

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

I. Introduction

- (1) The Rights of Persons with Disabilities (RPwD) Act was enacted in the year 2016 and it came into effect from April 19, 2017. Subsequent to the same, by exercising the powers conferred by the Act, the Central Government has made Rights of Persons with Disabilities Rules, 2017 for implementation of the Act, w.e.f. June 15, 2017.
- (2) In terms of the above Act,
 - "Person with Disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;
 - "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.
 - "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.
- (3) Export-Import Bank of India (the Bank) has been providing the opportunity of employment to Persons with Benchmark Disabilities and is committed to promote equal employment opportunities and is a workplace that is free of all forms of discrimination. This Equal Opportunity Policy shall be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation. This Equal Opportunities Policy is subject to applicable rules/ regulations, qualifications and merit of the individual.

II. Scope

- (4) This policy shall cover all employees with disabilities including all those employees who acquire disability during their tenure in the Bank.
- (5) This policy shall apply to all aspects of employment including recruitment, training, working conditions, transfers, posting, promotion and employee benefits & allowances.

III. Equal Opportunity Policy for Persons with Disabilities

- (6) In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 (RPwD) and Rules, the Bank shall ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Bank will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Bank will build systems and processes to ensure that:
 - i. The persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.
 - ii. The Bank follows the applicable reservation guidelines in respect of Persons with benchmark disabilities (PwBD). The Bank shall ensure to appoint persons with benchmark disabilities, not less than four percent of the total number of vacancies in the officers' cadre.
 - iii. The manner of selection of persons with disabilities for various posts, shall be as prescribed in extant Recruitment Policy of the Bank and also as per extant GOI guidelines prescribed. The Bank shall identify and list the posts suitable for persons with disabilities in the Bank, from time to time.
 - iv. While issuing advertisements to fill up vacancies, the Bank shall indicate the number of vacancies reserved for each class of persons with benchmark disabilities.

- v. The reservation for PwBD shall be horizontal and the vacancies for persons with benchmark disabilities shall be maintained as a separate class.
- vi. The Bank continues to maintain a vacancy-based roster for the purpose of calculation of vacancies for persons with benchmark disabilities (PwBD) in the cadre strength as per the instructions issued by Government of India, Ministry of Finance, Department of Financial Services (DFS) from time to time.
- vii. The Bank shall impart special training to persons with benchmark disabilities, as may be required and also suitably include them in the training programme for its employees.
- viii. The Bank will not dispense with or reduce in rank, an employee who acquires a disability during his or her service;
 - provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits;
 - provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.
- ix. No promotion shall be denied to a person merely on the ground of disability.
- x. As far as possible, the persons with disabilities shall be exempted from transfer / rotational transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer / promotion shall be given to the persons with disability subject to the administrative constraints. To the extent feasible, they shall be retained in the same job, where their services could be optimally utilized. An employee shall not be

transferred on promotion if vacancy exists in the same centre. If it is not possible to retain Divyang employee at his/ her place of posting, due to administrative exigencies, even then he / she shall be kept nearest to his/ her original place and in any case he / she shall not be transferred to far off or remote place of posting.

- xi. An employee, who is a caregiver of dependent daughter/ son/ parents/ spouse/ brother/ sister with specified disability, as certified by the certifying authority as a person with Benchmark Disability, as defined in Section 2R of the RPwD Act, 2016, shall be exempted from routine exercise of transfer/ rotational transfer subject to administrative constraints. In terms of 2(d) of the RPwD Act, 2016, “caregiver” means any person including parents and other family Members who with or without payment provides care, support or assistance to a person with disability.
- xii. Appropriate facilities and amenities shall be provided to persons with disabilities (PwD) to enable them to effectively discharge their duties in the Bank.
- xiii. The Bank shall ensure a barrier free and conducive environment for employees with disability, with provision for accessible environment and assistive devices.
- xiv. The Bank shall, subject to the administrative constraints, give preference to the persons with disabilities for providing them accessible accommodation near their place of posting and they may be preferred for allotment of ground floor/ lowest available floor accommodation.
- xv. The Bank shall make a provision of Special Casual Leave for 4 days in a calendar year for the employee of the Bank with disabilities for specific requirements relating to disabilities of the employee. Further, there shall also be a provision of 10 days Special Casual leave in a calendar year, subject to exigencies of work, for the differently abled employees with disabilities for participating in Conference/Seminars/Trainings/Workshop

related to disability and development to be specified by Ministry of Social Justice & Empowerment, Government of India. Both such leaves shall be sanctioned on case-to-case basis, but not in routine manner or in ordinary course, or as a matter of right. The employee availing the leave shall have to make applications with suitable reasons and wherever required, furnish documentary evidences.

- xvi. A Liaison Officer shall be designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- xvii. Grievance Redressal Officer (GRO) shall be appointed in terms of RPwD Act, 2016 for addressing the matters related to the employment / other matters of persons with disabilities.
- xviii. The Bank shall put in place an appropriate Grievance Redressal Mechanism including maintenance of complaint register online / offline, that will ensure if any grievance does arise and is brought up to the GRO concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave and preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination. The Grievance Redressal Officer shall maintain the register of complaints in the manner as may be prescribed by the Central Government.
- xix. No opportunity is denied to persons with disabilities, merely on ground of disability.

IV. Responsibility

- (7) Every employee of the Bank shall be responsible to give effect to this policy.
- (8) Each Office of the Bank shall be responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- (9) The Policy would be reviewed by the Bank from time to time, as need be.

(10) Any employee who violates this Policy, or in any manner discriminates with any person with disability or renders any harassment to such person shall be dealt with under the Export-Import Bank Officers' Conduct, Discipline and Appeal Regulations, 2020, as amended from time to time as well as provisions contained in RPwD Act, 2016.

V. Communication of Policy

(11) This Policy will be available to all via the Bank's Intranet.

(12) All recruitment literature and employment advertisements shall indicate that the Bank is an Equal Opportunity Employer.
