

**EQUAL OPPORTUNITY POLICY**  
**(RIGHTS OF PERSONS WITH DISABILITIES)**

**1.0 BACKGROUND:**

1.1 The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 has been replaced by newly enacted Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) making it mandatory for every establishment to notify Equal Opportunity Policy detailing measures to be taken by it in pursuance of the provisions of the Act.

**2.0 OBJECTIVES:**

2.1 Bank of Baroda believes in providing Equal opportunity to all employees including Persons with Disability. The policy enunciated is a step in that direction.

2.2 The broad objectives of the Equal Opportunity Policy are as under:

- To provide necessary facilities and amenities to Persons with Disabilities to enable them to discharge their duties effectively.
- To ensure that all our facilities, technologies, information and privileges are accessible to Persons with Disabilities.
- To promote awareness on equal opportunity among Persons with Disabilities.
- To eliminate unlawful discrimination in all forms and maintain a Work environment that is free from any harassment.
- To ensure that no opportunity is denied to Persons with Disabilities, merely on the grounds of disability.
- To motivate Persons with Disabilities to aspire for taking up challenging positions and positions of higher responsibilities.

**3.0 APPLICABILITY:**

3.1 The Policy is consistently applied throughout the period of employment of the individual right from the recruitment till Superannuation.

3.2 The Policy will be applicable to employees at all Branches/ offices of Bank of Baroda located in India.

**4.0 POLICY DETAILS:**

4.1 **Recruitment and Selection** - Bank adopts a transparent selection process as per its Resourcing Policy incorporating all guidelines of the Government of India on Reservation of Persons with Disabilities.



- 4.1.1 Bank shall maintain a vacancy based roster for the purpose of calculation of vacancies for persons with benchmark disabilities in the cadre strength as per the instructions issued by the appropriate Government from time to time.
- 4.1.2 While making advertisement to fill up vacancies, Bank shall indicate the number of vacancies reserved for each class of persons with benchmark disabilities in accordance with the provisions of Section 34 of the Act.
- 4.2 **Identification of Positions:** Head (HRM) in consultation with Business/ Vertical Heads to identify the positions suitable to be held by the Persons with Disabilities.
- 4.3 **Post recruitment:** Bank will provide necessary training to new recruits to enable them to carry out their jobs effectively. The necessity of Training, its types and methods shall be determined by the HR Head and its opinion shall be final. Wherever necessary, the Qualified Medical Personnel will be consulted.
- 4.4 **Transfers and Deployment:** The Persons with Disabilities will be governed by the Transfer Policy of the Bank prevailing at relevant time. While deploying the employees with disabilities, guidelines of the Govt. of India will be complied scrupulously.
- 4.5 **Leaves:** The Persons with Disabilities will be governed by the Leave rules of the Bank/ Bipartite Settlement/ Bank of Baroda Officer's Service Regulation, 1979 prevailing at relevant time.
- 4.6 **Promotion:** The Persons with Disabilities will be governed by the Promotion Policy of the Bank prevailing at relevant time. No Promotion shall be denied to a person merely on the grounds of disability.
- 4.7 **Facilities and Amenities:**
- 4.7.1 **Accessibility:** The Bank shall provide suitable infrastructure subject to practical feasibility to enable persons with disabilities to have access to common facilities including physical environment, transportation, information and technology without any inconvenience.
- 4.7.2 The Bank shall continue to provide JAWS Software to all Visually Impaired Employees to enable them to discharge their duties effectively.
- 4.7.3 Bank shall continue to pay Conveyance Allowance to Visually Impaired, Orthopedically Handicapped and Deaf and Dumb employees at the rate prevailing at relevant time. As on 31-Aug-2018, it is 5% of Basic Pay subject to maximum of Rs. 400/- per month.





- 4.7.4 Bank shall continue to provide financial assistance of upto Rs. 40,000/- for purchasing Artificial Limb to Physically Handicapped Staff Members and their spouse and children. Periodicity of this facility shall be once in -5- years.
- 4.7.5 Bank shall continue to provide financial assistance of upto Rs. 40,000/- for purchasing Hearing Aid Apparatus to Hearing Impaired Staff Members and their spouse and children. Periodicity of this facility shall be once in -5- years.
- 4.8 **Liaison Officer:** Bank shall appoint a Liaison Officer to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.
- 4.9 Bank shall 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.
- 4.10 Bank shall provide reasonable and appropriate barrier free and conducive work environment to Employees with disabilities.
- 4.11 Apart from above, all the other Perks/ Perquisites/ Facilities/ Benefits available to Staff of respective cadre shall be equally applicable to Persons with Disabilities, subject to fulfilling the eligibility criteria.
- 5.0 MAINTENANCE OF RECORDS:**
- 5.1 Bank to maintain records of the persons with disabilities in relation to the matter of employment, facilities provided and other necessary information in compliance with the provision of the Act in such form and manner as prescribed by the Central Government.
- 5.2 The records maintained under para 5.1 shall be open to inspection at reasonable hours by such persons as may be authorized on their behalf by the appropriate Government.
- 6.0 MANNER OF PUBLICATION:**
- 6.1 The Bank shall display the Equal Opportunity Policy preferably on its website, failing which, at conspicuous places in its premises.



**7.0 GRIEVANCE REDRESSAL MECHANISM**

7.1 Bank will appoint a Grievance Redressal officer of the rank of General Manager to oversee the provisions of the Policy and shall inform the Chief Commissioner about the appointment of such officer.

7.2 Any person aggrieved with Non Compliance of the provisions of this policy may file a complaint with the Grievance Redressal Officer, who will investigate the matter for corrective action.

7.3 The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-

- a) date of complaint;
- b) name of complainant;
- c) name of the person who is enquiring the complaint;
- d) place of incident;
- e) the name of establishment or person against whom the complaint is made;
- f) gist of complaint;
- g) documentary evidence, if any;
- h) date of disposal by the Grievance Redressal Officer;
- i) details of disposal of the appeal by the District Level committee; and
- j) any other information.

**8.0 REGISTRATION**

8.1 The policy would be formally registered with the Appropriate Authority as required under section 21 of the Act.

**9.0 COMPLIANCE**

9.1 The Zonal Head along with Zonal HR Head will be responsible for implementation of Rights of Persons with Disabilities Act, 2016 and the rules framed thereafter in their Zone.

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