



KELINGTON GROUP BERHAD
[Company No. 199901026486 (501386-P)]

DIVERSITY, EQUITY & INCLUSION POLICY

1. Introduction

Kelington Group Berhad (“KGB”) is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our human capital is the most valuable asset we have. We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, and other characteristics that make our employees unique.

KGB’s diversity initiatives are applicable but not limited to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of work environment.

The Policy leverages on the values and core principles set out in the Code of Ethics and Conducts and forms a direction of the Group with which an employee is expected to comply. All employees of KGB Group have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

2. Objectives

This Policy provides a framework for the Group to create a work environment that is premised on gender and diversity equity which encourages and enforces:

- (i) Respectful communication and co-operation between all employees and stakeholders;
- (ii) Teamwork and employee participation;
- (iii) Work/life balance through flexible work schedules to accommodate employees’ varying needs.
- (iv) Fairness and equal access to opportunities and resources within the organisation; and
- (v) Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

3. Employee Responsibilities

Every employee of KGB Group is responsible for:-

- Respecting the dignity and diversity of all people.
- Creating an inclusive environment that is free from discrimination, harassment and bullying.
- Enhancing own awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.

4. Our approach & strategies

Diversity

- Embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, culture, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, skills, experience, education and other characteristics.
- Attract, develop, and retain people with different perspectives, experiences, and backgrounds as this is a necessity for access to future, wider and more diverse talent pools that will enrich the organisation.
- A natural element of any recruitment, hiring or selection activity in KGB Group. Our approach to the Policy must be visible and transparent e.g. in all job ads posted, in our selection criteria, position short listings and branding activities.
- Our HR professionals and managers are prohibited to make biased decisions and recommendations of candidates.

Equity

- We base employment decisions on merit, considering qualifications, skills, performance and achievements, and we do not tolerate discrimination against any employee or applicant for employment based on non-work-related personal characteristics.
- Promoting fair treatment and giving equal access to opportunities across including recruitment, rewarding, training, pay, development and career paths, conduct at work and disciplinary procedures, while working to eliminate any unconscious barriers that limit the potential of diverse participants.
- We provide reasonable accommodation to individuals with needs related to their religious observance or practice.
- Frequently review our workplace policies and practices to ensure a fair and transparent environment for all at all time.
- Zero tolerance for any form of harassment and/or discrimination, with a clear set of complaints procedures.

Inclusion

- Involving, accepting, and valuing all people in the workplace regardless of their differences and social identity, and ensures that each individual has a full sense of belonging in the Group.
- Cultivating a culture that inspires respect for all employees, customers, vendors, contractors and others in the work environment.
- Encouraging employees to collaborate, make suggestions, and respect and listen to diverse opinions.

5. Reporting Inappropriate Conduct

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor, an HR representative or through the Grievance Process available. An employee may make a report either orally or in writing.

We encourage employees to report in good faith any possible violation of this Policy.

6. Consequences

Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment.

7. Review

The Board will review and assess the effectiveness of the Policy from time to time to ensure that the Policy remains relevant and viable to meet its objective. This Policy does not create any contractual rights or obligations, whether expressed or implied.