



**Affiliated to BCCI**

bca@biharcricquetassociation.com

## **CODE OF CONDUCT FOR EMPLOYEES OF BCA**

1. All employees (Permanent and Contractual) shall be at work in the establishment or place of posting at the time fixed and notified by the Chief Executive Officer (**CEO**). An employee attending late shall be liable to be treated as absent.
2. Any employee who has been on sick leave in cases of ailment exceeding three days' leave, shall resume duty only after he/she is declared fit by a medical practitioner.
3. All employees are strongly encouraged to make a distinction between official BCA business and personal interests. For instance, association materials, equipment, tools, etc. are not for personal use.
4. Employees should avoid actions which could damage the reputation of the BCA.
5. Whenever an employee is invited to deliver speeches and attend meetings in relation to his official duties, he should first take approval from the CEO by making a written request to the reporting manager.
6. If any employee gets an assignment from the BCCI, he/she must take official leave from the CEO through his/her reporting manager. If an employee gets remuneration or professional fee from BCCI for the assigned assignment, he/she may be treated as leave without pay from the BCA during the assigned assignment period. Approve Leave with pay is the prerogative of the CEO of BCA.
7. An employee is required to be conscious of time and cost issues and ensure no misuse of the same.
8. The following acts and omissions on part of an employee shall amount to misconduct as per the standing orders/or otherwise:
  - A. Wilful insubordination or disobedience,
  - B. Going on an illegal strike or abetting, aiding/instigating or acting in furtherance thereof,
  - C. Wilful slowing down in the performance of work,
  - D. Engaging in trade within the premises of the Establishment,
  - E. Drunkenness or disorderly behaviour during working hours,
  - F. Act subversive of discipline
  - G. False claims/declarations (on non-compensation heads).
  - H. Misuse of power/authority for personal gains.



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- I. Taking out any property/document of outside the premises without prior approval of the competent authority.

**For misconduct committed by an employee, the Association shall inflict any of the following punishments:**

- A. Warning
- B. Suspension
- C. Discharge
- D. Dismissal without Notice Pay

The rules applicable to the employee of have been framed with a view to govern the terms and conditions of the employees. Consequently, they can be altered/amended/modified/cancelled or new rules added from time to time

## **INTRODUCTION**

At Bihar Cricket Association (BCA), the Code of Conduct (the Code) is the cornerstone to conducting Cricket legally, ethically and with integrity. The Code applies to all employees (including full-time, part-time, and supplemental or temporary) of BCA, present and future. BCA also require all consultants and contractors working for BCA to follow the Code in connection with their work for BCA.

Any violation of this Code is a serious matter. A breach can put the BCA, BCA employees and BCA services at substantial risk. Every employee is accountable for his or her own behaviour. Failure to follow the Code, or violation of the policies described in the Code, can result in disciplinary action, including termination of employment. Failure of any contractor or consultant to follow the Code can result in the termination of their relationship with BCA.

We must never conceal anyone's failure to comply with the Code, BCA policies or the law. We should never ask or allow a third party to act on BCA's behalf in any way that would violate the Code, BCA policies or the law.

The Code is a starting point and is not intended to describe every law, policy, procedure or business process that applies to your work at BCA. Make sure you know the rules that apply to you.

In addition to following the Code, each of us has an important responsibility to know and follow the laws that apply, wherever we work. If you have questions about the laws that apply to your activities, contact the Legal Department.

## **ADDITIONAL MANAGER RESPONSIBILITIES**

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As a manager at BCA, you lead by example, creating a work culture that promotes integrity and reinforces the Code and our supporting policies.

You will ensure your employees know what is expected of them, are comfortable seeking guidance when they have questions and can raise concerns without fear of retaliation.

- You may never engage in - or allow – retaliation against someone for making a report of suspected misconduct.
- You will ensure that your employees and contractors complete all required ethics training.
- As a manager, you have a special obligation to report and respond to any behaviour that you think could violate the law, the Code or our policies.
- If you feel unsure of the answer to an employee’s question or concern, contact the resources listed in the Code.

