



HUMAN RIGHTS POLICY

1. Purpose

KSH Automotive Pvt Ltd is committed to respecting and promoting human rights in line with:

- Applicable Indian laws (Factories Act, Minimum Wages Act, etc.)
- UN Guiding Principles on Business and Human Rights (UNGPs)
- ILO Core Conventions

This policy ensures ethical treatment, dignity, and fairness for all individuals associated with our operations.

2. Scope

This policy applies to:

- Permanent employees
- Contract workers & trainees
- Third-party contractors
- Suppliers, vendors, and service providers



3. Definitions

- **Child Labor:** Employment of persons below the legally permitted age
- **Forced Labor:** Work performed involuntarily under threat or coercion
- **Living Wage:** Wage sufficient to meet basic needs (food, housing, healthcare, education)

4. Policy Commitments

4.1 Non-Discrimination & Equal Opportunity

- No discrimination in hiring, promotion, wages, or termination
- Equal pay for equal work
- Inclusive workplace for all genders and backgrounds

Controls:

- Recruitment checklist
- Diversity monitoring records

4.2 Humane Treatment & Anti-Harassment

- Zero tolerance for:



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- Physical abuse
- Verbal abuse
- Sexual harassment
- Mental harassment

Systems in place:

- POSH Committee (Prevention of Sexual Harassment)
- Confidential reporting channels
- Disciplinary procedures

4.3 Employee Career Management

- Transparent hiring practices
- Skill matrix and training plans
- Periodic performance reviews
- Promotion based on merit

Records:

- Training attendance
- Skill matrix



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- Appraisal reports

4.4 Working Conditions

- Compliance with:
 - Working hours laws
 - Weekly off requirements
 - Overtime regulations
- Fair compensation including:
 - Minimum wages or above
 - Overtime pay
 - Statutory benefits (PF, ESI)

Controls:

- Attendance system
- Payroll records
- Employee handbook

4.5 Prohibition of Child Labor

- Strict age verification (Aadhaar, certificates)



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- No hazardous work for young workers

Monitoring:

- HR verification process
- Supplier declaration

4.6 Prohibition of Forced Labor

- No:
 - Bonded labor
 - Retention of original documents
 - Recruitment fees

Employee Rights:

- Freedom to resign
- No coercion

4.7 Freedom of Association

- Workers can:
 - Form unions



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- Participate in worker committees

Company Support:

- Open communication channels
- Worker representation meetings

4.8 Living Wage Commitment

- Payment above statutory minimum wages where feasible
- Periodic wage benchmarking

Future Goal:

- Align with living wage standards by ESG targets

4.9 Indigenous Peoples' Rights

- Respect land and resource rights
- No business activity causing displacement without legal compliance



4.10 Grievance Reporting Mechanism

Multiple channels:

- HR department
- Suggestion/complaint box
- Email reporting

Process:

1. Complaint registration
2. Acknowledgement within 48 hours
3. Investigation
4. Resolution within defined timeline
5. Closure documentation

Protection:

- No retaliation policy



5. Supplier & Contractor Requirements

- Mandatory compliance with this policy
- Signed Human Rights Declaration
- Subject to audits

6. Implementation Framework

6.1 Governance Structure

- Top Management: Policy approval
- HR Head: Implementation
- ESG/Compliance Team: Monitoring
- Line Managers: Execution

6.2 Risk Assessment

- Periodic human rights risk assessment
- Focus areas:
 - Contract labor
 - Overtime practices
 - Wage compliance



6.3 Training & Awareness

- Induction training
- Annual refresher training
- Supplier awareness programs

7. Monitoring & KPIs

KPI	Target
% employees trained	100%
Grievances resolved	>95%
Child labor cases	0
Forced labor cases	0
Supplier compliance rate	100%

8. Documentation & Records

- Employee records



- Wage registers
- Training records
- Grievance logs
- Audit reports

9. Audit & Review

- Internal audits (annual)
- Supplier audits
- Corrective action tracking



10. Corrective Actions

- Non-compliance investigation
- Root cause analysis
- CAPA (Corrective & Preventive Action)
- Follow-up verification



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11. Policy Review

Reviewed annually or when:

- Legal changes occur
- Customer requirements change
- ESG targets updated

12. Approval

Effective Date: **01 April 2024**

Approved By: **Managing Director (MD)**

This Human Rights Policy is approved and endorsed by the Managing Director of KSH Automotive Pvt Ltd and is effective from the above date. All employees, contractors, and suppliers are required to comply with this policy.

Authorized Signatory

A handwritten signature in black ink, appearing to read 'Youngsung Kim', is written over a light gray rectangular background.

YOUNGSUNG KIM

Managing Director (MD)-KSH Automotive Pvt Ltd