



## KCA POLICY ON PREVENTION OF SEXUAL HARASSMENT

### 1. Introduction

This policy on prohibition, prevention and redressal of sexual harassment ("**Policy**") has been framed as required under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules framed thereunder ("**Act**").

### 2. Scope

The Policy is to be followed by the Kerala Cricket Association ("**Association**"), including but not limited to any committees, departments and groups that have been or will be set up by or under the Association, including but not limited to those relating to the Kerala Cricket League ("**KCL**") and the High-Performance Center ("**HPC**") (together, "**KCA**") for the prevention, prohibition and redressal of complaints of sexual harassment at the workplace. The Policy is subject to the Act, and may be amended from time to time in accordance with the Act. Any matter which has not been specifically covered or discussed under the Policy, shall be dealt with in the manner prescribed under the Act.

### 3. Purpose

The KCA has a zero-tolerance policy for any form of harassment, including sexual harassment at the workplace. The main purpose of the Policy is to promote a safe

working environment for all free from any sort of workplace harassment, including sexual harassment.

#### Interpretation

3.1 Words and expressions used and not defined in this Policy but defined in the KCA Memorandum of Association and Rules and Regulation ("**KCA Constitution**") shall have the meaning assigned to them under the KCA Constitution.

3.2 This Policy shall be effective and come into force on such date as may be notified by the KCA.

#### 4. What is Sexual Harassment?

4.1 Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication), namely:

- (a) physical contact and advances; or
- (b) demand or request for sexual favors; or
- (c) making sexually colored remarks; or
- (d) showing pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4.2 For the sake of clarity, it is hereby specifically stated that the occurrence or presence, *inter alia*, of the following circumstances, in relation to or in connection with any act or behavior of sexual harassment (as defined above), will also amount to sexual harassment:

- (a) implied or explicit promise of preferential treatment in employment; or
- (b) implied or explicit threat of detrimental treatment in employment; or
- (c) implied or explicit threat about present or future employment status; or
- (d) interference with work or creating an intimidating or offensive or hostile work environment; or
- (e) humiliating treatment likely to affect health or safety.

4.3 Sexual harassment may also occur when an individual's submission to or rejection of unwelcome sexual conduct is used as a basis for employment or other engagement decisions affecting that individual, such as hiring, promotions, pay increases and termination or for rights and contracts of any nature. Sexual harassment also occurs when unwelcome sexual conduct interferes or could interfere with an individual's job performance or creates an intimidating, hostile or offensive working environment, or when the individual is subjected to humiliating treatment accompanied with an act of unwanted sexual behavior which jeopardizes the health, mental well-being or safety of the individual.

## 5. Applicability of the Policy

5.1 The Policy is applicable to the following persons:

- (a) Office Bearers, members of the Apex Council, KCL Governing Council, any Committee of the KCA and representatives of the KCA and any person connected with the Governance and Management of the affairs of the

KCA or its Committees ("**Administrators**");

- (b) all employees of the KCA whether engaged on contract basis or otherwise or on full time basis or otherwise ("**Employees**");
- (c) all players of state teams, including players of the senior team, under 23 (twenty-three), under 19 (nineteen), under 15 (fifteen) teams or any team representing the KCA, whether or not such players have specific contracts with the KCA ("**KCA Players**");
- (d) all commentators contracted by the KCA ("**Commentators**");
- (e) all team officials and support staff contracted by the KCA, including coaches, assistants to coaches, trainers, managers, selectors, doctors, physiotherapists, analysts and massage therapists ("**Team Officials**");
- (f) all on-field umpires, off-field umpires, referees, scorers and other match officials contracted by the KCA ("**Match Officials**");
- (g) all production crew and camera crew contracted by the KCA ("**Production Crew**");
- (h) all players, match officials, team officials and administrators (and equivalent persons) involved in KCL and its Franchisees as well;
- (i) all individuals who are players, match officials, team officials, administrators, employees of a member (cumulatively referred to as "**District Association Personnel**"), when such District Association Personnel are representing the

KCA or are part of any event or tournament that is sponsored or organized by the KCA;

- (j) any other persons who are contracted or otherwise engaged by the KCA, to whom the KCA may, at its sole discretion, extend this Policy;

(together, "**KCA Personnel**")

5.2 A complaint can be filed under the Policy by any KCA Personnel who is a woman/man/third gender, who experiences sexual harassment at the Workplace (as defined hereinafter) of the KCA.

