

Equal Opportunity Policy for Persons with Disabilities

Delhi Judicial Academy

Preamble and Overview

The Delhi Judicial Academy has been established for enhancing the core competence of the Judges working in District Courts and further to impart training to the newly recruited Judges as well as to other stakeholders and duty holders like Investigating Agencies, Prosecutors, SEMs, CWCs, JJB, Social Work Members, etc. It envisions strengthening the justice delivery system through offering continuous Justice Education and Training aimed not only to build the capacities of the judges, their skills in adjudication, docket as well as court management but also to sensitize them about the core constitutional values.

Delhi Judicial Academy recognizes the value of a diverse workforce and is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity.

This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 (hereinafter referred to as 'RPWD Act, 2016'). At Delhi Judicial Academy, we commit to conform not just to the letter but also to the spirit of the Act.

Policy Statement

Delhi Judicial Academy is committed in eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of people with disabilities.

At Delhi Judicial Academy, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to people with disabilities.

We follow an inclusive evaluation process by ensuring that a person with disability is provided with suitable flexibility and accommodation. Any information shared by an employee on his/her disability/medical condition remains confidential.

If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organization will invest in re-skilling the employee for another position at the same rank or higher.

Delhi Judicial Academy is committed to promoting awareness on equal opportunity and inclusion of people with disabilities among all employees by organizing training and sensitization programs.

Scope

The Policy covers all the persons with disabilities (herein after referred to as 'PwD'). They could be job applicants, full time/part time employees, interns/trainees, etc. It also covers those employees who acquire disability during their work tenure.

Policy Details

1. Facilities and amenities

a) Physical Infrastructure

Delhi Judicial Academy aims to ensure that its physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards given in The Harmonized Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016 and the National Building Code, 2016.

Any new facility that is built or renovated will be evaluated for compliance with accessibility standards at different stages of the building construction.

b) Digital Infrastructure

It is Delhi Judicial Academy's continuous endeavour to ensure that all its documents, communication and information technology systems adhere to the accessibility standards.

The Standards for Information and Communication Technology as given in the RPWD Rules 2017 are-

- (i). Website Standards: Guidelines for Indian Government Websites (GIGW), as adopted by Department of Administrative Reforms and Public Grievances, Government of India.
- (ii). Documents Standards: Electronic Publication (ePUB) or Optical Character Reader (OCR) based pdf formats.

The Delhi Judicial Academy will ensure that only accessible technologies are procured and used.

c) Reasonable Accommodation

Delhi Judicial Academy will make provision for reasonable accommodations, whenever necessary and mandatory, for qualified employees or job applicants who have disabilities, as per the RPWD Act, 2016. Such accommodation would be provided:

- 1) to ensure equal opportunity in the applying and selection process,
- 2) to enable an employee with a disability to perform the essential functions of a job, and
- 3) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

2. Manner of selection

a) Vacancy advertisement and application.

- The Delhi Judicial Academy will ensure free and fair manner of selection of persons with disabilities for various posts as per the job specifications and suitability, post

recruitment and promotion, training and any other facilities as per The RPWD Act, 2016 and Rules thereunder.

- Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate to the skills needed for the job and nothing else.
- Application forms will be made available in alternate formats wherever any such posts are advertised especially where there is reservation for PwD candidates.

b) Selection Process

The selection process at Delhi Judicial Academy is strictly in accordance with the “Administrative Directions for the purposes of recruitment to the various posts in the Delhi Judicial Academy as approved vide decision dated 27-09-2010 of the Hon’ble High Court of Delhi”. It will also be in consonance with the provisions of the RPWD Act, 2016.

3. Other facilities

a) Training and Career development

Delhi Judicial Academy will endeavour to provide course materials meant for induction and training in accessible formats to any such PwD. The Delhi Judicial Academy has already conducted several training programs to promote the objectives of the RPWD Act, 2016 in the past and further resolves to continue its efforts in future.

b) Disability 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. The disability leave of any employee shall be considered in accordance with the CCS (Leave) Rules as applicable to this Government Establishment.

c) Travel, Stay and Transport

For official travel (local, outstation and international), employees with disabilities will be provided accessible modes of transport. Air travel (in case road/train travel is inaccessible), accessible guest houses and hotels and allowing a personal attendant to travel along, will be provided, as per the prescribed guidelines.

d) Employee Engagement and Social Inclusion

Delhi Judicial Academy will endeavour to make all Academy events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees and participants with disabilities.

e) Provisions for Preference in Allotment of Residential Accommodation

(i) The trainee officers with disabilities, undergoing training in the Delhi Judicial Academy, shall be given preference in the allotment of residential accommodation in the Judicial Hostel of the Academy.

(ii) The Resource Persons with disabilities shall also be given preference in providing accommodation during their stay in the Guest House of the Academy.

(iii) The employees of the Academy with disabilities shall be eligible for preference in allotment of official accommodation as per Equal Opportunity Policy under RPWD Rules, 2017.

f) Preference in Transfer & Posting

The Academy shall endeavour to post the employees with disabilities to a place or posting where such employees can work without any physical or psychological barriers and can utilize their skills. In doing so, the Academy shall also consider the preference given by the concerned person.

4. Appointment of Liaison Officer

As per the mandate of The RPWD Act, 2016, Delhi Judicial Academy appoints 'Caretaker' as Liaison Officer who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison Officer is responsible for:

- Implementing the action plan for making the workplace and other relevant systems accessible for persons with physical disabilities by liaising with the various departments at Delhi Judicial Academy.
- Ensuring spreading of awareness about Rights of Persons with Physical Disabilities Rules, 2017 amongst all the employees of Delhi Judicial Academy.
- Developing proactive strategies to prevent discrimination and harassment of employees with physical disabilities at Delhi Judicial Academy.

5. Maintenance of Records

Delhi Judicial Academy will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per the RPWD Act, 2016. All employees will be asked to fill the Voluntary Disability Self Identification Form in order to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. An employee who acquires disability can also edit and update the form.

The information that an employee shares about her/his disability will be kept confidential. It will be maintained in a separate file and not in her/his personal file.

Exceptions to the confidentiality clause:

- 1) The Chairperson may be given information about an employee's disability for allowing/providing any accommodations.

2) Security personnel may be given information about an employee's disability so as to facilitate obtaining any necessary support during an emergency.

3) Government officials who are investigating the compliance with The RPWD Act, 2016 may be given information about an employee's disability.

6. Grievance Redressal

All employees shall have the responsibility to comply with the Equal Opportunity Policy. Officers and the staff of the Delhi Judicial Academy shall maintain the work environment in a manner, so as to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

All employees are encouraged to report any incidents of violation of this policy and Officers should act promptly when concerns arise or complaints are made.

Delhi Judicial Academy shall have a Grievance Redressal Officer of the rank of Gazetted Officer nominated by the Chairperson. Employees with disability shall have the right to file a complaint with the Grievance Redressal Officer concerning any discrimination. Any policy violation i.e., when any PwD is discriminated against or any such PwD is not provided with reasonable accommodation or denied access to any facility of the Delhi Judicial Academy, will be regarded as a grievance.

On inquiry, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be subjected to disciplinary actions and penalties as provided under Central Civil Services (Classification, Control and Appeal) Rules, 1965.

7. Goal

The Delhi Judicial Academy shall promote and participate in activities for creating environment which provides equal rights and opportunities for all.