## **INVESTIGATING AND RESOLVING ISSUES**

When necessary, the CEO will issue the order to investigate issues raised by employees or others. All employees, contractors and consultants are required to cooperate fully with investigations and audits conducted by BCA officials or governmental authorities. This means providing information, BCA-issued equipment such as computers or smartphones, documents and personal interviews. Failure to cooperate, including misleading, lying, destroying or altering documents or records, or failing to respond promptly to requests for information by investigators or auditors is grounds for disciplinary action up to and including termination of employment. BCA may report misconduct to the appropriate authorities. Consult the ECO or the Legal Department before responding to non-routine requests for audits, investigations or information from parties outside of BCA.

## **NO RETALIATION**

BCA does not tolerate retaliation against any employee, consultant or contractor for reporting an issue or raising a concern he or she believes to be true, cooperating with an investigation or audit, or refusing to participate in activities that violate the Code, laws or association policies. This policy protects anyone who makes a report in good faith, even if he or she is found to be mistaken. Anyone who engages in retaliation will be subject to disciplinary action, including termination of employment. If you believe you were retaliated against, immediately report the matter to the ECO.

## **FAIR TREATMENT**

BCA believe in treating each other with respect and dignity. BCA competent authority judge all applicants and employees by their qualifications, demonstrated skills and achievements without regard to race, colour, religion, gender, gender identity or expression, ethnicity, sexual orientation, sex, age, disability, veteran status, marital status or any other characteristic protected by local law. When necessary, all employees help to create a positive work environment by adhering to these standards.

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## **HARASSMENT-FREE WORKPLACE**

BCA will not tolerate discrimination or harassment of any individual with whom we have a business, service or professional relationship. This includes discrimination or harassment based on race, colour, religion, gender, gender identity or expression, national origin, ethnicity, sexual orientation, sex, age, disability, veteran status, marital status or any other characteristic protected by local law. We do not tolerate unwelcome verbal or physical conduct of a sexual nature. When a co-worker's conduct makes us uncomfortable, we speak out. If we experience or observe workplace harassment, we should report the incident to our manager, any other member of management, HR or the ECO. BCA takes harassment claims seriously and will investigate them thoroughly. Employees who engage in harassment, discrimination or inappropriate behaviour are subject to disciplinary action, including termination of employment.

## **HEALTH, SAFETY & SECURITY OF EMPLOYEES**

BCA is committed to providing a safe and healthy work environment and preventing accidents. We must observe the safety and health rules and practices that apply to our job and protect ourselves and our co-workers, including immediately reporting accidents, injuries and unsafe conditions.

A safe and secure work environment also means a workplace free from violence. With the exception of BCA security personnel and law enforcement, BCA prohibits the possession, concealment or use of any firearm or other weapon on BCA premises (including parking lots and other outside spaces) or in any location outside the home when conducting BCA business. Report any violence, intimidation or threats of violence as soon as possible to BCA Security or the Legal Department.

## **ALCOHOL & SUBSTANCE ABUSE**

BCA expects employees to report to work able to perform their duties and free from the influence of alcohol, illegal drugs or the abuse of prescribed or over-the-counter drugs. Using, possessing, buying, or selling illegal drugs or abusing controlled substances while on the job, on BCA premises, operating BCA property (including BCA vehicles) or engaging in BCA business is prohibited and is grounds for disciplinary action, including termination of employment.

## **CONFLICTS OF INTEREST**

We should avoid situations that may involve a conflict, or even an appearance of a conflict, between our personal interests and BCA's legitimate business interests. Immediately disclose any situation that may be or could appear to be, a conflict of interest to your manager and the CEO or Legal Department and remove yourself from any related decision-making process. When faced with a potential conflict of interest, ask yourself:

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- Does this benefit (or could it be perceived to benefit) me, my family or another business, in conflict with BCA's legitimate business interests?
- Would this activity, if publicized, harm my reputation, my ability to do my job or embarrass BCA?

