

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

- (4) The persons with disabilities (PwDs) enjoy the right to equality, life with dignity and respect for his or her integrity equally with others. No opportunity is denied to PwDs, merely on ground of disability.
- (5) As per Section 21 (1) of The Rights of Persons with Disabilities Act, 2016 (RPWDA) "Every establishment shall notify equal opportunity policy detailing measures proposed to be taken by it in pursuance of the provisions of this Chapter in the manner as may be prescribed by the Central Government".
- (6) The Ministry of Social Justice and Empowerment notified the Rights of Persons with Disabilities Rules, 2017 (RPWDR) on June 15, 2017. Rule 8 of the RPWDR states that "Every establishment shall publish equal opportunity policy for persons with disabilities". The rules require the Equal Opportunity Policy (EOP) to be displayed on the Bank's website or at conspicuous places in the Bank's premises.
- (7) In accordance with the provisions of RPWDA and RPWDR, 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.

(A) Facilities and amenities provided to PwDs:

- (i) Appropriate facilities and amenities shall be provided to PwDs to enable them to effectively discharge their duties in the Bank.
- (ii) The Bank shall ensure disable-friendly infrastructure at all its offices, inter-alia:
 - (a) Ramps and railings at the entrance gate of its offices.
 - (b) Elevators in office buildings with braille markings to assist people with visual disabilities in accessing and navigating through the building.
 - (c) Washrooms with railings.
 - (d) Place for seating at canteen / lounge
 - (e) Drinking water points that are easily accessible.

(B) Identification of posts suitable for PwDs and the manner for implementation of reservation for persons with benchmark disabilities (PwBD) in the establishment:

- i. The Bank shall identify the posts that are suitable for PwDs and PwBD.
- ii. The Bank shall follow 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 of which, one per cent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one per cent for persons with benchmark disabilities under clauses (d) and (e), namely:—
 - (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.

iii. Where in any recruitment year any vacancy cannot be filled up due to non-availability of a suitable person with benchmark disability or for any other sufficient reasons, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the five categories and only when there is no person with disability available for the post in that year, the Bank shall fill up the vacancy by appointment of a person, other than a person with disability.

iv. If the nature of vacancies is such that a given category of person cannot be employed, the vacancies may be interchanged among the five categories with the prior approval of the appropriate Government. 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.

v. While issuing advertisements to fill up vacancies, the Bank shall indicate the number of vacancies reserved for each class of persons with benchmark disabilities.

vi. The reservation for PwBD shall be horizontal and the vacancies for persons with benchmark disabilities shall be maintained as a separate class.

vii. The Bank shall continue 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.

- viii. 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.
- ix. **The Bank shall furnish information or return in relation to vacancies appointed for persons with benchmark disabilities that have occurred or are about to occur in the Bank to special employment exchange and in manner as may be prescribed under the extant GOI guidelines and shall comply with such requisition.**
- x. The Bank will not dispense with or reduce in rank, an employee who acquires a disability during his or her service;
 - (a) 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;
 - (b) 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.

(C) Reasonable accommodation in the selection of PwDs

- (i) **The Bank shall ensure facilities of the scribe, interpreters, and screen readers at the time of recruitment.**
- (ii) **The Bank shall ensure that any person's disability is not prejudicial to their application in any manner.**

(D) Employment-related training facility

- (i) 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.

- (ii) The Bank shall conduct pre-recruitment training for all the applicants from reserved categories including PwDs.
- (iii) The Bank shall conduct an induction programme for all the selected applicants without any prejudice to impart job-specific knowledge and to acclimate them to the Bank.
- (iv) Pre-promotion training shall be organised for all the employees eligible for promotion including PwDs.
- (v) Mentors shall be assigned for one year to newly joined employees for knowledge sharing and guidance including PwDs.

(E) Promotions

No promotion shall be denied to a person merely on the ground of disability.

(F) Preference in transfer and posting

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.

(G) Special leave

- (i) 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.

(H) Preference in allotment of residential accommodation

- (i) The Bank shall endeavour to post persons with disabilities in the same station of their residence or at a place of convenience based on their request.
- (ii) 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.

(I) An additional Conveyance Allowance shall continue to be provided to employees falling in the category of Persons with Disabilities (Deaf and Dumb, Blind and Orthopedically Handicapped) as per the extant guidelines.

(J) Provisions for assistive devices and barrier free accessibility

The Bank shall ensure a barrier free and conducive environment for employees with disability, with provision for accessible environment and assistive devices.

(K) Appointment of Liaison Officer

- (i) A Liaison Officer shall be designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities
- (ii) The Liaison Officer appointed shall be in the rank of General Manager or above. The tenure of the Liaison Officer shall be for a period of 3 years.
- (iii) The contact details of the present Liaison Officer for PwDs are as under:

Ms. Manjiri Bhalerao
Chief General Manager
022-22172612, +91-9833167625
manjiri@eximbankindia.in
- (iv) The Liaison Officer shall be sensitized and be given adequate training on disability equality and etiquette in consultation with the Office of the Chief Commissioner for Persons with Disabilities.
- (v) The Liaison Officer shall be responsible for:
 - (a) Monitoring implementation of RPWDA and RPWDR
 - (b) Ensuring that all employees are aware of EOP and know their duties and rights in relation to the EOP.
 - (c) Shall monitor the work environment to ensure that it is free from discrimination, harassment and encourage inclusion and respect for others.

(L) Procedure for Grievance Redressal:

- (i) 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.

(ii) The GRO appointed shall be in the rank of General Manager or above.

(iii) 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.

(iv) Any person aggrieved with the non-compliance of the provisions of section 20, may file a complaint with the Grievance Redressal Officer (GRO) who shall investigate it and shall take up the matter with the establishment for corrective action. The tenure of the GRO shall be for a period of 3 years.

(v) The contact details of the present GRO for PwDs are as under:

Mr. Dharmendra Sachan,
General Manager
022-22860585, 9167229354
dharmendra@eximbankindia.in

(vi) The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities, and every complaint shall be inquired within two weeks of its registration

(vii) If the aggrieved person is not satisfied with the action taken on his or her complaint, he or she may approach the District-Level Committee on disability.

(M) Sensitisation

The Bank shall endeavor to conduct one sensitivity training / workshops / awareness drive every year to educate all employees to ensure discrimination free environment at work and foster inclusive workplace culture.

(N) Caregivers of dependent with disability

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.

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.

IV. Responsibility

- (i) Every employee of the Bank shall be responsible to give effect to this policy.
- (ii) Each Office of the Bank shall be responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- (iii) The Policy would be reviewed by the Bank **every year or earlier to incorporate the best practices and / or directives issued by the Ministry of Social Justice and Empowerment.**
- (iv) 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

- (i) This Policy will be available to all via the Bank's Intranet.
- (ii) All recruitment literature and employment advertisements shall indicate that the Bank is an Equal Opportunity Employer.
