ASSOCHAM 4th DIVERSITY & INCLUSION EXCELLENCE AWARD

**BEST EMPLOYER FOR PERSONS WITH DISABILITIES**

**PROFORMA FOR ENTRY**

**Note: Information/data need to mention in the below form as of 31st March 2023**

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| --- | --- | --- |
| SI.No. | Name of Organisation | |
| 1 | Sector of Organisation |  |
| 2 | No. of Employees |  |
| 3 | Size of Organisation (Small/Medium/Large) (refer. subcategory) |  |
| 4 | No. of Employees with Disabilities (EwDs) |  |
| 5 | (No. of EwDs in Top 7 level of Hierarchy/No. of Total Employees in Top 7 level of Hierarchy) |  |
| 6 | Does your company have an Equal Opportunities Policy (EOP) as mandated under Section 21 of the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) and has it been published in accordance with Rule 8 of the Rights of Persons with Disabilities, Rules 2017 (RPwD Rules, 2017)? If yes, please mention the link in the website of your company. | Y/N |
| 7 | If answer at 5 is yes, has the said EOP been registered with the Chief Commissioner/State Commissioner for Persons with Disabilities? |  |
| 8 | Does your company maintain records of the employees with disabilities, facilities provided and other necessary information as required in Section 22 of the RPwD Act, 2016 and accordance with Rule 9 of the RPwD Rules, 2017? | Y/N |
| 9 | Any written HR policy for assessing needs and providing reasonable accommodation to PWDs. | Y/N |
| 10 | Any written HR policy for redressal of complaints related to PwDs | Y/N |
| 11 | Are the building and other built environments accessible and friendly to PWDs? | Y/N |
| 12 | Is the IT infrastructure of your Company accessible and friendly to Persons with Disabilities (PwDs) (accessible website, documents in an accessible format on the website, etc.)? | Y/N |
| 13 | Does your company have a policy for financial assistance or soft loan to EwDs, if they require disability during service? | Y/N |
| 14 | No. of leadership training programs for EwDs for career progression or development. | Y/N |
| 15 | Number of sensitization programs on disability issues conducted for employees without disability from 1st April 2022 to 31st March 2023 |  |
| 16 | Does your company provide flexible work schedules for employees with disabilities? | Y/N |
| 17 | Does your company provide the option of working from home specifically for EwDs? | Y/N |
| 18 | Does your company have Counselling facilities (like career progression, etc.) for EwDs? | Y/N |
| 19 | Does your company have special arrangements for a home pick up & drop for Employees with Disabilities (EwDs), if required | Y/N |
| 20 | Does your company have any additional facility or accommodation for women employees with disabilities? If yes, please give details. | Y/N |
| 21 | Are workshops/Training conducted for skill up-gradation of EwDs on regular basis? | Y/N |
| 22 | Does your company have any policy to facilitate or has the company facilitated any platform to showcase the strengths of EwDs in any field other than their core job profile? If yes, please give a brief note on it. |  |
| 23 | Please provide detailed instances of exemplary contribution in domain of Health, etc. to meet exigencies related to EwDs. |  |
| 24 | Any specific officer/person in the company designated to look after the needs and implementation of policies concerning PwDs. If yes, kindly provide details. |  |
| 25 | Please give any other initiatives specifically designed to promote inclusion and empowerment of PwDs |  |

You may submit a brief about the initiatives, achievements, and recognition of the contributions of your company in this category (200 words limit).

**Submitted by:**

|  |  |
| --- | --- |
| Name & designation: |  |
| Signature |  |
| Email id & contact no |  |
| Address |  |

Please send your entries /nominations along with your authorized signature at the below-mentioned address:

**Sandeep Kumar Jain**

Additional Director & Head CSR

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