## **EXAMPLES OF CONFLICTS OF INTEREST**

Having an employment, contracting or consulting relationship with a BCA, supplier or customer Holding a substantial financial interest in a BCA, supplier or customer Performing non-BCA work or soliciting non-BCA business while working on BCA time Using BCA assets, including equipment, telephones, materials or proprietary information for unauthorized personal use or outside work. Accepting any cash, gifts, entertainment or benefits that have more than a nominal value from any influencer, supplier or customer of BCA Using opportunities discovered through BCA employment for personal gain at the expense of BCA Hiring, managing or supervising a relative or romantic partner Awarding BCA business to a relative's business. For more information, please refer to **Clause 42 of the constitution of the Bihar Cricket Association.**

## **OUTSIDE EMPLOYMENT**

Any outside business activity must be strictly separate from employment at BCA, not compete with BCA's interests, and should not harm your job performance at BCA. We must follow BCA policies on taking outside employment or participating in outside business ventures. We may not work for or receive payment for services from any third party who interacts with BCA, including BCA's suppliers, customers, competitors or regulators without prior written approval from the CEO through reporting Manager. We may not use BCA assets for any outside business activity without prior written approval from the CEO through reporting manager.

## **FAMILY MEMBERS & CLOSE PERSONAL RELATIONSHIPS**

If our family members, romantic partners or people with whom we are in close personal relationships are or may become involved in business activity related to BCA, including acting as a BCA supplier, customer or vendor, we should immediately disclose the nature of the relationship to the CEO through reporting manager and must remove ourselves from any related decision-making process. If we supervise or are in a position to exercise influence over any aspect of the performance, compensation or advancement of a family member, romantic partner or someone with whom we have a close personal relationship, we must report this relationship to a CEO at BCA.

## **ACCURACY OF BUSINESS RECORDS**

Stakeholders count on BCA to provide shareholders with accurate, timely and understandable information about the association's financial condition. We rely on every employee to ensure that all books, records and accounts conform both to required accounting principles and to BCA's system of internal controls. We must never conceal or falsify any BCA business records.

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All business records and communications should be clear, truthful and accurate. Our communications must avoid exaggeration, guesswork and insulting remarks or characterizations of people and companies. We should not include judgments about the law or any potential legal liability in our communications unless we have been authorized to do so by the Legal Department.

Business records must be retained and destroyed according to the law of the association's record retention policy unless directed differently by the Legal Department.

### **INSIDER INFORMATION & SECURITIES TRADING**

In the course of our employment with BCA, we may learn non-public information (also called "inside information") about BCA or other associations, including associates, suppliers or business partners. In some cases, if this confidential information became public, it could affect the goodwill of BCA. The use or sharing of such non-public information about BCA or another association for your or another's benefit is called "insider trading." All BCA employees are prohibited from engaging in insider trading, even if you will not get financial benefit from the information being shared. Engaging in insider trading can hurt BCA and BCA's stakeholders and may also subject you to civil and criminal penalties.

### **AUTHORITY TO MAKE BCA COMMITMENTS**

BCA's management system, contracting processes and delegations of authority are designed to provide the appropriate controls needed for BCA to run the business effectively, comply with laws and protect BCA from waste, fraud and abuse. We must keep to the limits of our authority to act on behalf of BCA and must not take any action to exceed or avoid those limits. These delegations of authority set out the rules for which organizations and line managers have the authority, after getting approval from the CEO, to approve pricing and certain other contract terms and conditions. You are not allowed to make oral or written business commitments outside of these processes, such as side deals. In addition, all commitments must be visible to BCA Accounting to ensure the accuracy of BCA's records.

### **BCA INFORMATION & COMMUNICATION SYSTEMS**

BCA's information and communication systems, including telephones and connections to the Internet, are vital to BCA's business and should only be used for appropriate business-related purposes. We may use them for conducting BCA activities or for other incidental purposes authorized by reporting manager such as occasional personal use of the telephone, email and the Internet that does not interfere with BCA work. We may not use BCA systems to visit Internet sites that feature sexual content, gambling or that advocate intolerance of others. We also may not use them in a manner that interferes with anyone's productivity.

