



Global Policy on Equal Employment Opportunity for Persons with Disabilities



Document Control

Function	Corporate HR
Sub-function	Diversity, Equity and Inclusion
Policy Owner	Director, Head – Diversity, Equity and Inclusion
Policy Effective Date	21-06-2024

1. Purpose

This policy highlights Wipro's commitment to providing equal employment opportunities and fostering an equitable and inclusive workplace. At Wipro, we recognize the value of a diverse workforce and strive to ensure that we represent all sections of 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 United Nations Conventions on the Rights of Persons with Disabilities (UNCPRD) applicable globally, and the Rights of Persons with Disabilities Act, 2016, and Central Government Rules 2017 (India). We will always abide by the principles of the policy in letter and in spirit.

2. Audience

The policy covers job applicants, full-time and part-time employees, interns, trainees, and contractual employees, including temporary employees. It also covers employees who acquire any disability during their work tenure.

3. Scope

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

4. Policy Statement

At Wipro, we are committed to eliminating all forms of unlawful discrimination, which include direct and indirect discrimination, denial of reasonable accommodation/ adjustment, 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 for employment at Wipro. 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 a disability is provided with any suitable flexibility and accommodation that may be required so that they may be evaluated fairly.

If an employee acquires a disability during their employment tenure, they can return to work at the same rank as before. If the employee is unable to perform their current job, the organization will invest in re-skilling the employee.

Wipro is committed to promoting awareness about equal opportunity and inclusion of people with disabilities among all employees by organizing training and sensitization programs and campaigns.

We believe that Wipro's dedication to diversity, equity and inclusion will have profound influence on both its internal dynamics and its external perception. Fostering a workplace culture that prioritizes respect, and values every individual, regardless of background, will boost morale and job satisfaction among our employees. This inclusive environment will increase engagement and retention. It will also fuel productivity and innovation through diverse perspectives.

Furthermore, Wipro's reputation as an employer of choice will strengthen attracting top talent and ensuring compliance with legal requirements. This commitment will enhance our brand image and is already contributing to broader societal change by challenging stereotypes and promoting social acceptance. Overall, Wipro's efforts exemplify its commitment to driving positive change and to foster a more inclusive world.

5. Facilities and Amenities

5.1 Physical Infrastructure

- a) Wipro will ensure that suitable facilities and infrastructure are provided to employees with disabilities to enable them to discharge their duties in the establishment effectively.
- b) Wipro aims to ensure that the physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to accessibility standards.
- c) 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.
- d) Any employee facing accessibility issues should report to the facilities team at their location and copy the Global Disability Inclusion Lead (also the Liaison Officer).

5.2 Digital Infrastructure

- a) It is Wipro's continuous endeavor to ensure that all documents, communications, applications and platforms adhere to accessibility standards.
- b) The Standards for Information and Communication Technology that will be followed are:
 - 1) Website/application standards: Web Content Accessibility Guidelines (WCAG 2.1 AA).
 - 2) Documents Standards: Accessible Word document, accessible PDF formats, and E Pub Format as per standards.
 - 3) Procurement guidelines: Wipro will follow EN 301 549, which has requirements for ICT accessibility in products and services like hardware, applications, self-service kiosks, and other technology or country-specific standards like Indian Standards IS 17802 (Part 1), 2021, and IS 17803 (Part 2), 2022, published by the Bureau of Indian Standards.
- c) Wipro will ensure that only accessible technologies are procured. However, if any employee faces accessibility challenges, they can write to the Global Disability Inclusion Lead at DisabilityInclusionSupport@wipro365.onmicrosoft.com.
- d) Employees can find more details on the [Disability Inclusion hub page](#).

5.3 Reasonable Accommodation

- a) When requested, Wipro will provide reasonable accommodations or adjustments for eligible employees or job applicants who have disabilities. Such reasonable accommodation or adjustment would be provided:
 - 1) To ensure equal opportunity in the application and selection process,
 - 2) To enable an employee with a disability to perform the essential functions of a job and

- 3) To enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.
- b) Reasonable accommodations or adjustments will be made on an individual basis as per the Reasonable Accommodation policy. Reasonable accommodations or adjustments include, but are not limited to, assistive technology, sign language interpretation support, transport, and modified furniture.
- c) There is also an application for seeking reasonable accommodations or adjustments. Employees who need any such assistance can make their needs known by filling out the reasonable accommodation form in this path <https://thedot.wipro.com> -> Apps -> MyRequest-> Reasonable Accommodation.
- d) All documents concerning an employee's reasonable accommodation request would be maintained in the employee's confidential file, separate from the employee's official personnel file.
- e) Wipro has formulated the Reasonable Accommodation Policy in which the process for availing accommodations has been further detailed.

