

## **Equal Opportunity Policy – Employees**

It is the endeavour of the Bank to maintain conducive and harmonious work environment by creating equal opportunity at workplace and recognizing & valuing diversity & inclusion. Bank strives to provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, sex, age, nationality, disability etc. Employee policies and practices are administered on a non-discriminatory basis in all matters relating to recruitment, training, compensation, benefits, promotion, transfers and all others terms and conditions of employment

### **1. Objective**

1.1. To ensure that the Person with Disabilities (PWD) employed in the Bank enjoy equality of opportunities and are not discriminated against for any reasons relating to their disability.

### **2. Applicability**

2.1. In terms of section 34(1) of the 'Right of the Persons with Disabilities Act 2016', employees with the following benchmark disabilities will be covered under the policy-

- a. Blindness and Low Vision
- b. Deaf and Hard of hearing
- c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
- d. Autism, intellectual disability, specific learning disability and mental illness.

e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

2.2. Person with benchmark disability means “a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;”.

### **3. Facilities for Person with Disabilities**

#### **i. Manner of Selection and Identification of posts**

- Employees including persons with disabilities shall be recruited on the basis of merit in an open competition on the same standards prescribed for all others. However any statutory directions/ notifications applicable to the person with benchmark disabilities with regards reservations and other facilities/ concessions shall be strictly adhered to.
- Post suitable for PWD shall be identified based on respective category of person with benchmark disabilities and in line with the directions/ notification issued by statutory authorities from time to time, if any. It should be ensured that the PWD employees are posted on profiles which are conducive for them to work efficiently and effectively.

#### **ii. Post-recruitment and pre-promotion training**

- Induction training is an essential component of the service requirement of an employee. Induction training program for the persons with disabilities shall be imparted together with the other employees. However, as the case maybe, job specific post-recruitment training for

PWD employees may be conducted to enable them to carry out their jobs effectively.

- Pre-promotion training shall be conducted for the PWD employees.

**iii. Providing aids/ assistive devices**

Assistive devices/aids, software sets shall be provided, wherever possible, to enable the PWD employees to discharge their duties effectively without any hurdle.

**iv. Accessibility and barrier free environment at workplace**

Easy accessibility and barrier free environment such as ramp and lifts with audio outputs would be facilitated by the Bank, wherever it is feasible.

**v. Preference in accommodation**

Preference shall be given to PWD employees for allotment of Bank's accommodation, as far as possible. Request of PWD employees for allotment of ground floor flats shall be considered by the Bank, subject to availability.

**vi. Special Casual Leave**

Employees with disability shall be eligible for the following leave in addition to the leaves available for all the employees of the Bank-

- 10 days of Special Casual Leave in a calendar year for participating in conference, seminar, training or workshop related to disability and development to be specified by the Ministry of Social Justice and Empowerment (MoSJE) subject to exigencies.
- 4 days Special Casual Leave in a calendar year for physically/ orthopedically challenged employee.

**vii. Preference in transfer posting**

Subject to the administrative exigencies, persons with disabilities employed in the bank in all cadres shall normally be exempted from the routine periodical transfers. They shall not normally be transferred even on promotion, if a vacancy exists in the same branch/office, town/city. When the transfer of such employee becomes inevitable on promotion or any other reason to a place other than his/her original place of appointment, it would be ensured preferably that such employees are kept nearest to their original place of posting and in any case are not transferred to far off/remote places. The terms and conditions of transfer shall be governed by the extant guidelines/ policies of the Bank issued from time to time.

**viii. Facility of scribe for Promotion written exam**

Those candidates who are Visually Challenged/ low vision or affected by cerebral palsy with loco-motor impairment whose writing speed is affected and Physically Handicapped (PH) candidates who are not in a position to write on their own can use own scribe at his/ her own cost during the written examination. The terms and conditions for availing the scribe facility shall be governed by the extant guidelines/ policies of the Bank issued from time to time.

**ix. Reimbursement of cost for Escorts**

The cost of travel, boarding & lodging for an escort of the PWD employee would reimbursed by the Bank, in case such an employee is deputed for training or sent on official tour subject to the following-

- Prior approval of the Vertical/ Department Head is obtained on each occasion.

- The nature of the employee's disability should be such that it necessitates an escort for the journey as well as requires assistance to perform daily chores.
- The employee and his/ her escort should avail of concessions, if any, for fare extended by the concerned transport authorities in such cases.
- The escort shall be reimbursed the cost of travel by the entitled class of the employee, as also admissible boarding. No other allowances shall be admissible to the escort.
- The escort shall be from among immediate family of the employee and will be accompanying the employee for the specific purpose and not for any other business/ personal work.
- Accommodation shall preferably be availed at the Bank's Visiting Officers' Flat and should be on sharing basis with the physically challenged employee.

**x. Posting of Officers having dependent child/children and spouse with disabilities**

Employees having dependent child/children with disabilities to be taken care of, would be ordinarily exempted from routine exercise of transfer/ rotational transfers, subject to the Bank's administrative constraints. The exemption is also applicable to employee having dependent spouse with disabilities. The terms and conditions of transfer would be governed by extant guidelines/ policies of the Bank.

**4. Reservation matter**

All the guidelines received, on the subject, from time to time, from Government of India, Ministry of Finance, Department of Financial Services, New Delhi, shall be followed by the Bank.

**5. Liaison Officer**

The Liaison Officer appointed to look after reservation matters for Schedule Caste, Schedule Tribe shall also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities.

**6. Maintenance of Records**

Records containing the following particulars shall be maintained by the Bank-

- The number of persons with disabilities who are employed and the date from when they are employed
- The name, gender and address of persons with disabilities
- The nature of disability of such persons
- The nature of work being rendered by such employed person with disability
- The kind of facilities being provided to such persons with disabilities.

**7. Communication of the Policy**

This policy shall be easily accessible to all on Bank's website and intranet.

**8. Validity**

The policy would be reviewed every two years for any modifications/improvements in the light of any statutory requirements. However, the Bank reserves the right to review/modify/amend the policy whenever deemed necessary.

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