



# Sexual Harassment Policy

**Kung Fu Federation of India**

## **1 introduction**

KFI in line with the guidelines of the ministry of youth affairs and sports on the prevention of sexual harassment of women in sport and the judgement of the horrible Supreme Court in the case of Vishaka and ORS vs State of Rajasthan and ORS has developed this policy in an effort to provide a safe and harassment free environment for all Kungfu players/ members and staff particularly women ex of sexual harassment are taken extremely seriously by Kung Fu Federation of India and will not be tolerated under any circumstances all stakeholders should not only be aware of their right to a safe and Secure working environment but also their individual actions and responsibilities to prevent sexual harassment in the sports

## **2 what is sexual harassment**

Sexual harassment is any behaviour that has a sexual element which is unwelcome it is behaviour that can be responsible expected in the circumstances in which it occurs to offend and humiliate are intermediate the person or group to whom it is directed at sexual harassment would mean and include any of the following

- written or verbal abuse ,threats or communication
- sexually oriented and demanding jokes and comments
- an invited physical contact including touching kissing massaging,
- Leering or suggestive or obscene gesture
- Display of sexually explicit or other offensive or derogatory material
- Propositions,Promises threats are punishment towards Corporation non-cooperation in sexual activity
- Intimidating sexual remarks or actions /conduct that might reasonably be expected to cause embarrassment in security discomfort offence are humanization formulation to another person
- Innuendos and accounts of sexual nature and physical confinement against one will.

Irrespective of the action being intended as harassment or not if it is unwanted and improper behaviour and gives reasonable grounds for an individual to feel insulted, intimidated, offended, embarrassed, insecure or humiliated, then it shall be considered sexual harassment and will not be tolerated

## **3 policy statement**

Sexual harassment has emerged as a major concern for the sports community worldwide. Not only does sexual harassment undermine the performance, self-esteem and personal goals of the people involved in sports, but it can also have equally damaging consequences for sporting organizations as well. Kung Fu Federation of India is committed to providing an environment, free of sexual harassment where all stakeholders involved with Kung Fu are treated with respect and dignity. Kung Fu federation of India will not tolerate any behaviour that could in any manner constitute sexual harassment under any circumstances whatsoever and severe disciplinary action will be taken against anyone who breaches this policy.

Kung Fu Federation of India will not tolerate any act of retaliation against any complainant. Further Kung Fu Federation of India shall not tolerate misuse of this policy. If during the course of enquiry it is found that individuals have preferred false / fabricated complaints or evidence, appropriate disciplinary action will be taken against the said individuals.

#### **4 who does the policy applied to:**

**The policy applies to all stakeholders including  
Staff**

**Elected members and officials**

**Volunteers**

**Associates**

**Technical**

**Officials**

**Players**

**Anyone who is employed by or represents KFI whether paid or unpaid**

#### **5 Situations the policy applies to:**

**The policy applies to behaviour occurring in all situations both within and outside the sport and or workspace including:**

**Sporting event competition and in training sessions**

**The office environment**

**Sports oblique office related social functions**

**Business functions such as meetings conferences training sessions and workshops**

**Sports oblique work related travel**

#### **6 Responsibilities**

**Kung Fu Federation of India is responsible for taking all reasonable steps and actions to prevent sexual harassment in the sport public workspace**

**KungFu shall make all reasonable efforts to ensure that this policy and all amendments thereto are brought to the notice attention of all stakeholders concern officials and Associates of Kung Fu Federation of India**

**KFI stakeholders are jointly responsible for ensuring that there is port work environment is free of harassment by not indulging in any in action or behaviour that may be reasonably seen as sexual harassment**

**Everyone associated with KFI is required to read understand and follow the different aspects of this policy**

**All-state units affiliated to KFI shall adopt a sexual harassment policy on the same lines within 14 days of notification of the present policy**

#### **7 Techniques to deal with sexual harassment**

**They are a variety of methods available to an individual to deal with any unwanted attention our behaviour**

### **A Individual**

This involves approaching and confronting the perpetrator of the unwanted behaviour that their behaviour is inappropriate and unwelcome and request them to stop such behaviour with immediate effects. This can either be done directly with the individual concerned, by writing them a letter or email or taking the assistance and support of a close friend to go with you to confront the Concern person

### **B Informal**

If you do not wish to take formal action or you do not feel comfortable in approaching the individual yourself, you can involve someone else to help resolve the situation. It is recommended that in such a situation you speak to an independent third party such as a senior member of the KFI, support personnel, KFI staff, complaint officer/counsellor or chairman/chairperson of the KFI sexual harassment committee and share with them details of your concern. They, in turn, can then speak to the person concerned and attempt to resolve the situation.