### **PRIVACY & DATA PROTECTION**

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BCA respects the privacy of our associates and employees consistent with privacy and data protection laws and BCA privacy policies. Our associates and others must be able to trust that we will only collect, store, share and use their personal information for defined legitimate business purposes and to support and enhance our relationships with associates. We do not sell our associates' personal information. We appropriately safeguard district associations', our players' and vendors'/suppliers' information and comply with internal policies and applicable laws. In addition, we protect and appropriately use the personal information of our employees consistent with all legal requirements. However, employees are advised that workspace and items provided to us by BCA, including computers, websites, email systems and telephone voice mail, are the property of BCA. Therefore, BCA competent authority reserves the right to access, review the contents of files, desks and lockers, and monitor telephone and computer systems, consistent with the law, this Code, and any other applicable BCA policies.

## **BCA INTELLECTUAL PROPERTY RIGHTS**

Business opportunities and inventions developed through work belong first to BCA, except as otherwise agreed by BCA. Developing or helping to develop inventions or other intellectual property, during or after work hours, that:

- relate to BCA's existing or reasonably anticipated services,
- relate to your position at BCA or
- are developed using BCA's resources, are subject to the provisions of your employee agreements. Ownership of patents remains with BCA even after we leave BCA.

## **BCA CONFIDENTIAL & RESTRICTED INFORMATION**

Keeping BCA's confidential and restricted information secret gives us day-to-day work. BCA's confidential or restricted information includes information about BCA that is not generally known to the public and information that business partners, district cricket association, players or any support staff, suppliers and vendors have entrusted to us. Unauthorized access, disclosure, loss or use of confidential or restricted information can seriously harm BCA, as well as our suppliers, district cricket association and employees. We must safeguard sensitive information by marking it appropriately, keeping it secure and limiting access to those who have a specific need to know to do their jobs, even within BCA. These obligations continue even after employment or assignment ends. You may not take paper files or electronic media containing confidential and restricted information if you leave the BCA for any reason. You may not make copies of confidential or restricted information unless you are specifically authorized to do so. Sometimes we need to share confidential information with people outside the association, for example, to work effectively with a commercial business partner. In such instances, check with your manager before you share any information. We should make sure a valid non-disclosure agreement is in place before we share any information, and we should limit the information as much as possible. Consult the applicable non-disclosure agreement and contact your manager or the Legal Department for help. Just as we protect our own confidential or restricted information, BCA respects and confidential or restricted information of others, including our employees, consumers, customers, suppliers and other

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third parties. We may only use, copy or disclose third-party information in compliance with a valid non-disclosure agreement.

**Avoid Inadvertent Disclosure**—Be careful as you may disclose non-public information and secrets without realizing it. You could be overheard in a public place or someone could see your computer or phone screen without your knowledge. Avoid discussing confidential information in airplanes, buses, trains, taxis, airports, restaurants, restrooms, elevators and association common areas. Even small pieces of information may be pieced together to form a complete picture.

Employees attending conferences, symposiums and association events should use caution when interacting with industry colleagues. Even sharing information with family and friends on projects and assignments may present a breach of confidentiality.

## **GIFTS, ENTERTAINMENT, CORPORATE HOSPITALITY & TRAVEL**

Our relationships with suppliers, associates and others must be based entirely on sound business decisions and fair dealing. Business gifts, entertainment and corporate hospitality can help build relationships, but they can also make it harder to be objective about the person or company providing them. We may never: Solicit, offer, accept or provide any gifts, entertainment, corporate hospitality or travel if it will obligate or appear to obligate the person who receives it. Solicit, offer, accept or provide to anyone cash or cash equivalents, lavish or frequent gifts or entertainment, or anything that might look like a bribe. Provide or accept sexually-oriented gifts or entertainment.

