

Office Circular No: NISM/HR/OC/06/2019-20

POLICY ON EQUAL EMPLOYMENT OPPORTUNITY POLICY FOR PERSONS WITH DISABILITY

**Overview of the Policy:**

National Institute of Securities Markets (herein referred as "NISM" or "Institute") endeavors to remove all barriers that prevent students / staff with disabilities from realizing their potential. The objective of this policy is to provide "equal opportunity" to all persons at NISM.

This policy aims to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex or sexual orientation etc. The Institute strives to maintain an environment that is free from any harassment based on above considerations. This Equal Opportunity Policy is in accordance with the provisions of "The Rights of People with Disabilities Act, 2016 (RPWD Act 2016)" and is subject to applicable regulations, qualifications and merit of the individual.

**Scope and Applicability:**

The Policy covers all persons with disabilities. They could be job applicants, staff members of NISM, third party staff, all students, Interns, Trainees etc engaged by NISM. It also covers those people who acquire disability during their work tenure.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, compensation, transfers, employee benefits and other service related matters. This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

**Equal Opportunity for Persons with Disabilities:**

NISM will strive to prevent discrimination against students with disabilities. The Institute aims to assess the needs of each student with disability individually and to determine what needs to be done to provide the best possible educational experience for that student. It will take proactive steps to identify career opportunities for students with disabilities, and seek to influence recruiting organizations to adopt equal opportunity employment policies and practices.

Further, the Institute will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. It will build systems and processes to ensure that:

- Appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
  - Provision is made for an accessible environment and of availability of assistive devices as required.
  - HR Department will ensure a Liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
  - A Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.
  - The Management will ensure that any grievance arising out of concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
  - That no opportunity is denied to persons with disabilities, merely on ground of their disability
- Individuals with disabilities who apply or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the HR Department.



Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. At the same time, refusal to provide any such information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

**Responsibility:**

- Every member of NISM is responsible for giving effect to this policy.
- Each location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- The HR Department has the functional responsibility of assuring compliance with Institute policy; developing, coordinating and implementing all programs; and reporting findings and progress.
- Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the Code of ethics of the Institute.
- The Head of Human Resource Department is accountable to the Director to oversee and promote this policy.

**Interpretation:**

The power to interpret the Policy as and when need arises is reserved with the Director NISM. In such cases, his Interpretation will be considered final and binding on all concerned.

Place : Patalganga  
Date : January 30, 2020



  
(Sunil Jayawant Kadam)  
Registrar

**Copy to:** All staff members and support staff of NISM through email.