EQUAL OPPORTUNITY POLICY

KHG-POL-HR-1007

KHG values its employees and believes in conducting business ensuring fair, equitable and nondiscriminatory employment and operational practices. It is our aim to provide a workplace, which maximises the talent, potential and contribution of all employees and ensures equal opportunity for all.

Definition

Equal opportunity in employment means that employees are judged on their ability to do the job based on merit rather than assumptions about them based on different characteristics. Discrimination occurs where a person distinguishes between individuals or groups because of a characteristic that applies or is assumed to apply, to that individual or group, to disadvantage some and advantage others.

Application

Employees are required to treat each other with fairness, equity, and respect so that the working environment is free from discrimination and harassment.

KHG has the responsibility to ensure that the principles of equal opportunity are practised and reflected in its policies and procedures.

Consequences

Discrimination and harassment will not be tolerated within KHG. Any employee found to have discriminated against or harassed another employee, a client or supplier, is personally responsible for his or her conduct.

Appropriate disciplinary action will be taken against any employee who is found to have engaged in such behaviour. Depending on the seriousness of the incident this may include termination of employment.

The management at KHG has a duty to prevent discrimination and harassment and is held responsible if it occurs unless all reasonable steps have been taken to eliminate it in the workplace.

An employee who makes a fraudulent or vexatious complaint will face disciplinary action or termination of employment if appropriate.

Complaints Procedure

If you have been discriminated against or harassed and wish to lodge a complaint or would like to talk to someone about it, you should contact your immediate supervisor, HR, or Executive General Manager. You will not be penalised or victimised for making a complaint.

If you do make a complaint it will be dealt with promptly and impartially. Utmost confidentiality will always be maintained with only those people directly involved and relevant management notified of the complaint.

Wui-Lee Tan

Wui-Lee Tan
Executive General Manager

Review Date: 12/08/2024