### **3 Formal**

When an informal resolution is not possible it may be necessary to resort to formal procedures to resolve the complaint. The matter should then be raised or brought to the attention of the chairman/ chairperson of the KFI sexual harassment committee.

A- Written and signed complaint should be filed by the individual to the Chairman and chairperson of the KFI sexual harassment committee and include details such as : date, time, incident, witness etc.

### **8 Grievance redressal mechanisms**

The KFI sexual harassment committee shall appoint the members of the KFI sexual harassment committee, which will be a body comprising of 5 members and chairman/chairperson at least half of the members appointed to the KFI sexual harassment committee shall be women. The KFI sexual harassment committee will have the power to hear and determine all issues arising from the Complaints and easing sexual harassment. Besides this main function, the KFI sexual harassment committee is obliged to perform other duties such as

Providing stakeholders with unbiased and impartial support mechanism to air any concern or grievances including advice on how to proceed.

Conduct the hearing of any formal complaint made by any stakeholder

Investigate and make further enquiries into the complaint, if there is prima facie view that there is substance in the complaint so submitted.

Follow the KFI policy and processes and adhere the principles of natural justice to ensure that both parties have a fair and unbiased opportunity to represent themselves.

**Recommended any action to be taken by Kung Fu India against individuals breaching the policy of making false claims.**

**Provide any evidence/Information to the relevant authorities in the event, it is ascertained that the specific case related to the commission of relative Lee serious offences which could attract panel consequences under ordinary law.**

**Keep the records of any complaints are incidents and actions taken by the KFI sexual harassment committee confidential and if required use the same for the discrete investigations.**

**Thus the sexual harassment committee shall be fair and impartial in the performances of its functions and shall process all powers, necessary for and incidental to, the exercise of its functions. The KFI sexual harassment committee shall make the final decision of findings arrived at and recommend any disciplinary actions as it may deem fit based on the facts and circumstances of each case. In the event the complaint alleges criminal offences, the matter may be reported to the police or any other authority in order for them, to take appropriate action that may be permissible under the law.**

#### **9 Contacting the KFI sexual harassment committee**

**Stakeholders can contact any member of the KFI sexual harassment committee either informally or formally to discuss any concerns or incidents**

**KFI guarantees that any complaint will be investigated and handled promptly seriously, sensitively and confidentially**

**Individuals can be reassured that there will be no retaliation or detrimental impact to the carrier if there or come forward with a complaint**

**For the purpose of providing uncertainty, any act of the realisation towards and individual that either**

**A reports or files a complaint**

**Participates in or supports and individual filing a report, will itself be deemed as an act of harassment under this policy and will not be tolerated under any circumstances.**

**KFI encourages individuals who experience sexual harassment to seek immediate advice and assistance. Such individual should also remember to document incidents of the behaviour including time, place and any witness etc.**

#### **9.1 complaint officer counsellor**

**Chairman/chairperson shall be designated as the complaint officer/counsellor. All complaints and grievances with regard to sexual harassment may directly address to the complaint officer/Counsellor who shall be reasonably available at all time via Email public telephone.**

In addition to receiving complaints and intimating the Complaints committee of violations under this policy, the complaint officer/ Counsellor shall also advise, assist, provide support to victims of sexual harassment. The complaint officer Counsellor can also be contacted through a confidential letter to the KFI office

#### **10 Redressal Process and the timeline: Formal complaints**

The basic process and timelines that need to be followed to ensure immediate resolution of a sexual harassment complaint are provided herein below:

##### **1 Receipt of a formal complaint**

A person who alleges to have been sexually harassed either directly or indirectly may submit a complaint of the alleged incident to the KFI sexual harassment committee in writing under his/her signature within 15 days of occurrence of the incident.

B On receipt of the complaint the KFI sexual harassment committee will scrutinize the contents of the complaint and acknowledge receipt of the formal complaint within a reasonable time.

C A copy of the complaint will be supplied to the excuse individual within reasonable time of the same time by the KFI sexual harassment committee.

##### **2 The Enquiry Process**

- The Kung Fu Federation of India sexual harassment committee I will initiate a formal enquiry within reasonable time of the receipt of the complaint it should be noted that there should not be any and reasonable delays
- The enquiry will include interviews and recording of statements of the complaint desk use and any witnesses that either party may see to really on
- All parties have to right to produce any evidence in support of their kind oblique arguments
- All parties will be entitled to be represented are assisted by their authorised representatives during the enquiry process
- The entire enquiry process interviews should be concluded within a reasonable time subject to extension for reasons to be recorded in writing by the confederation of India sexual harassment committee

##### **3 Review of complaint**

On conclusion of the enquiry report will be prepared taking into account the details supplied by each of the individuals along with the relevant facts/allegations made out in the complaint.

