



DISABILITY ACCOMODATION POLICY

The policy rules are subject to change; hence ensure you are referring to the latest version of the policy. The interpretation of the rules or clarification of the policy as communicated by the Talent Expertise Team should be treated as final.

OBJECTIVE

Unilever is committed to collaborate with eligible employees in exploring reasonable work accommodations that enable persons with disabilities to perform their jobs successfully and set them up to thrive and succeed.

The policy is designed to ensure employees feel safe to share their disability and on doing so, HUL will make reasonable accommodations and adjustments needed to support them. These accommodations can include physical adjustments, assistive technology or cultural training that employees may need to perform at their best.

What is Disability:

As per statutory guidelines, under the Rights of Persons with Disabilities Act – 2016, a person with Disability is someone with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his/her/their full and effective participation in society, equally with others.

How can disability be declared?

- ❖ Any individual can declare their disability by accessing Workday and updating the information under the Personal Information tab (refer to instructions in the attached QRG).
- ❖ Alternately, any individual can disclose their disability, verbally, to a selected employee they feel comfortable within order to seek support at the workplace. These could be their Line Manager, Human Resources, Medical and Occupational Health, People Experience Lead, or anyone else they choose.

The employee has the option, both to keep the information confidential or open to the public. If the information is confidential only the Medical & Occupational Health team and the PEL would have this information.

ACCOMMODATION PROCESS

- 1) Once the employee declares a disability on Workday or otherwise, a





- request is submitted to the OHC and the People Experience Lead (PEL).
- 2) If the employee informs a stakeholder outside of the MOH, the employee will be directed to the Occupational Health Centre for evaluation according to the RPWD Act/ WHO Health and Disability Measurement Model.
 - 3) As each case is unique, the accommodation plan will be drafted in consultation with IT, Safety Health and Environment (SHE) and Workplace Services (WPS) and include inputs from PEL, HRBP and LM.
 - 4) In case of a direct declaration by the employee on Workday, the PEL will assess if there is need for more information on medical requirements, and the employee will be directed to the Medical & Occupational Health Department (ideally 1 visit to the OHC will be encouraged in all cases to ensure safety/ medical support is triggered).
 - 5) The PEL evaluates the need for creation of a Personal Emergency Evacuation Plan (PEEP) for the employee in consultation with the Medical & Occupational Health team. Once MOH evaluates this is necessary, then the PEL will include SHE and the LM in the creation of the PEEP.
 - If the employee has visible and/or physical disability, then the PEEP must be made.
 - SHE and the LM must be aligned with this plan, guaranteeing there is a training for the team (Central D&I Team to run a sensitization).

CONFIDENTIALITY

All employees involved in the disability declaration and accommodation process are required to maintain strict confidentiality and are required to keep the information private, we are committed to respecting the personal privacy of the individual making the declaration.

Note: This policy covers employees, contract and contingent 3P working within HUL premises.





PROCESS FLOW: WORKDAY TRIGGER OR FACE 2 FACE DECLARATION

Stakeholder	Step 1	Step 2	Closure
	Primary Support		
Employee making a Disability Declaration	Access Workday or speak to a trusted employee within the system to self- declare the disability. Screenshots shared in below attached annexure. Click Here for steps to update disability on WD	With support from the PEL, the employee meets with MOH, SHE and WPS teams to review accommodations possible.	Employee receives reasonable support. LM and HRBP are informed. Sensitization of team conducted, if needed. Employee provides feedback and requests ongoing services support as needed.
Medical Occupational Health (MOH)	Makes an assessment with employee's consent and prepares a report for the business regarding work adjustments or accommodations needed.	Channel the employee to the SHE team, if there is need for a PEEP.	No further action unless the employee seeks further support from the MOH team.
People Experience Lead (PEL)	Confirms whether the employee needs any support, wants to disclose their disability beyond medical or not. Arranges for employee to MOH for evaluation of the disability and support.	Evaluates nature of support needed, contacts LM for funding and progresses support needed. Connects employee with SHE team for risk assessment and preparation of PEEPs	Oversees the adjustments are implemented: Digital (IT or IT Services) Workplace Adaptions (WPS) Cultural (Works with HRBP on Sensitization)
Human Resources	Confirms whether the employee wants to disclose beyond medical or not, loops LM on support needed with employee's consent	Directs the employee to the PEL for adjustments and accommodations as needed/ supports in role related adjustments with LM.	Determines the need for a sensitization and plans with the Central team. Checks-in on how the support is working.
Line Manager	Receives the information and directs the employee to the MOH/ PEL for onward support.	Directs the employee to the PEL for adjustments and accommodations as needed/ supports HRBP with role related adjustments.	Checks with the HRBP if there is need for a sensitization and plans for it. Checks-in on how the support is working
Secondary Support as needed			
IT Support Services	Workplace Services	Safety Health and Environment	Central Diversity & Inclusion Team

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