

**IFCI Ltd.**

**New Delhi**

**Equal Opportunity Policy for Persons with Disabilities  
("POLICY") (under The Rights of Persons with Disabilities Act,  
2016 hereinafter referred as "RPwD Act")**

**1. Preamble and Overview**

"Whereas Parliament has 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.

Whereas in terms of Section 21 of the Act of 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 prescribed by the Central Government.

Whereas the Central Government has provided for manner of publication of equal opportunity policy by way of Rule 8 of The Rights of Persons with Disabilities Rules, 2017.

Now, therefore, pursuant to mandate of Section 21 of The Rights of Persons with Disabilities Act, 2016 (ACT NO. 49 OF 2016) read with Rule 8 thereof, IFCI LIMITED hereby notifies equal opportunity policy as follows:"

- 1.1. This Equal Opportunity Policy is framed in compliance of the provisions of The Rights of People with Disabilities Act, 2016 (RPWD Act, 2016). IFCI Ltd., commits to comply with the said Act not just to the letter but also to the spirit.
- 1.2. IFCI Ltd, recognises the value of a diverse workforce, and is committed to provide equal opportunities to Persons with Disabilities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.



- 1.3. IFCI Ltd. will strive to ensure that its workforce is representative of all sections of the society. Govt. of India guidelines pertaining to reservations are to be implemented in letter and spirit. By doing so, IFCI Ltd. would be better equipped to develop and deliver services to its clients. In this way, IFCI Ltd. hopes to be able to meet the needs of its clients and customers better, thus producing business excellence.
- 1.4. The overall responsibility for the effective operation of the equal opportunity policy lies with the Management of IFCI Ltd. under the guidance of the Board of Directors. Liaison Officer, Persons with Disabilities, will help in its implementation.

## **2. Policy Statement**

- 2.1. IFCI Ltd. ("IFCI") is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of persons with disabilities.
- 2.2. IFCI Ltd., continuously strives to ensure that all its facilities, technologies, information and privileges are accessible to people with disabilities.
- 2.3. IFCI encourages candidates with different disabilities to apply for the vacancies notified from time to time. IFCI's decisions on employment, career progression, training or any other benefits are solely based on merit keeping in consideration the guidelines issued by Govt. of India from time to time. IFCI follows an inclusive evaluation process by ensuring that a person with disability is provided with suitable flexibility and accommodation that may be required so that she/he may be evaluated fairly. Any information shared by employee on disability/medical condition remains confidential.
- 2.4. If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organization will invest in re-skilling the employee for another position.

## **3. Scope**

- 3.1. The Policy covers all persons with disabilities. They could be job applicants, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure.



3.2. This Policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement.

#### **4. Definitions as per The RPwD Act, 2016**

4.1. "Discrimination" in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation.

4.2. "High support" means an intensive support, physical, psychological and otherwise, which may be required by a person with benchmark disability for daily activities, to take independent and informed decision to access facilities and participating in all areas of life including education, employment, family and community life and treatment and therapy.

4.3. "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.

4.4. "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. (Refer to Annexure 1 of this documents for the categories of disabilities and as listed in the Schedule of the RPwD Act).

4.5. "Reasonable accommodation" means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others.

#### **5. Policy Details**

##### **5.1. Facilities and amenities**

##### **a) Physical Infrastructure**

IFCI aims to ensure that the physical infrastructure (buildings, furniture, drinking water, public toilet, parking area, seating arrangement, and waiting room facilities and





services in the building/campus and transportation) adheres to the accessibility standards as prescribed by the Government of India. Any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issues should report the matter to Estates Department or write to the Liaison Officer.

### **5.2. Digital Infrastructure**

It is IFCI's continuous endeavour to ensure that all its documents, communication and information technology systems adhere to the accessibility standards. IFCI will ensure that only accessible technologies are procured. Any employee facing accessibility challenges can reach out to the IT Department or write to the Liaison Officer.

