

	BHARTI AXA GENERAL INSURANCE	
	Human Resources	Date 18/03/2019
	Equal Opportunity Policy	



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Approval

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Purpose

This Policy applies to all the employees ('Employee') of Bharti AXA General Insurance Company Limited. The Company aims to create equal opportunities for every employee without any prejudice.

Introduction

At Bharti AXA General Insurance, we recognize that persons with disabilities must utilize their capabilities by providing them equal employment opportunities without any discrimination on the grounds of age, colour, disability, nationality, race, religion, sex etc. The Company strives to maintain conducive and harmonious work environment to ensure that Employees work to their full potential.

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 ('Act') and Rules framed thereunder ('Rules'), this Equal Opportunity Policy ('Policy') has been drafted keeping in consideration the rights of Persons with disabilities and to promote equal rights. This Policy is subject to applicable regulations, qualifications and merit of the individual. In no case shall any Employee be suppressed from his fundamental right to equality neither shall he seek advantage to his convenience.

Policy Statement

The Company is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of people with disabilities.

We encourage candidates with different disabilities to apply. Our decisions on employment, career progression, training or any other benefits are solely based on merit. We follow an inclusive evaluation process by ensuring that a person with disability is provided with any suitable flexibility and reasonable accommodation that may be required so that she/he may be evaluated fairly. Any information shared by employee on disability/medical condition will remain confidential.

Scope

This 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.

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

Definitions

"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.

"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.

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“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.

Policy Details

Facilities and Amenities

Infrastructure:

The Persons with disabilities shall be provided with barrier-free accessibility within the premises of the Company.

Any Employee facing any accessibility issue will respect to digital infrastructure can directly report to the IT support team for assistance. In case of any accessibility issues with respect to the physical infrastructure, the matter can be directly reported to the Liaison Officer.

Reasonable Accommodation

Bharti AXA General Insurance will make reasonable accommodations including but not limited to acquiring or modifying equipment or devices, modifying assessment and training materials, modifying work schedules, reassignment to a vacant position and use of assistive devices, whenever necessary, for qualified employees or job applicants who have disabilities, as per the Act.

List of Positions identified

Bharti AXA General Insurance, all positions are open for people with all types of disabilities. The hiring is purely based on merit and the candidates are evaluated based upon their skills and competence.

Manner of Selection

The manner of selection of persons with disabilities will be based on hiring of applicants received through the recruitment processing agencies. Wherever possible, all vacancies will be advertised internally and externally. Selection criteria will be kept non-discriminatory.

Post recruitment and pre- promotion training

At Bharti AXA General Insurance, Employees are trained to carry out their responsibilities at work with full potential. In order to ensure smooth functioning within the organization, the Company will, wherever required, make provisions for post recruitment and pre-promotion training for Employees including person with disabilities. Post Recruitment training involves conducting induction for new employees, where the facilitators will educate the employees about their roles and responsibilities, the functioning of all departments and the do’s and don’ts within the organization. The Company will endeavour to provide course materials meant for induction and training in accessible formats on request.

Preference in transfer and posting

Persons with disabilities will not be transferred to other location/branch office unless they voluntarily consent to the transfer.

Special Leave

An Employee’s request for extra leave, for a reason related to her/his disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly.

Appointment of Liaison officer

The Management of the Company will ensure that a liaison officer is appointed, who will be responsible for taking initiative and providing the requisite support needed to realise the goals of an inclusive and accessible

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workplace and reasonable accommodation. The Liaison officer shall ensure that all Employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Employment Opportunity policy.

Maintenance of Records:

The Company will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per the Act. All employees will be asked to fill the disability form in order to give information regarding any disability that she/he may have.

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