



Sexual Harassment Policy

KSH-HR-ESG-19

Our Company offers an equal employment opportunity company and is committed to creating a healthy working environment which enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company have equal right to be treated with dignity.

Sexual harassment at the workplace or other than work if involving employees is a grave offense and is, therefore, punishable.

Sexual Harassment is defined in Section 2 (n) of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- a. Physical contact or advances
- b. Demand or request for sexual favors
- c. Making sexually colored remarks
- d. Showing pornography

Any other unwelcome physical, verbal or nonverbal conduct of sexual nature:

Circular cum officer Order on Constitution of the Internal Committee

This is to bring to the notice of every employee that the company has formulated the policy on prevention and redressal of sexual harassment complaints of woman employees in line with the provisions of Sexual Harassment of women at workplace (Prohibition, Prevention & Redressal) Act-2013. The Internal Committee is on the complaints of sexual harassment, enquire and submit recommendations on the complaints received after proper investigation into the complaints. The details of the Committee as detailed below.

MEMBERS OF INTERNAL COMPLAINT COMMITTEE-KSH AUTOMOTIVE PVT LTD.

| S.NO | Particulars | Role | Contact No & Email |
|------|-----------------------|-------------------|--|
| 1 | Mrs.K.Ramadevi | Presiding Officer | +91-6302616427 ramak8289@gmail.com |
| 2 | Mr.Yeonsoo Kim | Member | +91-6309935503 kimys@saehani.com |
| 3 | Mr.P.Govindarajulu | Member | +91- 9652954350 govind@saehani.com |
| 4 | Mr.Chandra J Kanjilal | External Member | +91-9845169615 cjkanjilal@gmail.com |



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The Complaints can be Submitted to any member of the Internal Committee either through hard copy or email provided as above.

The committee is responsible for:-

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting an inquiry as per the established procedure of Submitting findings and recommendations of Inquiries
- Coordinating with the employer in implementing appropriate action
- Maintaining strict confidentiality through out the process as per established guidelines
- Submitting annual reports in the prescribed format
- Process for dealing with incidents of sexual harassment

Any employee who experiences sexual harassment may make a complaint reporting the incidence of Sexual Harassment in writing to the Committee. In case the employee is unable to report the said incident in writing, the committee member shall render all the necessary resources & support to the aggrieved employee to make the complaint in writing. The Contents of the said complaint should narrate the incident of Sexual Harassment and should also contain the name and details of the accused employee.

The aggrieved employee shall report the said incident within a period of three months from the date of the last incident.

Penal Consequences or Punishments on Employees found guilty of Sexual Harassment of Woman Employee.

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- a) The complaint can be filed with jurisdiction police at the option of the aggrieved woman and the delinquent/respondent employee is liable for punishment as per the provisions of Indian penal Code.
- b) The Employee can be punished depending upon the gravity of the complaint which includes the following if the complaint is taken for the enquiry by the Internal Committee.



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- i) Warning
- ii) Deduction of Wages
- iii) Suspension without Pay
- iv) Demotion to lower grade
- v) Termination of employment
- vi) Other punishments as prescribed in the Standing Orders or Sexual Harassment of Woman at Workplace(Prohibition, Previntion & Redressal) Rule 2013.

For KSH Automotive Pvt. Ltd.

M. Yongsung Kim
Mnaging Director

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