



Equal Opportunity Policy

(Mauritius Operations)

(including OBU)

2013

Bank of Baroda
(Mauritius Operations)
(Incl. OBU)

EQUAL OPPORTUNITY POLICY

Preamble

- (i) Equal Opportunities Commission, Mauritius under section 27(3)(f) of the Equal opportunities Act 2008 has issued guidelines and codes for the avoidance of discrimination notably in the field of employment.
- (ii) Section 9 of the Act provides that every employer needs to draw up and apply an equal opportunity policy at its place of work, with a view to minimizing the risks of discrimination and promoting recruitment, training, selection and employment on the basis of merit.
- (iii) These Guidelines aim at shedding light on the various aspects that have to be taken into account by the employer in its equal opportunity policy.
- (iv) Employers who are employing more than 10 employees are required to draw up and apply an equal opportunity policy by **31 July 2013 at latest**.

Purpose

Equal Opportunities Commission, Mauritius has issued guidelines to employers to draw a policy on Equal Opportunities in their work place and accordingly Bank of Baroda (Mauritius Operations) has drawn its policy and :-

- 1. Having taken cognizance of Section 9 of the Equal Opportunities Act 2008 which requires an employer to draw up and apply an **Equal Opportunity Policy** at his place of work with a view to minimizing the risk of an employee being discriminated against and in order to promote recruitment, training, selection and employment on the basis of merit;
- 2. Having considered the obligation that an employer has, in light of his resources and circumstances in general, to take such measures as may be required to:
 - (a) ensure that working conditions are suitable for women and men
 - (b) facilitate gainful employment and parenthood for female and male employees;
- 3. Having determined that Bank of Baroda (Mauritius Operations) will have to adopt and apply an Equal Opportunity Policy in line with the Equal

Opportunities Act; and declare that this Equal Opportunity Policy is geared towards building an organisation where the employees will make full use of their talents, skills, experience and competence and where the employees feel respected and valued regardless of their status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

Bank of Baroda (Mauritius Operations) will ensure that no employee receives less favorable treatment and that opportunities for employment, training and promotion are accessible to all candidates irrespective of their status.

In addition Bank of Baroda (Mauritius Operations),...undertakes that selection for employment, promotion, transfer and training and access to benefits, facilities and services will be fair and equitable and based solely on merit.

Bank of Baroda, Mauritius Operations will follow the recommendations of the Equal Opportunities Commission as set forth in its Guidelines on Application of an Equal Opportunity Policy at Work in all its employment policies, procedures and practices. To deal with issues related to staff employment and their service conditions, remuneration etc. Bank of Baroda, Mauritius Operations has already put in place a detailed HR Policy which has been duly approved by the competent authority and it will continue to be valid and in force in addition to other guidelines / instructions issued, from time to time, by various competent authorities in the bank.

Bank of Baroda (Mauritius Operations), will take the following measures to implement the Policy as follows:

- (a) The Policy is a priority for the organization and the bank in Mauritius is represented by its Vice President and Chief Manager, Port Louis Branch who will be responsible for the day-to-day operation of the policy.
- (b) The Policy will be posted on the organization's website for the information of all employees and job applicants.
- (c) Consultations will be held with employees and their representatives on the Policy, All employees will be trained on the Policy; on their rights and responsibilities under the Policy, and on how the Policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the Organisation.
- (d) Managers and employees in key decision-making areas will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions and criteria can have on employees and the importance of being able to justify decisions to apply them.

- (e) Complaints on discrimination will be investigated and appropriate actions will be taken wherever applicable.
- (g) Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally. Suitable applicants will be welcomed, irrespective of their status. Selection criteria will be entirely related to the job or training opportunity.
- (h) Grievances, disciplinary action, performance appraisal and termination of employment will be monitored, and requirements, conditions, provisions and practices will be regularly reviewed and revised with a view to eliminating any form of discrimination at work.

Review of Policy on Equal Opportunity and Competent Authority

The Territory policy on Equal Opportunity will be reviewed every two years to bring it in tune with the latest guidelines and regulations prescribed norms, changes, directives and guidelines.