5.3 For the purposes of this Policy, and to avoid any ambiguity, it is clarified that the workplace of the KCA shall include but not be restricted to:

- (a) office premises of the KCA;
- (b) premises on which the HPC is situated;
- (c) venues of matches organized by the KCA;
- (d) venues where KCA Players train (excluding trainings on the players' own time, when not as representatives of the KCA or their respective cricket teams);
- (e) all match-related transportation that is provided or sponsored by the KCA;
- (f) all meetings and events, whether formal or informal, whether organized by the KCA or otherwise, where KCA Personnel attend as representatives of the KCA;



- (g) accommodation such as hotels and hostels provided or sponsored by the KCA for KCA Personnel; and
- (h) venues of promotional and endorsement events where KCA Personnel are representing the KCA.

(cumulatively, "**Workplace**")

Provided that the Workplace shall not include

- (a) venues of promotional and endorsement events where KCA Personnel are not representing the KCA;
- (b) public appearances where KCA Personnel appear in a capacity other than as representatives of the KCA;
- (c) events, whether formal or informal, attended by KCA Personnel in a personal capacity (e.g. players attending events at the behest of personal sponsors, players attending social events with friends while on a match tour etc.).

## 6. Internal Complaints Committee

6.1 Complaints of sexual harassment will be promptly and thoroughly inquired into by an "Internal Committee" ("**IC**" or "**Committee**") which shall be constituted in accordance with the Act as set out below. The IC will comprise a minimum of 4 (four) members:

- (a) The Presiding Officer of the IC shall be a woman employed at a senior level

at the Workplace ("**Presiding Officer**").

- (b) 2 (two) members of the IC will be selected from amongst the employees, preferably who are committed to the cause of women or have experience in social work or have legal knowledge.
- (c) 1 (one) member of the IC will be selected from a Non-Governmental Organization or association committed to the cause of women or a person familiar with issues relating to sexual harassment ("**External Member**").

At least one half of the members of the IC will be women.

The Presiding Officer and every member of the IC will hold office for a period, not exceeding 3 (three) years from the date of their nomination as may be specified by the KCA.

While conducting the inquiry, a minimum of 3 (three) members of the IC, including the Presiding Officer and the External Member shall be present.

- 6.2 The details of the members of the IC, if constituted, will be notified periodically.
- 6.3 The IC will inquire into the complaint of alleged sexual harassment while maintaining a strict level of confidentiality, as required under the Act.
- 6.4 For the purpose of making an inquiry, the IC shall have the same powers as are vested in the civil court under the Code of Civil Procedure, 1908, which will include the power to summon and enforce the attendance of any person, require the discovery and production of documents, and regarding

any other matter which may be required during the investigation into a complaint under the Policy.

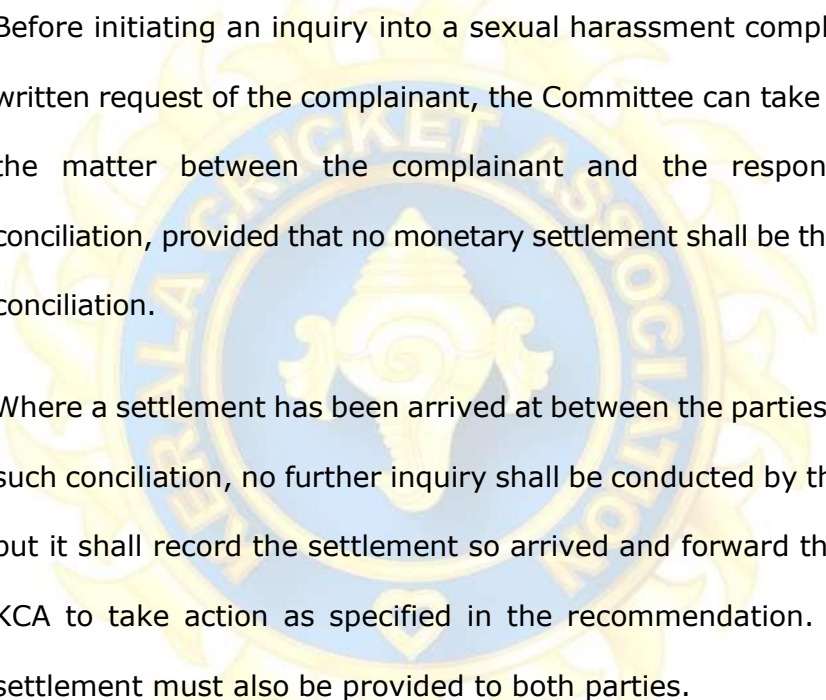
## 7. How to File a Complaint?

