

Gender Balance and Diversity Policy

Policy Objective:

We recognize that fostering a culture where diverse differences are genuinely celebrated enables us to tap into the vast wealth of knowledge, experience, creativity, and innovation that our employees contribute to the organization. At KVGGN Synergy, we are committed to achieving gender balance by creating an inclusive work environment that supports the ongoing increase in the percentage of women in managerial and senior leadership roles each year.

The objective of this Policy is to outline the commitment held by KVGGN Synergy to creating fair, equitable, respectful workplaces where women are supported in an inclusive environment, are given recognition based on individual merit and are considered for opportunities to advance and succeed regardless of their gender.

Policy

KVGGN Synergy is an equal employment opportunity employer, committed to providing a safe and harmonious work environment that is free from discrimination and harassment. Our goal is to progressively achieve a more balanced gender representation in the workforce, in a way that supports business growth and fosters a thriving, inclusive culture.

This policy outlines the following measures to ensure that the policy objectives are achieved:

- Inappropriate behavior or attitudes toward women will not be tolerated.
- KVGGN Synergy will actively support the professional development aspirations of women in the workplace. This includes ensuring that selection, promotion, retention, and development opportunities are based solely on merit, with no consideration of gender.
- KVGGN Synergy will promote mentoring and development opportunities for women within the organization who have been identified as having potential for further growth and advancement.
- When women take maternity leave, managers will conduct performance reviews and evaluations in a way that neutralizes the impact of these arrangements, ensuring complete fairness in regard to opportunities for advancement or rewards.
- Statistics related to the selection, promotion, remuneration, and retention of women will be regularly monitored and reported to the CEO and the Board.
- When measurable gender-based targets are set for specific roles or areas of the business, managers will make every effort to include women in both the recruitment pool and the selection process, while ensuring that hiring and promotion remain merit-based.
- The content of the Gender Balance and Diversity Policy will be made accessible to all current employees. Additionally, further information about this policy will be provided to new employees through the 'Employee Handbook' and on the 'HR One' Portal.
- Information and training on Gender Balance and Diversity will be provided to all employees and managers to help them understand the requirements of this policy and empower them to actively support women in the workplace.

Responsibilities

All Employees –

All employees are expected to familiarize themselves with this policy and adhere to its content. Employees must conduct themselves appropriately towards women, in alignment with the 'POSH' (Prevention of Sexual Harassment) policy.

Department Heads –

- Ensure that team members are fully aware of and understand this policy, along with their individual responsibilities.
- Foster a personal understanding of this policy to address queries, concerns, or complaints effectively and sensitively.
- Make every effort to ensure women are included in recruitment interview pools, especially where specific gender targets have been established.
- Ensure that recruitment, selection, and promotion decisions are made based on individual merit, without regard to gender.
- Guarantee that performance reviews are conducted without considering agreed-upon flexible working arrangements, such as those related to maternity leave.
- Take immediate action to address any inappropriate behavior or attitudes toward women based on their gender.

Promote an Inclusive Work Culture:

Encourage an organizational culture where diversity is celebrated, and every team member feels valued, supported, and empowered to contribute to the business's success.

Monitor and Evaluate Progress Regularly:

Conduct regular assessments to track progress on gender balance initiatives, and adjust strategies as needed to ensure continuous improvement.

Ensure Safe Reporting Channels:

Establish and maintain safe, confidential, and accessible channels for employees to report any concerns or violations of this policy without fear of retaliation.

Encourage Work-Life Balance:

Support women in balancing work and personal responsibilities by offering flexible working arrangements, family support, and wellness programs.

Promote Gender Sensitivity Awareness:

Provide ongoing training for all employees to raise awareness about unconscious bias, gender stereotypes, and the importance of maintaining a respectful, inclusive workplace.

Celebrate Achievements and Milestones:

Recognize and celebrate the achievements and contributions of women within the



organization to inspire further progress toward gender equality.

Development and Maintenance of the Policy:

Continuously develop, update, and maintain this Gender Balance and Diversity Policy to ensure its alignment with evolving best practices, legal requirements, and organizational goals.

Education of Staff on Gender Diversity:

Provide ongoing training and resources to all staff to increase awareness and understanding of gender diversity, promoting an inclusive environment where all employees feel supported and respected.

Annual Review of Statistics:

Conduct an annual review of key statistics related to the selection, promotion, remuneration, and retention of women, ensuring that the company is meeting its diversity objectives and identifying areas for improvement.

Annual Review of Gender-Specific Hiring Targets:

Regularly review areas of the business where measurable gender-specific hiring targets are set, evaluating progress towards these goals and making necessary adjustments to enhance gender balance in the workforce.

Assisting Employees and Managers with Complaints:

Offer guidance and support to employees and managers regarding any complaints or concerns related to the Gender Balance and Diversity Policy, ensuring that the process is fair, transparent, and sensitive.
