

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES 2021-2024 ABRIDGED VERSION

Objective

State Bank of India is committed to provide equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity.

This Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016”.

The objective of the “Equal Opportunity Policy for Persons with Disabilities” is to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect equally with others. State Bank of India is a proud Bank managing the largest and most diversified work force including persons with all types of disabilities. In terms of the policy, a mechanism is established to ensure the manner of publication of equal opportunity policy, manner of maintaining records and register of complaints. The policy is intended to empower the employees with disabilities and enhance their engagement with the organization. It also provides the necessary safeguards to the PWDs in the form of amenities & facilities at the workplace, defines roles and tasks specifically designated for PWDs, provision for assistive devices and Grievance Redressal Mechanism.

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

The salient features of the policy are as under:

- 1) **Coverage of the Policy:** This policy covers all employees with benchmark disabilities under clauses (a), (b), (c), (d) & (e) of section 34(1) of the ‘Rights of the Persons with Disabilities Act, 2016’.
- 2) **Accessibility:** The Bank is always committed to providing easy accessibility and barrier free environment for PWDs as per the provisions of the RPWD Act, 2016. The Bank ensures that the PWD employees are having easy access to basic facilities and amenities at their workplace and are provided with various assistive devices/aids, software sets wherever possible, so as to enable them to effectively discharge their duty. The Bank also provides suitable infrastructure subject to practical feasibility to enable employees with disability to have access to common facilities including physical environment, information and technologies and systems without any inconvenience.
- 3) **Recruitment:** Recruitments are done based on merit, which is made, based on evaluation of the competencies of the candidates. In case of Direct recruitment, 4% reservations shall be provided in the posts to be filled for Persons with Disabilities and the manner for recruitment shall be as per the provisions of 34(1) of The Rights of Persons with Disabilities Act, 2016.

4) **Manner of Selection/ Posting/ Transfer:** Reservations and use of scribes, compensatory time and other concessions as per instructions of Government of India are applicable to the person with benchmark disabilities.

Subject to administrative exigencies, persons with disabilities, employed in our Bank in all cadres are normally exempted from routine periodical transfers. If the transfer of a PWD employee becomes inevitable on promotion to a place other than his/her original place of appointment due to non-availability of vacancy, it is ensured that such employees are kept nearest to their original place of posting and in any case are not transferred to far off/remote places.

5) **Post Recruitment Training:** The Bank conducts induction trainings, job specific post-recruitment trainings of all the employees together. However, as the case may be, special training for persons with disability is conducted to enable them to carry out their jobs effectively. Pre-promotion training shall be imparted to Persons with disabilities opting for promotion from Sub staff to Clerical cadre.

6) **Leave:** The employees with disabilities are governed by the rules of leave as is applicable in the Bank.

7) **Facilities and amenities:** To enable the Persons with Disabilities to effectively discharge their duties, the Bank may, subject to regulatory guidelines, availability of devices, administrative constraints, provide the following facilities and amenities to them:

- a. Providing Aids and appliances, assistive devices suitable to their needs, by which the persons with disabilities could perform their duties efficiently.
- b. Preference in place of posting at the time of transfer/ promotion to the persons with disability as far as possible and subject to administrative constraints.
- c. Providing easy, barrier free accessibility and accessible workstations to Persons with Disabilities, wherever posted or transferred.
- d. Preferential allotment of quarters shall be considered to suit their needs wherever possible/available.
- e. Conveyance allowance to be paid to deaf and dumb employees, blind and orthopedically challenged employees as per Government guidelines issued from time to time.
- f. All actions shall be taken to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

8) **Appointment of Liaison Officer:** Our Bank has appointed General Manager ranked officer as Liaison Officer for persons with disabilities at Corporate Centre and Assistant General Manager ranked officers at Circles who look after all types of complains, grievances and welfare of our PWD employees.

9) **Maintenance of records:** The Bank creates and maintains database of category of disabilities in digital form on HRMS portal. The roster register shall be maintained for Persons with Disabilities, at all LHOs, as per the forms stipulated in RPWD Act 2016.

10) **Maintenance of register of complaints:** The Complaint / grievance register is being maintained with the Reservation Cell, at Circle level as well as at Corporate Centre. Our PWD employees are free to lodge their grievances with the Grievance Redressal Officer.