5.4 List of Positions Identified and the Manner of Selection

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

a) Vacancy Advertisement and Application

Most of the open positions are published on Wipro's career site, social media, and job portals. Our key focus is to:

- 1) Ensure that all our existing sourcing channels and methods are inclusive.
- 2) Collaborate with organizations working with, and for, persons with disabilities to attract talent.

b) Selection Process

The selection process is the same for all job applicants, including persons with disabilities. Reasonable accommodations or adjustments will be provided to job applicants with disabilities on request by contacting their recruiter.

5.5 Other Facilities

a) Training and Career Development

- 1) At Wipro, we seek to maintain a culture in which merit and performance are rewarded. Wipro will ensure that career growth opportunities are provided solely based on merit for all employees.
- 2) Wipro will ensure that any accommodation required for participating in the people processes and trainings will be arranged. Employees who need any reasonable accommodation or adjustment to attend the training program can contact the trainer or course owner or the Global Disability Inclusion Lead.
- 3) Wipro, at its discretion, will endeavor to ensure that all training programs are accessible to employees with disabilities.
- 4) Wipro is committed to ensuring that employees with disabilities have equal opportunities in trainings, transfer, postings, and career advancement opportunities. Any reasonable accommodation or adjustment that may be required to participate in the training programs or appraisal process and for relocation would be provided in accordance with the Reasonable Accommodations Policy.
- 5) Training and awareness initiatives are undertaken to sensitize managers to ensure non-discrimination and equal opportunities for people with disabilities.

b) Employee Engagement and Social Inclusion

Wipro will endeavor to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation or adjustment available to employees with disabilities. For more details, employees may refer to the [Disability Inclusion Hub Page](#).

c) Disability Leave

- 1) Wipro offers various forms of leave, including casual, sick, parental, and adoption. Wipro also offers loss of pay leaves for certain reasons that may prevent an employee from functioning at work.
- 2) Employees with disabilities or those who acquire a disability and need leave for medical treatment or rehabilitation beyond their regular leave can request leaves as a reasonable accommodation/adjustment.
- 3) Wipro, at its sole discretion, will take a decision based on the needs of the employee on a case-to-case basis based on the Reasonable Accommodation Policy and guidelines.

5.6 Governance

Wipro has a central Diversity, Equity and Inclusion team to promote and strengthen the company's charter to create an inclusive workplace for employees with disabilities.

The governance team comprises a Head of Organization, Capabilities, Diversity, Equity and Inclusion and the Global Disability Inclusion Lead, who also serves as a Liaison Officer as per the RPwD Act 2016. This team is responsible for ensuring the implementation and monitoring of the Equal Employment Opportunity Policy.

a) Global Disability Inclusion Lead

- 1) Wipro has appointed the Global Disability Inclusion Lead, to be the Liaison Officer. They will coordinate with the various concerned stakeholders and provide subject-matter expertise to ensure an inclusive and accessible workplace.
- 2) They will also be responsible for ensuring that employees and job applicants with disabilities receive the needed reasonable accommodation for performing their job or participating in the selection process on an equal basis with the others, as and when requested.
- 3) They will also raise awareness among all employees at Wipro to create an inclusive work environment.

b) HR Managers

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

c) Inclusion Champions

- 1) Wipro has nominated Inclusion and Diversity champions for every business and service line. They are responsible for promoting inclusion and increasing representation of people with disabilities within their business and service lines.

d) Employee Resource Group - Global Disability Alliance Network

- 1) Wipro has formed an Employee Resource Group (ERG) for employees with disabilities, medical conditions, caregivers and allies to work together to promote disability inclusion within the company.

- 2) This ERG is led by the central Diversity, Equity and Inclusion team (Global Disability Inclusion Lead). The primary role of this group to evangelize inclusion within Wipro by organizing and participating in events, activities, campaigns, and by being an ally/advocate for creating inclusion.
- 3) They connect monthly and communicate through e-mail to seek information or support on any aspect related to disability inclusion, accessibility issues, besides sharing knowledge and updates on disability matters. For more details, please visit the [Community page](#).

e) All Employees

- 1) It is the responsibility of all employees at Wipro to learn and educate themselves on disability inclusion and contribute to creating an environment that is non-discriminating, inclusive and accessible.

5.7 Maintenance of Records

a) 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 or are a primary caregiver and wish to share the information can fill the Voluntary Self-Identification form here in this path <https://thedot.wipro.com> -> Apps -> MyData-> Voluntary Self-Identification for disability, medical condition and caregiving.