### **5.3. Reasonable Accommodation**

IFCI will make reasonable accommodations, whenever necessary, for qualified employees or job applicants who have disabilities, as per The RPwD Act. Such accommodation would be provided: 1) to ensure equal opportunity in the application and selection process; 2) to enable an employee with a disability to perform the essential functions of a job; and 3) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

Examples of reasonable accommodations may include (but not limited to) acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules etc.

All documents concerning an employee's reasonable accommodations request would be maintained in the employee's confidential file, separate from the employee's official personal file.

Further, IFCI shall accord priority in handling the issues/matters concerning PwDs.

## **6. List of positions identified**

List of posts identified for suitable for Persons with Benchmark Disability as defined under section 2(r) of the Rights of Persons with Disabilities Act, 2016 shall be as under:



<b>Blindness &amp; Low Vision (a)</b>	<b>Deaf and hard of hearing (b)</b>	<b>Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (c)</b>	<b>Autism, intellectual disability, specific learning disability and mental illness (d)</b>	<b>Multiple Disabilities (e)</b>
All posts except Supervision in Security Housekeeping Safety Estates/Building Maintenance, Driver and Treasury front end function. Responsibilities allocated would keep the specific disability into consideration.	All posts except Supervision in Security Safety Estates/Building Maintenance Driver. Responsibilities allocated would keep the specific disability into consideration.	All posts except Driver. Responsibilities allocated would keep the specific disability into consideration.	All posts except Driver or posts related to Security & Safety functions. Responsibilities allocated would keep the specific disability into consideration.	All posts except Driver. Responsibilities allocated would keep the specific disability into consideration. Specific exceptions made for (a), (b), (c) and (d) will also apply in case one of the disabilities corresponds to these categories.

## 7. Recruitments

- The vacancies shall be computed as 4 percent of the total no. of vacancies including vacancies arising in the identified and non-identified posts in the cadre strength in each group of posts. For this purpose, vacancy based roster shall be maintained as per instructions of Govt. of India issued from time to time.
- The advertisements to fill the vacancies shall be issued to ensure maximum reach to all prospective applicants. Wherever possible, vacancies will be notified to colleges, polytechnics and disability organisations.
- The no. of vacancies reserved for each class of persons with benchmarked vacancies shall be indicated in the advertisement issued.
- All vacancy advertisements will include an appropriate short statement on equal opportunities for people with disabilities.



- e. Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else.
- f. Application forms will be made available in alternate formats, based on request.
- g. At interview stage, each interviewer is mandated to record her/his comments, if any, on the candidate's capability in the Interview Evaluation Form. Reasons for rejection must be objective and not related to the person's disability.
- h. The Selection Committee shall comprise of one expert in the matter of person with disabilities.
- i. The job application form shall contain a separate column seeking for whether applicant is a person with disability and if so, nature of disability/ multiple disability.
- j. IFCI shall make endeavour to accommodate any specific need w.r.t filling of application form, appearing for exam/interview.

## **8. Other facilities**

### **a) Training and Career development**

IFCI will endeavour to provide course materials meant for training in accessible formats on request. The request for reasonable accommodation, such as assistive aids, accessible training venue, accessible materials, interpreter, scribe, etc. should be placed at least one week prior to the scheduled date of commencement of training.

Pre-promotion and post-recruitment training shall be provided to the Persons with Disabilities in the events of promotion and recruitment respectively.

The company has an accessible and inclusive appraisal process. Any employee requiring any accommodations for an appraisal process must place a request with/to HR Department/Liaison Officer in advance.

### **b) Disability Leave**

As per the direction of Govt. of India, the provision of Special Casual Leave (SCL) is given to the differently abled employees. Subject to the exigency of the work, SCL for not more than 10 days in a calendar year may be granted to the differently abled employees with disabilities as defined in the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995. The detailed provisions of the leave is mentioned in the relevant circular issued in this regard.





