



# EQUAL OPPORTUNITY POLICY

Issued on 15<sup>th</sup> February 2024

## **Equal Opportunity Policy**

### **Objective:**

ONGC is dedicated to encourage a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination at the workplace.

### **Aim:**

Our aim is to ensure that all employees, trainers, learners, clients, vendors, consultants and stakeholders are given equal opportunities, and our organization is representative of all sections of society. Each employee will be respected and valued, contributing their best as a result.

### **This policy adheres to:**

- Create an environment where the individual differences and contributions of all team members are recognized and valued.
- No one will be overlooked because of their gender, disability or sexuality. Physical disabilities aren't restrictive to any role.
- Create a working environment that promotes dignity and respect for every employee.
- Do not tolerate any form of intimidation, bullying, or harassment, and to discipline those who breach this policy.
- Promote equality, diversity, and inclusion in the workplace, which is good management practice and makes sound business sense.
- Encourage anyone who feels they have been subjected to discrimination to raise their concerns so we can apply corrective measures.
- Encourage employees to treat everyone with dignity and respect.
- Regularly review all our employment practices and procedures to ensure fairness always maintained
- Eliminate unlawful discrimination, harassment and Victimization and other conduct prohibited by the act.

### **Purpose:**

This policy reinforces our commitment to providing equality and fairness to our employees. Company ensures that no less favorable facilities or treatment are offered on the grounds of age, caring responsibilities, disability, family situation, gender expression, gender identity, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, colour, nationality, and national origin), religion or belief, sex, sexual orientation, socio-economic background.



### **Equal Learning Opportunity**

ONGC is dedicated to providing equal opportunities for everyone and believes in continuous learning for all. We strictly prohibit all forms of discrimination, harassment, and retaliation. Our commitment to providing a discrimination-free workplace extends to both direct and indirect without discrimination.

### **Differentiation**

Differentiation is vital in teaching and learning for adult education. Our tutors tailor their instruction to meet the unique needs of individual learners and corporate expectations. This approach ensures that all learners have the opportunity to learn and grow at their own pace.

Learners have different styles of learning, and some learn best through visual aids, hands-on activities or auditory materials. Our differentiated learning approach can help address these different learning styles and support all learners' needs.

Learners from diverse cultural and linguistic backgrounds may have unique learning needs. Our system can address these needs by incorporating culturally relevant materials, providing language support, and offering opportunities for collaboration and discussion.

Advanced learners may excel in certain subjects or areas and require more challenging and stimulating materials to keep them engaged and motivated. Our learning approach can provide these learners with more advanced materials and opportunities for independent study or enrichment.

We also support learners with different cognitive levels, as they have varying abilities to process and understand information. Some may have advanced cognitive abilities, while others may struggle to comprehend certain concepts.

### **Disability Discrimination Act**

ONGC has in place a disability policy prepared in accordance with Rights of Persons with Disabilities (RPWD) Act, 2016 This Policy is a working document which sets out the ONGC goals and strategies to achieve access and inclusion for people with a disability. Responsible functional areas of the organization are required to report regularly against the objectives of the Disability Action.

### **Confidentiality and Disclosure**

ONGC acknowledges that information that is provided to it about a person's disability or health status is personal and private and will respect the confidentiality of all such information. Confidentiality of information related to learners and staff with disabilities will



be protected and access to information will be restricted to staff with a legitimate need to know.

Personal information relating to disability is treated in confidence and only used legitimately in carrying out the educational and operational functions of the organization. In these cases, the relevant information required by staff is simply the work/study impact of the disability and information about the adjustments required. Medical and diagnostic specifics of the nature of the disability or condition are usually not relevant to supervisors or teaching staff and may only be conveyed where the nature of the disability is relevant and then only with the written consent of the person with the disability or health condition.

### **Diversity and Inclusion**

Our commitment to diversity and inclusivity extends beyond mere representation; we strive to create an environment where all individuals feel valued, respected, and empowered to thrive. We provide equal opportunities for career development and advancement to all employees, irrespective of their background. Three principles for inclusion

- Responding to learners diverse learning needs.
- Setting suitable learning challenges.
- Overcoming potential barriers to learning and assessment for individuals and groups

### **Review and Revision**

This Equal Opportunity Policy will be reviewed regularly to ensure its continued effectiveness and relevance. Amendments may be made as necessary to align with changes in laws, regulations, or company policies, as well as to further enhance our commitment to equal opportunity and diversity.

The policy will also be drawn to the attention of all stakeholders, including customers, job applicants, employees, consultants, trainers and learners that an equal opportunity policy is in operation, and they are bound to comply with its requirements and promote fairness in the workplace

ONGC IPSHEM conducts an annual review of this policy and associated documentation. Updates and communications regarding reviews will be shared with relevant employers, along with any specific outcomes resulting from the reviews, as appropriate.

Date: 15.02.2024

Place: Goa

  
Executive Director - HOI

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