
KVG Equal Employment Opportunity (EEO) Policy

Purpose

The KVG EEO policy is designed to promote diversity, ensure equality, and foster inclusivity in the workplace. We aim to create a healthy and productive environment where all employees feel valued, supported, and respected. To achieve this, we are committed to treating everyone with dignity and promoting fairness across all levels of the organization.

Scope

KVG's Equal Employment Opportunity policy applies to all individuals, including employees, job candidates, contractors, stakeholders, partners, and visitors. We ensure equal opportunities for everyone and a work environment free from discrimination, harassment, and retaliation.

Policy Framework

Equal Opportunity Principles

As an Equal Opportunity Employer, KVG provides equal opportunities to everyone without discrimination based on:

- Age
- Sex/Gender
- Sexual orientation
- Ethnicity/Nationality
- Religion
- Disability
- Medical history
- Military or Veteran Status

Our EEO policy ensures fairness in all aspects of employment, including:

- Hiring
- Onboarding
- Training
- Evaluating performance
- Promotion
- Administering compensation and benefits
- Terminating employees

Commitment to Inclusivity

Actions to Promote Equal Opportunity

KVG is committed to maintaining an inclusive and equitable workplace. To achieve this goal, we follow all EEOC regulations and laws that apply to each part of our organization. In addition, we take the following actions to promote fairness and diversity as part of our equal employment opportunity policy:

- Use inclusive language in all signs, documents, and communications.
- Hire, train, and evaluate employees based on job-related criteria.
- Provide flexible work arrangements and reasonable accommodations for employees with disabilities.
- Train employees on unconscious bias, anti-racism, and diversity practices.
- Foster open-door practices so employees can report discrimination and raise concerns without fear of retaliation.
- Actively recruit and support veterans and transitioning service members, ensuring they can access resources and accommodations for a smooth transition into civilian roles.

Commitment to Anti-Racism

KVG is dedicated to fostering an anti-racist workplace culture. We actively work to eliminate racial bias, educate our employees on the impact of racism, and promote inclusion and respect for all individuals.

Disability Inclusivity

KVG is committed to ensuring accessibility and inclusivity for individuals with disabilities. We provide reasonable accommodations, prioritize accessibility in our workplace design and technology, and support employees with disabilities to thrive in their roles.

HR's Role in Promoting Equality

The HR team is responsible for assessing processes, identifying potential biases, and ensuring compliance with diversity and inclusion standards. This includes:

- Implementing training programs on unconscious bias and inclusivity.
- Addressing any conduct that violates this policy with appropriate disciplinary action.
- Supporting employees with disabilities through accommodations and accessibility solutions.
- Ensuring the policy aligns with local and international laws on anti-discrimination and inclusion.



Accountability and Continuous Improvement

We regularly assess workplace diversity and inclusion through feedback mechanisms, surveys, and audits. This ensures that our policies evolve to meet the needs of our employees and comply with legal and ethical standards.

Disciplinary Consequences

Any behavior that violates this policy will not be tolerated and may result in disciplinary action, up to and including termination.