

## **EQUAL OPPORTUNITIES POLICY**

**Effective Date: 24<sup>th</sup> October 2018**

**Version: 0.1**

**Location: India**

ENBD INDIA

## 1. POLICY BRIEF & PURPOSE

We at Emirates NBD Bank (P.J.S.C) (“Bank”) are an equal opportunity employer and are committed to a policy of treating all our employees and job applicants equally without any discrimination on grounds of gender, marital status, caste, religion, sexual orientation or disability. This Equal Opportunities Policy (“Policy”) expresses the Bank’s commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression. It is the policy of the Bank to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications. The Bank will appoint, train, develop and promote all its employees on the basis of merit and ability alone.

## 2. SCOPE

This Policy applies to all prospective and current employees of the Bank, as well as contractors and visitors, who are vulnerable to discriminatory treatment due to certain individual characteristics.

## 3. EQUAL OPPORTUNITIES POLICY

As per the Rights of Persons with Disabilities Act, 2016, the Bank shall endeavour to make the work environment free from any discrimination against persons with disabilities. The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Employee specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment will be assessed against the requirements of the job, and employees for promotion or transfer will be assessed against their performance.

The Bank will strictly refrain from demonstrating discrimination, bias or prejudice towards individual differences and shall endeavour that the same is valued and protected. All employees will be given opportunity to work in a fair and discrimination-free environment which will help everyone feel that their worth and rights are respected.

Bank’s Equal Opportunities Policy is available through electronic media and is accessible to all employees.

All advertising and printing matter in relation to recruitment will indicate that the Bank is an Equal Opportunity Employer.

This Policy is subject to applicable law, qualifications and merit of the individual.

#### 4. TERMS OF EMPLOYMENT, BENEFITS, FACILITIES AND SERVICES

Bank will identify posts/vacancies that would be suitable for disabled persons.

All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

Actions aiming towards equal opportunity include the following:

- Use of inclusive, diversity-sensitive language in all official documents, signs etc.
- Modification of structures and facilities to accommodate people with disabilities
- Leave and flexible work arrangement policies to provide for parental, medical or other needs
- Hiring, training and evaluating processes that do not focus on characteristics irrelevant to employment, job specifications, qualifications, productivity etc.
- Inclusion of religious or national holidays of all people that are part of the workforce in the Bank's official schedule and arrange their leaves upon request
- Educational sessions and groups on diversity for employees
- Open door practices to make the reporting of unlawful discriminatory conduct easier
- Active encouragement of employees to propose improvements
- Explicit prohibition of discrimination and clearly defined consequences

#### 5. EQUAL PAY AND EQUALITY OF TERMS

The Bank is committed to equal pay and equality of terms in employment. It believes all employees should receive equal pay where they are carrying out like work, work rated as equivalent or work of equal value. In order to achieve this, the Bank will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

#### 6. GRIEVANCE PROCEDURE

All supervisors and managers are responsible to ensure that this Policy is applied at all times and that all procedures and practices are free of discrimination. All employees are obliged to abide by this Policy and applicable laws and regulations. In the event of violation of this Policy, employees can address the offender directly. If the issue is not resolved they can report to Human Resources department or their immediate supervisor. The report will be investigated as soon as possible and all parties will be listened to. The employee who was subjected to discrimination or unfair treatment will be protected against harassment and victimization.

#### 7. LIAISON OFFICER

Bank has appointed Head HR Ms. Mohitika Virmani as Liaison Officer who shall oversee the recruitment of disabled persons and make necessary provisions and ensure facilities for such employees in the establishment. She can be reached at 022 61532388 and her email id is [Mohitikav@EmiratesNBD.com](mailto:Mohitikav@EmiratesNBD.com).

## 8. MAINTENANCE OF RECORDS

Bank maintains below records reflecting details of the disabled persons employed.

- a) Number of persons with disabilities employed and the date of commencement of employment
- b) Name, gender and address of the persons with disabilities
- c) Nature of disability of such persons
- d) Nature of work rendered by such disabled person
- e) Kind of facilities provided to persons with disabilities

## 9. MONITORING EQUAL OPPORTUNITY

The Bank will regularly monitor the implementation of this Policy in order to assess whether equal opportunity is being achieved. If changes are required, the Bank will implement them.