- 7.1 Complaints should be submitted in writing to any member of the IC by email to the mail id [icmembers@keralacricket.in](mailto:icmembers@keralacricket.in). The complainant is required to provide supporting documents and the names and addresses of witnesses, if any. If a verbal complaint is received by the IC the complainant will be required to follow the process set out above and submit the complaint in writing, along with the supporting documents, as soon as possible thereafter or within the timeline indicated by the IC if constituted, in this regard.
- 7.2 Where a complaint cannot be made in writing, the Presiding Officer or any member of the IC as the case may be, will render all reasonable assistance to the complainant, for making the complaint in writing. If the complainant is unable to make a complaint on account of physical or mental incapacity, the legal heir of the complainant or such person as authorized by the Act, such as a relative or friend, or any person having knowledge of the incident, will be permitted to file the complaint on behalf of the complainant.
- 7.3 If a complaint is received by anyone else the same shall be duly forwarded to the IC by the concerned person and the said person shall provide details of the IC to the concerned employee so as to enable the complainant to approach the IC.
- 7.4 On receipt of the complaint, the Presiding Officer and the External Member



shall evaluate if any of the members of the IC as relevant, are involved in or closely connected with the complaint so as to result in a conflict of interest with that of the parties involved. In the event of a conflict of interest, the Presiding Officer and the External Member may ask the KCA to replace such members for the inquiry into the relevant complaint.

## 8. Conciliation Proceedings

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- 8.1 Before initiating an inquiry into a sexual harassment complaint and upon written request of the complainant, the Committee can take steps to settle the matter between the complainant and the respondent through conciliation, provided that no monetary settlement shall be the basis of such conciliation.
- 8.2 Where a settlement has been arrived at between the parties, as a result of such conciliation, no further inquiry shall be conducted by the Committee, but it shall record the settlement so arrived and forward the same to the KCA to take action as specified in the recommendation. Copies of the settlement must also be provided to both parties.

## 9. Key Steps and Timelines for Filing and Redressal of Complaints

The following is a brief summary of the key steps to be followed and the timelines within which a complaint under the Policy will be redressed:

Step	Action	Time Period
Step 1	The complainant files a complaint in writing to the Committee.	Within 3 (three) months from the date of the incident or in the case of a series of incidents, within a period of 3 (three) months from the date of the last incident. The Committee may extend this time period for an additional period of 3 (three) months, if it is satisfied that there were circumstances that prevented the complainant from filing the complaint within the said time period.
Step 2	On receipt of the complaint, the Committee sends the complaint to the respondent (against whom the complaint is filed).	Within 7 (seven) working days of receipt of the complaint.

Step 3	The respondent files a reply to the complaint (with a list of documents and the names and addresses of witnesses) to the Committee.	Within 10 (ten) working days of receiving the copy of the complaint, as indicated by the IC.
The Committee may, before initiating an inquiry, at the request of the complainant, take steps to settle the matter through conciliation		
Step 4	The Committee initiates action and completes its inquiry.	Within 90 (ninety) days of the complaint being filed.
Step 5	The Committee submits a report of its findings and recommendations to the KCA for implementation (a copy of the report is to be provided to both parties).	Within 10 (ten) days of the completion of the inquiry.
Step 6	The KCA implements the recommendations of the Committee.	Within 60 (sixty) days of the receipt of the report of the Committee.
Step 7	The complainant or respondent files an appeal to a court or tribunal in accordance with the provisions of the Act against the recommendations of the IC or non- implementation of recommendations by the KCA.	Within 90 (ninety) days of the receipt of the report of the IC.

## 10. Salient Features and Manner of Inquiry into the Complaint

- 10.1 **Guiding principles:** The IC will conduct an inquiry into the complaint in accordance with principles of natural justice and in line with the procedures as given under the Act.
- 10.2 **Lawyer of either party not allowed:** The parties shall not be allowed to bring in any legal practitioner to represent them in their case, at any stage of the proceedings before the IC.
- 10.3 **Ex-parte decisions:** The IC may give an ex-parte decision or terminate the inquiry proceedings, if the complainant or the respondent fails to appear before the IC for 3 (three) consecutive hearings without sufficient cause. However, the IC will give a prior written notice of 15 (fifteen) days to the concerned party before taking any such decision.
- 10.4 **Final and binding:** The decision of the IC/KCA shall be final and binding on the complainant and the respondent. Neither party shall have the right to appeal the decision of the IC to any other person, committee or authority within the KCA.

## 11. Relief to Complainant during Pendency of the Inquiry

- 11.1 The KCA shall, pending completion of the inquiry, implement any one or more of the following interim measures recommended by the IC on a written request made by the complainant:
- (a) Transfer the complainant or the respondent to another office or unit of the KCA;

- (b) Grant leave to the complainant for up to 3 (three) months in addition to leave already entitled;
- (c) Restrain the respondent from reporting on the work performance or other reports of the complainant;
- (d) If the respondent is a KCA Player, suspend the KCA Player from representing the KCA or their respective cricket teams in any cricket matches ; or
- (e) Take any other appropriate action as recommended by the IC.