- In the event the complainant does not make out a case of sexual harassment, the same would be recorded in a closer report.
- The report will include
- Details of the complaint
- Response from the excuse to the formal complaint
- Summary of information provided by each of the interviewees
- Details of any other area of Investigation
- KFI sexual harassment committee members of opinion of the incident and what is likely to have transpired
- Recommendation for resolution of the complaint

The report must be Completed and signed by the chairman/chairperson of the KFI sexual harassment committee within a period of 7 days calculated from the date on which the enquiry is concluded

#### **4 decision-making disciplinary actions**

- If it is found that there was in fact a breach of this sexual harassment policy then the KFI sexual harassment committee will issue sanctions and take disciplinary action against the individual found responsible
- The disciplinary action sanctions will be communicated to the party within a period of 14 days from the date on which the report is revised

#### **11 rights of complaint and accused**

Both parties must be given a fair and unbiased opportunity to be heard and to provide necessary details of the incident

Sufficient time in location must be made available to ensure that both individual self and to prepare their side and can provide evidence witnesses to support their case

#### **12 disciplinary action sanctions**

The KFI sexual committee will impose appropriate disciplinary actions/sanctions in line with the level of the breach of this policy and may extend to any of the following :

**1 Reprimand**

**2 verbal or written apology**

**3 Expulsion from camp team or competition**

**4 Formal leave of absence**

**5 Exclusion or exemption from participation in future camps or tournament**

**6 Expulsion from being a national team member official or support staff**

**7 Suspension Ban from playing or officiating for a specific period of time**

**8 Termination of contract with KFI**

#### **13 External Reporting**

Without prejudice to the above mentioned, it is unequivocally stated that at any point of the time it is the prerogative of the complainant whether they wish to proceed with the complaint or not.

Additionally the complainant also has the right to report the matter to the relevant authority/police if the complaint alleges any criminal offences. They will not however impact any enquiry or any action been taken by the KFI sexual harassment committee which would run concurrently to the Criminal proceedings that might arise therefrom.

#### **14 Right to appeal: AppellatePanel**

Decision made by the KFI sexual harassment committee may be appealed from the both parties to the complaint have a right to appeal from the decision, if they believe that the principles enshrined in this policy have not been followed or that the decision so arrived at it by KFI plus 4 members appointed by working executive body headed by the president. The appointed members shall have had no prior involvement in the case of any aspect of their cases as a member of the original review panel while the matter was being adjudicated upon by the KFI sexual harassment committee.

Individuals wishing to formally appeal will need to give notice of their intention in writing within a period of 14 days from the date on which the order of the sexual harassment committee was communicated to them and file the appeal within a period of 14 days of receipt of the order of the KFI sexual harassment committee. The appellate panel shall be independent and impartial in the performance of its functions and has all powers necessary for, and incidental to, the exercise of its functions, hearing pursuant to lodging of the appeal shall be completed as speedily as possible and in all cases within 14 days of the date of the filing of the appeal.

#### **14 state associations**

All state Kung Fu associations which are associated, affiliated, controlled, directed or supervised by KFI shall adopt a policy on the same lines as the sexual harassment policy.

#### **16 Guidelines : KFI sports /Working environment**

To ensure that women who participate in the sports of Kung Fu countrywide and are affiliated to Kungfu Federation of India are not discriminated against and disadvantaged by their gender, the following board actions will be taken into consideration when dealing with female players, staff, official members and stakeholders.

- Be conscious that the working conditions are not detrimental to the well-being of the female staff, which would include ensuring that we provide a safe and hygienic environment for them to perform their duties.
- Provide, advice and awareness for team, support staff particularly those support members who are working with the opposite sex including limiting one to one interaction between players, official and support staff.
- Sufficient numbers of female support staff are allocated to the women team both state and national.
- Sufficient number of female members are included as part of the management team.
- Include the sexual harassment policy as part of the code of the conduct for official support staff and employees.
- Include a copy of the sexual harassment policy in the registration process and guidelines for players including providing examples and scenarios of what is appropriate/ inappropriate behaviour in order to raise awareness among the various stakeholders.
- All members of the Kung Fu Federation of India harassment policy committee agrees to and sign a confidentially agreement.

#### **17 Advice, assistance and other cases of sexual harassment**

Where sexual harassment occurs as a result of an act by third party or outsider while on official duty, Councillor/complaint officer shall take all necessary and reasonable steps to support, advise and assist the affected person, including referring the affected person to our organization and NGOs which specialises in providing counselling for victim of sexual harassment.