



WHISTLEBLOWER GUIDELINES

KSH AUTOMOTIVE PVT LTD

Effective Date: 01-August-2024

Applies to: Employees, Contract Staff, Suppliers, and Stakeholders

1. Purpose

To provide a safe and confidential channel for reporting unethical, illegal, or unsafe activities in the company, and to protect whistleblowers from retaliation.

2. Scope

Applies to:


- Employees (permanent/contractual)
- Interns and trainees
- Vendors, suppliers, and consultants

3. What You Can Report

- Bribery, fraud, or corruption
- Harassment, discrimination, or abuse
- Safety or environmental violations
- Misuse of company property
- Breach of company code of conduct or fair trading guidelines

4. How to Report

 **Email:** complains.ksh@gmail.com

 **Phone:** +91 95334 42003



Address: Plot No.11C, Industrial Park, Site – A, Ammavaripalli Village, Penukonda Mandal, Anantapur, Andhra Pradesh, India-515164

Email: govind@saehani.com

CIN -U28999AP2017FTC107297, Tel: +91-9133442003



Complaint/Suggestion Box: Available at all KSH locations



Anonymous Reports: Allowed via email

5. Confidentiality Assurance

- Reports will be handled with strict confidentiality.
- Whistleblowers can remain anonymous if desired.
- Identity will only be revealed if legally required.

6. Protection Against Retaliation

- Whistleblowers acting in good faith will not be penalized.
- Retaliation, threats, or harassment against a whistleblower will result in strict action.

7. Investigation Process

- Complaint acknowledged within 3 working days
- Investigation team formed within 5 days
- Findings recorded, and appropriate action taken
- Updates shared with the reporter (if identified)

8. False Reports

- False, malicious reports may attract disciplinary action
- Good-faith but unproven concerns are always protected

9. Training and Communication

- Employees will be trained regularly on whistleblowing rights and processes



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- Posters and awareness content will be circulated periodically
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10. Review

Policy reviewed annually and updated based on legal or organizational needs.

A handwritten signature in black ink, appearing to be 'Yongsung Kim', is written over a faint, light-colored circular stamp.

Mr. Yongsung Kim
Managing Director

