to promote the inclusion charter within the company. This Group will be led by a business leader. The primary role of this group is to promote inclusion in all haspects such as infrastructure and digital accessibility, hiring and inclusion and defining any support system that would enable employees with disability to perform on par with others. They will work closely with the Global Lead, Persons with Disabilities.

It is the responsibility of each and every employee at Wipro to create an environment that is non-discriminating and inclusive.



Maintenance of Records

Wipro has a robust and well-defined process for capturing and maintaining the records of its employees. Wipro understands and respects that sharing information about one's disability is purely a personal preference, and nobody is mandated to do so. Employees who have a disability or medical condition and wish to share the information can fill the Voluntary Self-Identification to disclose their disability at <myWipro\myData\Voluntary Self-Disclosure>. Also, given that disability or medical ailment can be acquired at any point, an employee can edit the information in the form any time.

Employees who are citizens of India can upload the disability certificate issued by Government of India, which would help them avail Government benefits like income tax exemptions.

Access to the data is given only to the Global Lead, Persons with Disability. Confidentiality of the data will be maintained with certain exceptions like data being made available for security and other relevant functions for ensuring reasonable accommodations. The information will be shared on need basis, on the discretion of the Global Lead, Persons with Disability. The stakeholders other than the Lead, Persons with Disability who are given access to the information will be made to sign an NDA (Non-Disclosure Agreement) to ensure confidentiality.





Grievance Redressal

Wipro has a well-defined grievance redressal mechanism since April 2003, to enable its employees and others associated with the company to not overlook any concern but instead raise it at early stage in the right manner, without fear of retaliation, victimization, subsequent discrimination or disadvantage at the workplace. Wipro does not tolerate any malpractice, impropriety, abuse or wrongdoing or discrimination or harassment and encourages its employees to raise their concerns.

The organization ensures that such concerns would be thoroughly inquired by the designated persons independently and fairly. While the company considers the malpractices or wrongdoing or abuse or harassments in general, it is also conscious of the likelihood of any direct or indirect discrimination or denial of reasonable accommodation or bullying behaviour towards employees with disability and would treat such instances also, as malpractice, abuse or harassment, as the case may be.

The organization will follow the same procedure for inquiring and investigating the complaints or

concerns raised by employees with disability. However, necessary reasonable accommodation will be provided to employees with disabilities to effectively participate in the investigation process. For example, sign language interpreter for persons with deafness, accessible venue for persons with locomotor disability, etc.

For complaints related to or raised by an employee with disability, the Global Lead, Persons with Disability, will be consulted and involved by the Grievance Team to conduct the investigation.

Employees can reach out to their manage/HR manager to voice concerns. In case the issue is still not resolved, they can raise an Ombuds (refer myPolicies > Common Policies across Geos > Ombuds Process).

If an employee raises a concern, she/he will not be under any risk in the form of retribution or retaliation. The company will not tolerate any harassment or victimization (informal pressures) against any employees raising concerns who have a genuine case and will take appropriate vhaaction accordingly.



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strong commitment to sustainability and good corporate citizenship, we have over 220,000 dedicated employees serving clients across six continents. Together, we discover ideas and connect the dots to build a better and a bold new future.

For more information,
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