- 1) Please note that self-identification is voluntary. It is the individual's choice to share their medical condition, disability, or caregiving responsibility. Employees can choose to self-identify at any time during their tenure with Wipro. Employees will not be penalized for not sharing such information. However, if employees require a reasonable accommodation or adjustment, then the Global Disability Inclusion lead may ask for information on disability or medical report to evaluate the request.
- 2) Confidentiality of the data will be maintained with certain exceptions, like when data is being made available for security and other relevant functions for ensuring reasonable accommodations or adjustments. The information will be shared on a need-basis, on the discretion of the Global Disability Inclusion Lead. The stakeholders who are given access to the information will sign an NDA to ensure confidentiality. The exception to this is the Lead for Persons with Disability.

5.8 Grievance Redressal

- a) Wipro has a well-defined grievance redressal mechanism to enable its employees and others associated with Wipro to not overlook any concern but instead raise it at an early stage in the right manner, without fear of retaliation, victimization, subsequent discrimination, or disadvantage at the workplace.
- b) Wipro does not tolerate any malpractice, impropriety, abuse or wrongdoing, discrimination, or harassment. Employees are encouraged to raise their concerns. Wipro ensures that such concerns are thoroughly inquired by the designated persons independently and fairly.
- c) While Wipro condemns malpractices, wrongdoing, abuse, or harassments in general, it is also conscious of the likelihood of any direct or indirect discrimination, denial of reasonable accommodation, or bullying behavior toward employees with disability or medical conditions and would treat such instances as malpractice, abuse, or harassment.
- d) Wipro will follow the procedure outlined below for inquiring about and investigating the complaints or concerns raised by employees with disabilities. However, necessary and reasonable accommodations will be provided to employees with disabilities to effectively participate in the investigation process. For example, a sign language interpreter for deaf associates, an accessible venue for a person with a locomotor disability, etc.

- e) Employees can reach out to their manager or HR manager to voice concerns. In instances the issue is still not resolved, they can raise an Ombuds complaint [here](#). For complaints related to or raised by an employee with a disability or medical condition, the Global Disability Inclusion Lead will be consulted and involved by the Grievance Team to conduct the investigation.
- f) If an employee raises a concern, they will not be under any risk in the form of retribution or retaliation. Wipro will not tolerate any harassment or victimization (informal pressures) against any employee raising concerns who has a genuine case and will take appropriate action accordingly.

5.9 Definitions

- i. “Barrier” means any factor, including communicational, cultural, economic, environmental, institutional, political, social, attitudinal, or structural factors, which hampers the full and effective participation of persons with disabilities in society.
- ii. “Discrimination” in relation to disability means any distinction, exclusion, or restriction based on disability that impairs or nullifies 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.
- iii. “Persons with Disabilities” include those who have long-term physical, mental, intellectual, or sensory impairments, which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.
- iv. “Reasonable Accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.

Some illustrative examples of disability are:

- Locomotor disability
- Muscular Dystrophy
- Leprosy (cured)
- Dwarfism
- Cerebral Palsy
- Acid attack survivor
- Low vision
- Blindness
- Deafness
- Hard of hearing
- Speech and language disability
- Intellectual disability
- Specific learning disability
- Autism Spectrum Disorder
- Psychosocial disability
- Chronic neurological conditions
- Multiple sclerosis
- Parkinson’s disease
- Haemophilia

- Thalassemia
- Sickle cell disease
- Multiple disabilities

5.10 POC for Queries

Global Disability Inclusion Lead

Revision History

Version	Revision Date	Reason for Change	Drafted/ Reviewed By	Approved By	Date Approved
1.0	18.06.2019	Original Document	Corporate HR	Head – Corporate HR	18.06.2019
1.1	26.04.2023	Change in the path for important links and new updates incorporated	Organizational Capability Team	General Manager and Head, Organizational Capability	26.04.2023
1.2	25.01.2024	Changes to the policy from a global standpoint	Diversity, Equity and Inclusion Team	Director, Head - Diversity, Equity and Inclusion	21.06.2024



About Wipro Limited

Wipro Limited (NYSE: WIT, BSE: 507685, NSE: WIPRO) is a leading technology services and consulting company focused on building innovative solutions that address clients' most complex digital transformation needs. Leveraging our holistic portfolio of capabilities in consulting, design, engineering, and operations, we help clients realize their boldest ambitions and build future-ready, sustainable businesses. With 250,000 employees and business partners across more than 60 countries, we deliver on the promise of helping our clients, colleagues, and communities thrive in an ever-changing world.

