

NaBFID

**National Bank for Financing
Infrastructure & Development**

**NATIONAL BANK FOR FINANCING
INFRASTRUCTURE AND DEVELOPMENT
POLICY ON EQUAL OPPORTUNITIES**

[Under Section 21 of Rights of Persons with Disabilities Act, 2016, Rules, 2017]

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NaBFID POLICY ON EQUAL OPPORTUNITIES

[Under Section 21 of Rights of Persons with Disabilities Act, 2016, Rules, 2017]

1. PREAMBLE

The Institution is committed to providing equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity.

The Government of India enacted 'The Rights of Persons with Disabilities Act, 2016' (ACT No.49 of 2016) to give effect to United Nations Convention on the Rights of Persons with Disabilities and for matters connected therewith or incidental thereto. The Act aims at the empowerment of the persons with disability by providing them equal opportunities and enabling them to have full and effective participation and inclusion in society.

In terms of Section 21 of the 'The Rights of Persons with Disabilities Act, 2016', every establishment is mandated to notify Equal Opportunity Policy detailing measures proposed to be taken by it in pursuance of the provisions of Chapter IV of the Act of 2016 in the manner as prescribed by the Central Government.

This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016. Accordingly, the policy has been formulated to ensure the effective implementation of the various provisions of the Act, as well as the Rights of Persons with Disabilities Rules, 2017, in both letter and spirit.

2. SHORT TITLE

The Policy will be called NaBFID POLICY ON EQUAL OPPORTUNITIES.

3. OBJECTIVES OF THE EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

- To ensure that persons with disabilities enjoy their right to equality, a life of dignity, and respect, equal to others.
- To provide equal opportunities without any form of discrimination on grounds of age, colour, disability, marital status, nationality, race, religion, sex, sexual orientation, etc.
- To ensure the proper publication of the Equal Opportunity Policy, and to establish a clear manner for maintaining records and registers of complaints.
- To empower employees with disabilities and enhance their engagement within the organization.
- To provide necessary safeguards for persons with disabilities through appropriate amenities, facilities, and a Grievance Redressal Mechanism.
- To foster a non-discriminatory and inclusive work environment that supports robust career growth for persons with disabilities.
- To raise awareness of equal opportunities among persons with disabilities.

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- To eliminate all forms of discrimination and maintain a workplace free from harassment.
- To ensure that no opportunities are denied to persons with disabilities merely on the grounds of disability.

4 SCOPE:

The Equal Opportunity Policy of the Institution is applicable to all the differently abled employees without any discrimination, on the grounds of age, colour, marital status, physical ability, nationality, race, religion, sex, sexual orientation or any other relevant for the purpose.

This policy shall cover all employees with disabilities, including job applicants, trainees, contractual employees and shall cover all those employees who acquire disability during their work tenure. The Institution shall render all possible assistance to any person with disability including the Customer of the Institution.

This policy shall apply to all aspects of employment including recruitment, training, working conditions, transfers, posting, promotion and employee benefits and allowances.

This equal opportunity policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

5 EQUAL OPPORTUNITY FOR PERSONS WITH DISABILITIES

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017, the Institution will strive to ensure the followings:

5.1 NO DENIAL OF RIGHTS

The Institution ensures that the provisions of the Rights of Persons with Disabilities Act, 2016 are not misused in any way to deny any right or benefit to persons with disabilities covered under the Act.

5.2 NO DISCRIMINATION

The Institution is committed to ensuring that no individual is subjected to any form of discrimination on the basis of disability or any other protected characteristic. It guarantees equal treatment and opportunities for all, in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016, and other applicable laws. The Institution is dedicated to creating a conducive working environment that is free from any kind of discrimination.

5.3 RESERVATION

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 Institution.

5.4 RECRUITMENT

Recruitment shall be conducted based on merit, with selections made through the evaluation of the candidates' competencies. Reservations for posts will be provided for Persons with Disabilities in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016. The recruitment process will follow the guidelines outlined in Section 34(1) of the Act.

5.5 POST RECRUITMENT TRAINING

The Institution conducts induction training and job-specific post-recruitment training for all employees collectively. Special attention is given to persons with disabilities by providing the necessary arrangements to ensure they can effectively participate in the training sessions and carry out their job responsibilities successfully.

5.6 PROMOTION

There shall be no denial of promotion to any person merely on the grounds of disability. Employees with disabilities shall be given a fair and equal opportunity to participate in the promotion process across all cadres and scales, enabling them to pursue their careers as effectively as other staff members.

