INDIAN RAILWAY FINANCE CORPORATION LIMITED
Equal Opportunity Policy

1. Objective

1.1 The Equal Opportunity Policy is framed in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016".

1.2 IRFC Ltd. is determined to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, color or sex. The Company strives to maintain a work environment that is free from any harassment/discrimination based on above considerations.

1.3 This policy shall consistently apply throughout the period of employment of the individual right from the recruitment process till superannuation.

2. Scope

2.1 This policy covers all persons with benchmark disabilities (as defined in "The Rights of Persons with Disabilities Act, 2016) and will be applicable to IRFC employees of all classes and categories irrespective of whether they are regular, temporary or trainee, unless specifically stated otherwise. The policy also applies to all aspects of employment, be it recruitment, training, working conditions, salary, transfers, employee benefits and career advancement etc.

3. Equal Opportunity for Persons with Disabilities

3.1 In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is the Company's Policy to ensure that the work environment is free from any discrimination against persons with benchmark disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role, responsibilities and excel in the same.

4. Policy Framework

4.1 Facilities and amenities to the Person with Disabilities to enable them to effectively discharge their duties in the establishment

i. Physical Infrastructure:

IRFC aims to ensure that its physical infrastructure (buildings, furniture, facilities and services in the office premises) adheres to the accessibility standards as prescribed by the Government of India from time to time.

ii. Digital Infrastructure

IRFC has always endeavored to ensure that all documents, communication and information technology system adhere to the accessibility standards. IRFC will

ensure that as far as possible, accessible technologies are provided to the employees.

4.2 List of posts identified suitable for persons with disabilities

4.2.1 List of posts shall be identified for persons with disabilities in IRFC as per GoI norms.

4.2.2 Such persons should preferably be posted to perform such identified jobs and they be allowed to continue performing such jobs, as far as possible. If the concerned PWD officer could perform all the jobs as people without disability or could perform several types of jobs efficiently, no effort should be made to instruct them to certain types of jobs only.

4.3 The manner of selection of persons with disabilities for various posts

4.3.1 IRFC recruitment rules provide the sources and modes of Recruitment. Wherever applicable, IRFC notifies vacancies to Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959 and in National/Regional dailies, Employment news and Company website.

4.3.2 Reservation, relaxation and concessions are provided to Persons with Benchmark Disability as per GoI directives/instructions.

4.3.3 All vacancy advertisements may include an appropriate short statement on equal opportunities for persons with disabilities, wherever applicable.

4.3.4 IRFC shall facilitate ease of taking examination to disabled candidates by providing barrier free environment at Test centers, provide scribes wherever admissible. IRFC shall also facilitate ease of interview to disable candidates by providing barrier free environment at interview locations/ centres.

4.4 Post recruitment and Pre promotion Training

4.4.1 Post recruitment induction training and job specific pre promotion training to persons with disabilities may be imparted along with other employees, wherever felt necessary.

4.4.2 The employee with disability shall be placed with an experienced employee for reasonable time on resuming responsibility of a post. This would help employee with disability to pick up the skills required to perform the job and the adaptations that may be required in individual cases.

4.5 Preference in Transfer and Posting

4.5.1 As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer.

4.5.2 Persons with disabilities across all grades and employee who has a disabled spouse/child, may be provided preference in place of posting at the time of transfer/promotion subject to the administrative constraints.

4.6 Travelling Allowance in respect of Attendant/Escort for accompanying an Employee with Disabilities on travel during Tour/Training.

4.6.1 IRFC will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/ training (domestic or foreign). However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties or such training is mandatory for career progression of the employee with disabilities.

4.6.2 Mode and class of the Attendant/Escort will be same as per the eligibility of employee. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate travelling allowance would be admissible to the employee with disabilities, in respect of Attendant/Escort, except where the travel is by public bus. Difference if any on account of travel in higher class/mode in respect of Attendant/Escort, will be borne by employee concerned.

4.6.3 The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities wherein it is certified jointly by the HoD of the employee and Authorized Medical Attendant that such a person compulsorily requires assistance of another person for travel.

4.6.4 No Dearness allowance would be admissible to the Attendant/Escort of the employee with Disabilities.

4.6.5 When the accommodation is hired for lodging of the employee as well as his attendant/escort, the actual accommodation charges as per entitlement of the employee may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bills(s) clearly indicating the name of the attendant/escort who has shared the accommodation with him/her.

4.7 Transport Allowance

4.7.1 As per extant Government of India guidelines, Transport Allowance to employees with disabilities is provided at double the normal rates. At present, IRFC follows the system of reimbursement of vehicle running and maintenance expenses wherein monthly quantum of petrol has been fixed grade-wise.

4.8 Provision for assistive devices & barrier-free accessibility

4.8.1 IRFC's Medical Benefit rules are quiet liberal for employees and covers all indoor treatments, diagnostics/ pathological tests, outdoor treatment, hearing aids, artificial limbs and implants etc.

4.8.2 IRFC is committed to take necessary steps to provide barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as restrooms, canteens etc. . Wherever required, suitable colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

4.9 Liaison officer (PwBD) & Grievance Redressal Officer

4.9.1 Liaison officer appointed to look after reservation matters for SC/ST shall also work as Liaison Officer for reservations matters relating to Persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for Person with benchmark disabilities. The contact details of Liaison officer (PwBD) shall continue to be displayed on company websites/intranet for easy access to all the stake holders.

4.9.2 Grievance Redressal Officer, appointed by IRFC, shall maintain a complaint register for PwBD employees.

5. Responsibility

5.1 All HOD's will be responsible in giving effect to this policy.

5.2 Any employee who in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the applicableConduct rules or other relevant rules, as the case may be.

6. Communication of Policy

6.1 This Policy will be available to all employees on the company website, Intranet sites and normal communication channels within the business.

6.2 Suitable material will be included in Company publications, management conferences, and training courses.

6.3 All recruitment literature and employment advertisement will indicate that the Company is an Equal Opportunity Employer.

7. CMD is authorized to make amendments/modifications in any of the provisions in the policy from time to time.

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