## 12. Punishment for Sexual Harassment

- 12.1 If any KCA Personnel is found to be guilty of sexual harassment by the Committee or of any of the actions set out in the Policy, the KCA, as per the recommendations of the IC, shall impose or cause to be imposed, *inter alia*, one or more of the following against such KCA Personnel,
- (a) Censure;
  - (b) Counselling;
  - (c) Carrying out community service;
  - (d) Warning;
  - (e) Fine, compensation;
  - (f) Loss of pay;
  - (g) Loss of seniority;
  - (h) Withholding of promotion or pay rise/increments;
  - (i) Termination of contract/employment with or without notice or compensation in lieu of notice;



- (j) Written apology; and/or
- (k) Any other punishment prescribed under the KCA Code of Conduct for Players and Team Officials or any other applicable policy governing misconduct of KCA Personnel, as proportionate to the gravity of the offence.

12.2 In addition to the above, the Committee may deduct a sum from the salary or wage of the respondent (if the respondent is found guilty) of such amount as it may consider appropriate for payment as compensation to the complainant or to the complainant's legal heirs.

12.3 If the Committee arrives at a conclusion that the allegation of sexual harassment against the respondent has not been proved, then it may recommend to the KCA that no action be taken in the matter.

### 13. Other Acts or Behavior which are Punishable under the Act

13.1 Apart from sexual harassment, if any KCA Personnel commits the following acts, such person shall also be punishable, as set out previously, on the grounds of misconduct:

- (a) Making false allegations of sexual harassment, with malicious intent and knowledge that such allegation is false or producing false evidence to justify such complaint;
- (b) Giving false evidence or producing false documents as a witness to any proceedings of the Committee;
- (c) Breaching the statutory duty of maintaining confidentiality of information relating to the inquiry proceedings of the Committee, by divulging such information to any unauthorized person, including, but not limited to any KCA Personnel; and/or
- (d) Victimizing, intimidating or influencing any person, witness or any

other persons seeking redress under the Policy whether directly or indirectly.

It is clarified that the mere inability to substantiate a complaint or provide adequate proof will not be treated as a false complaint.

#### 14. Criminal Proceedings

In the event that the complainant opts to file a complaint under **Bharatiya Nyaya Sanhita** ("BNS") or any other law for the time being in force, in relation to an alleged offence of sexual harassment, the KCA will (a) assist the complainant in filing such complaint, and (b) cause to initiate action against the perpetrator (under the IPC or any other law for the time being in force), if the complainant so desires.

#### 15. Duty to Cooperate

All KCA Personnel have a duty to cooperate in the KCA's inquiry of alleged sexual harassment. Failure to cooperate will be grounds for disciplinary action, up to and including termination.

#### 16. Non-retaliation

The KCA will not retaliate, nor will it tolerate retaliation against any KCA Personnel or the complainant who files a complaint of sexual harassment in good faith or is a witness in the IC proceedings.

#### 17. Confidentiality

17.1 All proceedings, documents and records maintained under the Policy, including the names of the complainant, respondent and witnesses shall be confidential and shall be dealt with in the manner provided under the Act.

17.2 All persons involved in the proceedings under the Policy including the parties, witnesses, Committee members and any other KCA Personnel who become aware of any incident of sexual harassment, whether directly or indirectly, shall be under a duty to respect and maintain confidentiality.

## 18. Reporting Sexual Offences against minors

If the KCA becomes aware of or has an apprehension that an offence under the Protection of Children Sexual Offences Act, 2012 (“POCSO”) (including sexual assault/sexual harassment of children and use of children for pornographic purposes) is likely to be committed or has knowledge that such an offence has been committed, information in this regard shall be provided to the Special Juvenile Police Unit, or the local police, and any other requirements under the POCSO or any other applicable laws (such as Juvenile Justice (Care and Protection of Children) Act, 2015, will be adhered to. A child is anyone below the age of 18 years.

## 19. Other Obligations of the KCA

- 19.1 It is the duty of the KCA to support the Policy through endorsement and communication to ensure KCA Personnel and IC members have knowledge of the Policy and relevant information in connection with their rights and obligations under the Act. To this end, the KCA shall organize sensitization workshops and awareness programs on a periodic basis including at the time where KCA Personnel become associated with the KCA and new members are inducted into the IC. Additionally, workshops and awareness programs relating to the Act shall be held along with every session on anti-corruption organized by the KCA.
- 19.2 The KCA shall give necessary assistance to the IC for dealing with the complaint and conducting the inquiry, including securing attendance of the respondent and witnesses before the IC and making necessary information available to the IC.