



KSH Automotive Pvt Ltd- Whistleblowing Policy

1. Purpose

The purpose of this policy is to provide employees, contractors, and all stakeholders of KSH Automotive Pvt Ltd with a secure and confidential means to report any illegal, unethical, or improper conduct occurring within the organization. This policy also ensures that individuals who report concerns are protected from retaliation or adverse consequences as a result of their actions.

2. Scope

This policy applies to all employees, contractors, suppliers, and business partners of KSH Automotive Pvt Ltd. It covers all forms of whistleblowing, including but not limited to reporting issues related to fraud, corruption, workplace misconduct, health and safety violations, discrimination, harassment, environmental violations, and violations of company policies or the law.

3. Definitions

- **Whistleblowing:** The act of reporting unethical, illegal, or improper conduct within the organization to appropriate authorities or internally to management.
- **Retaliation:** Any adverse action taken against an individual as a result of their participation in whistleblowing, including but not limited to dismissal, demotion, suspension, harassment, or any other form of discrimination or mistreatment.
- **Protected Disclosure:** A disclosure made in good faith and based on a reasonable belief that there has been a violation of the law, regulations, or company policies.
- **Whistleblower:** An individual who reports a suspected violation of laws, regulations, or policies by an employee or another party within the organization.

4. Policy Guidelines

- **4.1 Reporting Mechanism**
 - KSH Automotive Pvt Ltd encourages employees and stakeholders to report any concerns they may have regarding unethical or illegal behavior in the workplace.
 - Employees can report issues to their immediate supervisor, the Human Resources Department, or the Compliance Department. Alternatively, a confidential reporting hotline or online portal may be provided to ensure anonymity for those who wish to remain anonymous.
 - Reports can cover a range of issues including but not limited to fraud, corruption, harassment, health and safety violations, discrimination, environmental concerns, or any activity that violates company policies or the law.
 - While dealing with sensitive issues, employees can directly lodge a discreet complaint through the dedicated hotline or through secure email to : complaints.ksh@saehani.com.
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- **4.2 Confidentiality**
 - All reports made under this policy will be treated with the utmost confidentiality. The identity of the whistleblower will be kept confidential to the extent possible, and any information provided will only be disclosed to individuals involved in the investigation or enforcement of the matter.



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

Email: complaints.ksh@saehani.com

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- o In cases where it is necessary to reveal the identity of the whistleblower (e.g., in situations requiring legal action), the whistleblower will be informed, and efforts will be made to protect their identity as much as possible.
- **4.3 Non-Retaliation**
 - o KSH Automotive Pvt Ltd has a strict policy against retaliation. Employees who report concerns in good faith will not face any retaliation, including dismissal, demotion, harassment, or any form of discrimination.
 - o Any form of retaliation against a whistleblower is considered a serious violation of company policy and will be subject to disciplinary action, including termination of employment or termination of business relationships with third-party contractors or suppliers.
- **4.4 Investigation and Resolution**
 - o All whistleblower reports will be thoroughly investigated by the appropriate department (such as Human Resources, Compliance, or Legal). Investigations will be conducted promptly, impartially, and thoroughly, following due process.
 - o The results of the investigation will be communicated to the whistleblower (if they have provided contact details), and appropriate action will be taken to address the concern raised. This may include corrective measures, employee training, or legal action.
 - o If the investigation reveals that the concern was raised maliciously or without reasonable grounds, appropriate action will be taken against the individual who made the false report, in line with the company's disciplinary procedures.
- **4.5 Good Faith Reporting**
 - o Employees are encouraged to report concerns based on a good faith belief that a violation has occurred. It is important to note that making a false or malicious report with the intent to harm another individual or the company may result in disciplinary action, up to and including termination of employment.
 - o Whistleblowers who make good faith reports are protected from retaliation, even if the investigation does not result in any disciplinary action.
- **4.6 Awareness and Training**
 - o KSH Automotive Pvt Ltd will ensure that all employees are made aware of this policy and the processes in place to report unethical or illegal conduct. Regular training will be provided to employees on how to identify issues that should be reported and how to use the reporting channels available.
 - o The importance of maintaining a culture of transparency and accountability will be emphasized in employee communications.

5. Responsibilities

- **Management:** Ensure that employees are aware of their rights under this policy, promote a culture of transparency and accountability, and take appropriate action when violations are reported.
- **Whistleblowers:** Act in good faith when reporting any concerns or misconduct, cooperate in investigations if necessary, and protect the confidentiality of the process.
- **Human Resources and Compliance Departments:** Responsible for investigating whistleblower reports, maintaining confidentiality, and ensuring the protection of whistleblowers from retaliation.
- **Employees:** Refrain from retaliating against whistleblowers and support a safe and ethical work environment.

6. Consequences of Retaliation

- Any employee who engages in retaliation against a whistleblower will be subject to severe disciplinary action, which may include termination of employment, depending on the severity of the retaliation.



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- Retaliation against a whistleblower is considered a violation of company policy, and the company will take immediate action to address the situation and prevent further retaliation.

7. Review and Amendments

- This policy will be reviewed annually to ensure that it remains effective and complies with relevant laws and regulations.
- Any changes or updates to the policy will be communicated to employees, and regular training will be provided to keep everyone informed of their rights and responsibilities under this policy.

8. Conclusion

KSH Automotive Pvt Ltd is committed to maintaining an ethical, transparent, and accountable workplace where employees feel safe to report concerns without fear of retaliation. This policy is an integral part of our efforts to promote integrity, fairness, and trust in the organization. Employees are encouraged to speak up and report any unethical or illegal conduct, knowing that their concerns will be addressed appropriately and that they will be protected from retaliation.

For KSH Automotive Pvt. Ltd.

Mr. Yongsung Kim
Managing Director