



ANTI-DISCRIMINATION AND HARASSMENT POLICY

Policy Number: HR/ADH/2025/01

Prepared By: Human Resources Department

Approved By: Managing Director

Version: 1.0

1. Purpose

The purpose of this policy is to provide a workplace free from all forms of discrimination and harassment, including sexual harassment. KSH Automotive Pvt Ltd is committed to fostering a respectful, inclusive, safe, and equitable environment for all employees, regardless of gender, religion, caste, nationality, age, disability, or any other characteristic protected under law.

2. Scope

This policy applies to:

- All employees (permanent, temporary, contractual, and trainees)
- Interns and apprentices
- Visitors, clients, suppliers, and service providers
- All locations of KSH Automotive Pvt Ltd, including offices, shop floors, training programs, conferences, and work-related travel.

3. Definitions

3.1 Discrimination

Unfair or unequal treatment of an individual based on personal characteristics such as:

- Gender
- Caste/Religion
- Disability
- Age



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Email: govind@saehani.com

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- Sexual orientation
- Marital status
- Race/Nationality

3.2 Harassment

Any unwelcome verbal, non-verbal, physical, or psychological behavior that demeans, humiliates, threatens, or offends an individual or group.

3.3 Sexual Harassment (*As defined by the POSH Act, 2013*)

Includes:

- Physical contact or advances
- Demand or request for sexual favors
- Sexually colored remarks
- Display of pornography
- Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature

4. Prohibited Conduct

The following actions are strictly prohibited:

- Use of slurs, offensive jokes, or stereotypes
- Physical assault or threats
- Insults, name-calling, bullying, or intimidation
- Display of offensive material (posters, screensavers, messages)
- Sexual harassment (verbal or physical)
- Retaliation against someone who has filed a complaint

5. Internal Committee (IC) for Sexual Harassment

In compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the company shall constitute an Internal Committee comprising:



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- **Presiding Officer:** A senior female employee
- **Two members:** With awareness of gender issues or legal knowledge
- **External Member:** From an NGO or legal background

Tenure: 3 years

Location-wise IC: For multi-location operations

6. Grievance Redressal Process

6.1 Reporting a Complaint

- Complaints must be made within **3 months** of the incident (extendable if justified).
- Complaints can be made **in writing** or through **email** to HR or the IC.

6.2 Investigation Procedure

- Preliminary review within **7 days** of complaint receipt.
- Formal inquiry conducted within **90 days**.
- Confidentiality maintained throughout.
- Report submitted to management within **10 days** of inquiry conclusion.

6.3 Disciplinary Actions

Depending on severity, actions may include:

- Warning or written apology
- Counseling
- Suspension
- Termination
- Police complaint (in severe or criminal cases)

7. Protection Against Retaliation

Any retaliation against a complainant, witness, or IC member is strictly prohibited and will be treated as misconduct.



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8. Awareness & Training

- **Mandatory POSH training** for all employees once a year
- Orientation during employee onboarding
- Periodic posters and awareness campaigns at all workplaces
- Quarterly IC meetings to ensure policy effectiveness

9. Legal Framework

This policy is in accordance with:

- The Constitution of India – Articles 14, 15, and 21
- POSH Act, 2013
- The Rights of Persons with Disabilities Act, 2016
- Equal Remuneration Act, 1976
- Relevant ILO conventions and corporate ESG principles

10. Roles & Responsibilities

Role	Responsibility
HR Department	Policy implementation, training, record keeping
Internal Committee	Complaint handling, inquiry, recommendations
Employees	Report concerns, cooperate with investigations
Management	Support non-discriminatory practices and protect victims

11. Monitoring & Review

- HR will conduct annual audits of harassment complaints and training logs.
- The policy will be reviewed **every year** or in case of any legal updates.

12. Declaration of Compliance



KSH Automotive Pvt. Ltd.

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All employees shall acknowledge and agree to this policy during onboarding and through annual compliance declarations.

A handwritten signature in black ink, appearing to read 'Yongsung Kim', is positioned above the name and title.

Mr. Yongsung Kim
Managing Director