### **c) Travel, stay and transport**

For official travel, employees with disabilities will be provided accessible modes of transport - air travel (in case road/train travel is inaccessible), and accessible guest houses and hotels and other reasonable accommodations. An employee can place a written/email request for this with HR Department.

### **d) Employee Engagement and social inclusion**

IFCI Ltd. will endeavour to make all company events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees with disabilities.

### **e) Provision of transfer and posting**

Employees with Benchmark Disability as defined under section 2(r) of the Rights of Persons with Disabilities Act, 2016 shall be exempted from routine/rotational transfer. They shall also be given preference in place of posting at the time of transfer/promotion subject to administrative constraints.

Further, 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 2 (r) of the RPwD Act, 2016, may be exempted from routine exercise of transfer/rotational transfer, subject to the administrative constraints.

### **f) Allotment of Residential Accommodation**

Employees with Benchmark Disability as defined under section 2(r) of the Rights of Persons with Disabilities Act, 2016 shall be given preference in allotment of the official accommodation/ flats within the eligible category.

For example, if requests are received from two employees (1-PwD and 1-non PwD) of same grade then preference in allotment shall be given to the PwD employee.

## **9. Governance Framework**

The MD & CEO of IFCI is responsible for ensuring that the establishment operates in compliance with the RPWD Act, 2016 and to fulfil the terms of this Policy. The HR Department takes a lead in implementing the programme and is responsible for planning, monitoring and reviewing the programme's progress to ensure compliance with the Policy.



## 10. Liaison Officer

As per the mandate of the RPWD Act, IFCI shall appoint a Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible workplace and reasonable accommodation.

The Liaison Officer is responsible for:

- ❖ Overseeing the action plan for making the workplace and IT systems accessible for persons with disabilities by liaising with the various departments in the organisation.
- ❖ Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Employment Opportunity policy.
- ❖ Help in developing proactive strategies to prevent discrimination and harassment.

The Liaison Officer will help HR Department in preparing and finalising quarterly progress report who would then present the progress report to the MD & CEO of IFCI.

All employees have the responsibility to comply with the Equal Opportunity Policy. Department Heads need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

All employees are encouraged to report any incidents of violation of this Policy to HR Department/Liaison Officer.

The details of the Liaison officer is as under:

Name (S/Shri)	Designation	Telephone number	Email id
Jagdish Garwal	Deputy General Manager	011 4173 2521	jagdish.garwal@ifcilttd.com

Note: Any change in the appointment of Liaison Officer shall be given effect to upon prior approval of the MD & CEO.

## 11. Maintenance of Records

IFCI will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per the RPWD Act. All employees will be asked to fill the Voluntary Disability Self Identification Form in order to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. There will be no penalties imposed because she/he did not share information regarding her/his disability earlier. An employee who acquires disability can also edit and update the form.





The information that an employee shares about her/his disability will be kept confidential. It will be maintained in a separate file and not in her/his personal file.

Exceptions to the confidentiality clause:

- 1) Department Heads may be given information about an employee's disability for allowing/providing any accommodations.
- 2) Security personnel may be given information about an employee's disability so as to facilitate obtaining any necessary support during an emergency.
- 3) Government officials who are investigating the compliance with the RPWD Act may be given information about an employee's disability.

## 12. Grievance Redressal

IFCI shall designate one officer as Grievance Redressal Officer for looking into complaints of persons with disability. Employees with disability have the right to file a complaint/raise a grievance concerning any discrimination. Any Policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any company facility, will be regarded as a grievance.

The Grievance Officer and the Committee will follow the procedure of Grievance redressal as outlined in the Guidelines for conducting the Enquiry under IFCI Staff Regulations, 1974.

On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be subjected to disciplinary actions and penalties as defined in IFCI Staff Regulations. Involuntary or indirect discrimination will be resolved through training, counselling and suitable modification of procedures when required to ensure fair treatment.

-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX-

