



## ANTI-DISCRIMINATION & EQUAL OPPORTUNITY POLICY

**Effective Date:** 01 April 2024

**Approved By:** Mr. Yongsung Kim, Managing Director

### 1. Purpose

KSH Automotive Pvt. Ltd. is committed to fostering a fair, inclusive, and respectful workplace where all individuals are treated with dignity and equality. This policy establishes principles to prevent discrimination, ensure equal opportunity, and promote diversity across all employment practices.

### 2. Scope

This policy applies to:

- All employees (permanent, temporary, contract)
- Job applicants
- Interns and trainees
- Third-party workers, vendors, and contractors working on company premises

### 3. Policy Statement

KSH Automotive Pvt. Ltd. strictly prohibits any form of discrimination, harassment, or unfair treatment in all employment-related decisions, including recruitment, hiring, training, promotion, compensation, benefits, discipline, and termination.

All decisions shall be based solely on merit, qualifications, performance, and business requirements.

### 4. Non-Discrimination Principles

Discrimination is prohibited on the basis of (including but not limited to):



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- Gender
- Race, ethnicity, or nationality
- Disability
- Age
- Marital or family status
- Religion or beliefs
- Pregnancy, childbirth, or related conditions
- Political opinions
- Social or economic status

The Company ensures reasonable accommodation for persons with disabilities and individuals with specific needs wherever applicable.

## 5. Fair Hiring & Recruitment Practices

The Company adopts proactive measures to prevent discrimination during hiring, including:

- Ensuring recruitment decisions are based only on job-related criteria
- Prohibiting collection or consideration of personal information not relevant to the job (such as religion, caste, physical condition, or personal beliefs)
- Using structured interviews and standardized evaluation criteria
- Providing equal opportunity to all qualified candidates

## 6. Equal Opportunity & Pay Equity

The Company is committed to:

- Providing equal access to training, learning, and career advancement opportunities
- Ensuring equal pay for equal work and work of comparable value
- Periodically monitoring compensation structures to identify and address any pay disparities
- Maintaining transparent and fair compensation practices



## 7. Professional Development & Promotion

To prevent discrimination in career growth:

- Promotions and career advancement are based on merit, performance, skills, and organizational needs
- A fair and transparent performance appraisal system is implemented
- Equal opportunities are provided for skill development and leadership roles
- Bias-free evaluation processes are ensured

## 8. Workplace Inclusion & Reasonable Accommodation

The Company promotes an inclusive work environment by:

- Adjusting work conditions where reasonably required for religion, beliefs, disabilities, pregnancy, or childcare needs
- Providing reasonable accommodations such as:
  - Flexible working hours or shift adjustments
  - Consideration of dress code requirements
  - Meal arrangements respecting religious practices
  - Granting substitute leave or special leave where applicable
- Ensuring accessibility and supportive workplace infrastructure

## 9. Workplace Conduct

All employees are expected to:

- Treat others with respect, dignity, and professionalism
- Refrain from discriminatory, offensive, or inappropriate behavior or language
- Promote a culture of inclusion and mutual respect

Any form of harassment, bullying, victimization, or discrimination will not be tolerated.



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## 10. Grievance Redressal Mechanism

Employees and stakeholders may report concerns through:

- HR Department
- Reporting Manager
- Confidential grievance channels (including anonymous reporting, where applicable)

The Company ensures:

- Prompt, fair, and impartial investigation
- Strict confidentiality
- Protection against retaliation for reporting in good faith
- Availability of an appeal mechanism

## 11. Disciplinary Action

Violation of this policy may result in:

- Warning or counseling
- Training or corrective action
- Suspension
- Termination of employment

## 12. Roles and Responsibilities

- **Management:** Ensure implementation and accountability
- **HR Department:** Monitor compliance, conduct awareness programs, and manage grievances
- **Employees:** Adhere to and promote policy principles



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### 13. Monitoring and Compliance

The Company will:

- Conduct periodic reviews and internal audits
- Monitor hiring, compensation, and promotion practices
- Track grievances and corrective actions
- Ensure alignment with legal and ESG requirements

### 14. Review and Amendment

This policy shall be reviewed periodically and updated as necessary to align with statutory, customer, and ESG requirements.

### Declaration

KSH Automotive Pvt. Ltd. is committed to maintaining a workplace free from discrimination and ensuring equal opportunity for all individuals.

### Authorized Signatory

A handwritten signature in black ink, appearing to be 'Yongsung Kim', written over a faint, large, light-green watermark of the KSH logo.

**Mr. Yongsung Kim**  
Managing Director