Reservation in promotion for staff members with disabilities will be in accordance with government guidelines issued from time to time.

5.6 LEAVE

The employees with disabilities are governed by the rules of leave as is applicable in the Institution.

5.7 FACILITIES AND AMENITIES

To enable Persons with Disabilities to effectively discharge their duties, the Institution shall take necessary steps to provide the required facilities and amenities. It is committed to ensuring a conducive environment that supports persons with disabilities in performing their roles and excelling in their careers.

5.8 ACCESSIBILITY

The Institution is committed to providing easy accessibility and a barrier-free environment for Persons with Disabilities, in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016. The Institution ensures that employees with disabilities have easy access to basic facilities and amenities at their workplace. It provides necessary assistive devices, aids, and software, wherever possible, to enable them to effectively discharge their duties.

Additionally, the Institution strives to offer suitable infrastructure, subject to practical feasibility, to ensure that employees with disabilities have access to common facilities, including the physical environment, information technologies, and systems, without inconvenience.

5.9 COMPLIANCE

The Institution is committed to ensuring full compliance with all provisions of the Rights of Persons with Disabilities Act and Rules, 2016. This commitment includes, but is not limited to, the provision of equal opportunities, non-discrimination, reasonable accommodation, and protection against exploitation or abuse. The Institution actively monitors and implements the Act's requirements, ensuring that the rights and dignity of persons with disabilities are upheld in all aspects of employment and operations.

6 GRIEVANCE REDRESSAL MECHANISM

Any employee with a disability having grievance regarding discrimination on the grounds of disability can approach the Grievance Redressal Officer through writing for redressal of the grievance.

Upon receipt of the grievance, the Grievance Redressal Officer shall take the necessary steps to investigate the matter and refer it to the Disciplinary Authority under the National Bank for Financing Infrastructure and Development (Conduct, Discipline and Appeal) Procedure, 2024 for appropriate redressal of the grievance and such complaint shall be enquired within two weeks of its registration.

If the aggrieved person is not satisfied with the action taken on his/her complaint, he/she may seek an appropriate remedy under the National Bank for Financing Infrastructure and Development (Conduct, Discipline and Appeal) Procedure, 2024 or as per the provisions of the Rights of Persons with Disabilities Act, 2016.

7 NOMINATION OF GRIEVANCE REDRESSAL OFFICER

The Human Resources Committee (HRC) will nominate a Grievance Redressal Officer who shall not be below the rank of Vice President (Admin), to handle complaints and maintain records in accordance with the Rights of Persons with Disabilities Rules, 2017.

The HRC will appoint a new Grievance Redressal Officer in the event of retirement, resignation, or any other reason that necessitates substitution.

8 NOMINATION OF LIAISON OFFICER

The Human Resources Committee (HRC) will nominate a Liaison Officer who shall not be below the rank of Vice President (HR), to oversee the recruitment of persons with disabilities in accordance with the Rights of Persons with Disabilities Rules, 2017.

The HRC will appoint a new Liaison Officer in the event of retirement, resignation, or any other reason that necessitates substitution.

9 MAINTENANCES OF RECORDS AND SUBMISSION OF RETURNS

Records to be maintained by Liaison Officer

The Liaison Officer shall maintain records containing the following particulars:

- the number of persons with disabilities who are employed and the date 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; and
- the kind of facilities being provided to such persons with disabilities.

The Liaison Officer shall produce for inspection on demand records maintained under these rules, to the authorities under this Act and shall supply such information which may be

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required for the purpose of ascertaining whether the provisions have been complied with.

Records to be maintained by Grievance Redressal Officer

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 the 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.

SUBMISSION OF RETURNS.

Liaison Officer shall be responsible for filing the necessary returns and reports in compliance with the applicable provisions of the Rights of Persons with Disabilities Act and Rules, 2016, and other relevant regulations issued by the Government of India from time to time.

10 RESPONSIBILITIES

All employees shall be responsible for implementing this policy and adhering to the various provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017.

Any employee who violates the Persons with Disabilities Act, 2016, this Equal Opportunity Policy, or discriminates against any person with a disability, or engages in harassment towards such individuals, shall be subject to disciplinary proceedings and actions in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Institution's rules and regulations.

11 COMMUNICATIONS OF POLICY

This policy shall be made available to all on the Institution's website.

12 GOVERNANCE AND REVIEW OF POLICY

This Policy shall come into effect upon approval by the Board and shall be reviewed or amended annually, or earlier if required. If any inconsistencies arise between this Policy and the Rights of Persons with Disabilities Act, 2016, the provisions of the Act shall prevail.

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