

# KGAL GROUP DIVERSITY & INCLUSION POLICY

KGAL Group  
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## DIVERSITY & INCLUSION – GOVERNANCE & COMMITMENT AT KGAL

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KGAL Group recognises that diversity and inclusion supports productivity, creativity and innovation. We are committed to encouraging diversity and inclusion, and to ensure that there is no discrimination in our company. We want every employee to feel that they are respected and productive members of our company's workforce.

This policy is a framework of equality and fairness for all employees. It expresses our commitment not to discriminate on the grounds of age, disability, gender, marital status, including civil partnerships, ethnic origin, colour, nationality, national origin, religion, beliefs or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment will be on the basis of aptitude and ability. Access to opportunities for promotion, training or any other benefit will also be on the basis of aptitude and ability. All employees will be encouraged to develop to their full potential and the talents and resources of the workforce will be fully utilised to maximise the creativity and success of the company.

As a first step, KGAL signed the Diversity Charter ("Charta der Vielfalt") in 2017 to send a clear signal that there is no room for discrimination in the company of any kind. A change management project has also been initiated, which takes into account the entire management and corporate culture, including diversity. The KGAL 5.0 programme offers our employees a number of benefits based on sub-projects e.g. mobile working, empowerment, etc. in terms of combining family and career, health, diversity, service and continued education. Individual projects such as mobile working and a wide range of sports activities for physical and mental healthiness have also been implemented for KGAL employees. Part of KGAL's 5.0 programme is the ongoing Balanced Working project that offers individual access to services in health protection, information events, training and personal consulting. Since July 2018, KGAL has also offered an Employee Assistance Program (EAP), which provides the opportunity to address and solve professional, private and health problems in anonymous discussions with qualified consultants. The aim of these programmes are to enhancing KGAL's attractiveness as an employer. We review the programme regularly in order to keep adapting to the changing needs of our employees. We believe a high average length of service, of over 10 years, demonstrates KGAL's success in employee retention.

KGAL's Code of Conduct ("Verhaltenskodex") stipulates that discrimination referring to ethnic origin, religion or belief, disability, age, gender or sexual identity will not be tolerated in the working environment. Internal and external contact points, such as KGAL's work council, are available to employees for complaints of discrimination, inter alia within the meaning of the General Equal Treatment Act (AGG). KGAL Group is committed to equal opportunities for women, men and diversity – independent of ethnic origin, religion or belief, disability and sexual orientation – at all levels. Support is in place for all staff over their careers in the company as well as active support for them to achieve their goals, e.g. annual objectives, seminars and workshops, mentoring programmes. In the personal development measures offered, care is taken to ensure that all KGAL employees are considered fairly and equitably.

## KGAL IS COMMITTED TO:

- Be the employer of choice for the most talented and skilled in our industry regardless of age, disability, gender, marital status, including civil partnerships, ethnic origin, colour, nationality, national origin, religion, beliefs or sexual orientation.
- Review all our formal and informal employment/hiring practices and procedures to ensure that they are fair and suitable to enable us to identify, recruit and retain the best talent.
- Identify and take opportunities to increase diversity and inclusion.
- Ensure reasonable adjustments are made to enable disabled people to work in or with our company.
- Create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Continue to monitor the age, gender, ethnicity, sexual orientation, disability, religious beliefs and other characteristics of our workforce and job applicants in line with national data protection regulation to support our efforts to promote diversity and inclusion.
- Focus on the wellbeing of our employees. We strive to ensure that every employee is able to work in an environment that promotes dignity and respect for all. We continue to build out flexible working policies to support our employees.
- Not tolerating any form of intimidation, bullying or harassment.
- Ensure training, development and opportunities to advance are available to all staff.
- Define within the next 12 months diversity and inclusion KPIs and report them on an annual basis.

We will monitor the success of this policy regularly and review our progress at least once a year. The person responsible for ensuring this policy is implemented is Julia Küsters, Head of Human Resources. This policy is fully supported by the senior management of the company. Breaches of the policy may be regarded as misconduct and could lead to disciplinary proceedings.

*“With the introduction of KGAL’s Diversity & Inclusion Policy we commit ourselves to respect, tolerance, equal opportunities and appreciation of diversity and regard it as a guideline for our behaviour both internally and externally. To accomplish change and improvement, everyone at KGAL is encouraged to take actions.”*

**Gert Waltenbauer, CEO, KGAL Group**

