



## **K.I.T. Group Equality, Diversity and Inclusion (EDI) Policy**

Effective Date: 01 January 2023

### **1. Introduction**

At K.I.T. Group, we are committed to creating an inclusive and diverse work environment that values and respects all individuals, regardless of their background, characteristics, or beliefs. This Equality, Diversity, and Inclusion (EDI) Policy sets forth our commitment to promoting equality of opportunity, eliminating discrimination, and fostering a culture of inclusivity throughout our organization. An overview of the K.I.T. Group EDI Landscape is provided in the appendix to this document.

### **2. Scope**

This policy applies to all employees, contractors, clients, suppliers, and any other individuals associated with K.I.T. Group. It encompasses all aspects of employment, including recruitment, hiring, training, development, promotion, compensation, and any other employment-related decisions or actions.

### **3. Policy Statements**

#### **3.1 Equality of Opportunity**

K.I.T. Group is dedicated to providing equal opportunities for employment and advancement to all individuals, regardless of their race, color, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, disability, religion, marital status, or any other protected characteristic under applicable laws.

Employment decisions and practices, such as recruitment, selection, training, promotion, and termination, will be based solely on job-related qualifications, skills, and performance criteria.

#### **3.2 Non-Discrimination**

Discrimination, harassment, or victimization of any individual based on their protected characteristics is strictly prohibited at K.I.T. Group. This includes both direct and indirect discrimination, as well as any form of retaliation against individuals who raise concerns or complaints related to discrimination or harassment.

Any employee found to have engaged in discriminatory behavior or harassment will be subject to disciplinary action, up to and including termination of employment. Depending on the severity of the allegation, further legal measures may be initiated.

#### **3.3 Diversity and Inclusion**

K.I.T. Group recognizes and embraces the value of diversity in driving innovation, creativity, and overall organizational success. We are committed to creating a culture that embraces diversity, encourages collaboration, and provides equal opportunities for personal and professional growth for all employees.



We will actively promote diversity and inclusion by fostering an environment that celebrates and respects individual differences, backgrounds, and perspectives.

K.I.T. Group will strive to attract, recruit, and retain a diverse workforce that reflects the communities we serve. We will implement practices and initiatives to eliminate bias and barriers in our recruitment, selection, and promotion processes.

### **3.4 Accessibility and Reasonable Accommodation**

K.I.T. Group is committed to providing reasonable accommodations to individuals with disabilities to ensure they can perform their job duties and fully participate in the workplace. Requests for reasonable accommodations will be evaluated on a case-by-case basis in compliance with applicable laws.

We will make reasonable efforts to ensure that our physical workspaces, digital platforms, and communications are accessible to individuals with disabilities, promoting equal opportunities for engagement and participation.

## **4. Implementation**

With its quality management system, K.I.T. Group is a DIN ISO 9001:2015 certified company and will apply and continuously improve this EDI policy according to the principles of quality management.

### **4.1 Leadership Commitment**

Management and, as an extension of management, the executives of K.I.T. Group („the leadership team“) are responsible for setting the tone and demonstrating a strong commitment to equality, diversity and inclusion. They lead by example, champion these principles, and ensure compliance with this EDI Policy.

The leadership team will allocate resources, establish measurable objectives, and monitor progress towards achieving our EDI goals.

### **4.2 Training and Awareness**

K.I.T. Group will provide regular training and awareness programs to educate employees on equality, diversity, and inclusion topics. These programs will aim to increase awareness, promote understanding, and foster inclusive behaviors within the workplace.

Training initiatives may include topics such as unconscious bias, respectful communication, cultural competency, and building inclusive teams.

### **4.3 Recruitment and Selection**

We will implement fair and unbiased recruitment and selection processes to attract a diverse pool of candidates. This includes using diverse sourcing channels, ensuring inclusive job descriptions, and employing structured interview techniques.



The selection criteria will be based on job-related qualifications and competencies, avoiding any form of discrimination or bias.

#### **4.4 Employee Support and Engagement**

K.I.T. Group will provide ongoing support and resources to employees, fostering an inclusive and supportive work environment. This may include employee resource groups, mentoring programs, diversity and inclusion committees, and open communication channels.

We encourage employee feedback, suggestions, and participation in initiatives that promote equality, diversity, and inclusion.

#### **4.5 Monitoring and Evaluation**

K.I.T. Group will establish mechanisms to monitor and evaluate the effectiveness of our EDI initiatives. This includes setting measurable goals, collecting relevant data, conducting regular assessments, and taking corrective actions as needed.

We will periodically review our policies, procedures, and practices to ensure they align with best practices and comply with applicable laws and regulations.

### **5. Policy Review**

This Equality, Diversity, and Inclusion (EDI) Policy will be reviewed periodically to ensure its continued effectiveness and relevance. Proposed changes or updates to this policy should be submitted to HR staff office for review and approval by our management board.

### **6. Document Control**

This Equality, Diversity and Inclusion (EDI) Policy is subject to policy management and will be made available to all employees and stakeholders. It will be easily accessible via our in-house Intranet, subject to version control, and communicated to employees upon hire and periodically throughout their employment.