### **GIVING & RECEIVING GIFTS**

BCA employees, consultants or contractors may not offer gifts to, or receive gifts from, our suppliers, associates or other business-related entities unless all of the following four conditions as well as the conditions of the Global Gift, Entertainment, Corporate Hospitality and Travel Policy are met:

1. Moderate value. An inexpensive courtesy gift such as a promotional item has a “moderate value” anywhere. Check the Global Gift, Entertainment, Corporate Hospitality and Travel Policy or contact the ECO for guidance on what gifts may be accepted or provided.
2. Customary and appropriate. The item is considered a customary and appropriate business gift in the country where it is offered and offering or accepting it would not reflect poorly on BCA if the details were made public.
3. No favoured treatment. The gift is not offered in expectation of special or favoured treatment.
4. Legal and approved. Offering or accepting the gift is legal in the location and under the circumstances where given and does not violate the policies of the giver or the recipient, and the giver and the recipient have both received the appropriate approval to accept the gift.





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## **ANTI-CORRUPTION LAWS & BRIBERY**

We comply with the anti-corruption treaties and laws of our country as well BCA and BCCI. We will not directly or indirectly offer or give anything of value to any person, including to government officials or ex government official, to influence official action or to secure an improper advantage as defined by applicable laws. "Government officials" include any government employee; candidate for public office; or employee of government-owned or controlled companies, public international organizations or political parties. Anything of value includes cash or cash equivalents, gifts, meals, travel, political or charitable contributions and job offers for government officials' relatives. These requirements apply both to BCA employees and representatives and to our associates, agents or other third parties working on BCA's behalf no matter where they are doing business. No BCA employee or representative will suffer any retaliation for refusing to pay or take a bribe or kickback, even if this results in a loss to BCA. BCA prohibits making any direct payments of any size to government officials, either directly or through a third party. Including expediting routine non-discretionary government actions, providing police protection or mail service, or scheduling inspections associated with contract performance. These types of payments are sometimes referred to as "facilitating" or "grease" payments.

## **EXTERNAL COMMUNICATIONS/ MEDIA RELATIONS**

- Communications with journalists and the media are only managed by BCA Media Committee or GM/Manager Media.
- Communications with financial analysts and with shareholders are only managed by BCA finance/account department head.
- Communications with outside lawyers and law enforcement are only managed by BCA's Legal Department.

We will not make statements to the news media on BCA's behalf, or provide association information to outside parties, without authorization. Good judgment and common sense must always be used when posting on social media outlets. Remember, once a statement is posted, it cannot be retracted. Consider how the public will view your comments. Review BCA's Social Media Guidelines on biharcricquetassociation.com. Contact the Legal Department or Bihar Cricket Association's Communications with questions.

## **PROTECTING INFORMATION & INTELLECTUAL PROPERTY BELONGING TO OTHERS**

Improper solicitation or intelligence-gathering could subject you or BCA to civil and criminal legal penalties. Employees joining BCA after having worked for any other company/association may not share any of the other company's/association's trade secrets or other confidential information with BCA. Materials we use every day are protected by copyright law, including software, books, audio and video files, trade journals and magazines. At BCA, we respect and work to protect others' copyrights and do not copy, alter or distribute copyrighted material without the permission of the copyright owner. If you

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acquire software for your personal use, do not copy any part of such software in any work you do for BCA, nor should we place such software on any BCA-owned computer system or other BCA property.

### **ANTI-MONEY LAUNDERING**

Money laundering is a process designed to conceal an illegal source of money to make it appear legitimate. BCA will not directly or indirectly participate in such practices. Use good judgment when dealing with customers or business partners, and immediately report any unusual or suspicious activities including large payments in cash, arrangements for payment to be made by someone not involved in the transaction and payments made from unusual sources and in different currencies than those provided for in a contract. Direct any questions or concerns to the ECO or Legal Department.

### **COMMITMENT TO HUMAN RIGHTS**

BCA is committed to respecting human rights and conducting association works legally, ethically and with integrity. As part of this commitment, BCA operates with respect to the Indian human rights act. BCA does not permit the use of child labour, forced labour or physical punishment in any BCA operations.

### **NO RETALIATION**

If you seek advice, raise a concern relating to a potential compliance issue, or report suspected misconduct in good faith, you are doing the right thing. We strongly encourage such actions. BCA will not tolerate retaliation against you. Anyone engaging in retaliation will be subject to disciplinary action including termination of employment.

Sd/-

**Chief Executive Officer  
Bihar Cricket Association**

**Date: March 12, 2021**