

KIWER ANTI-DISCRIMINATION & HARASSMENT POLICY



KIWER is committed to providing a workplace that is free from discrimination and harassment. This policy is designed to ensure that all employees, clients, contractors, and other stakeholders are treated with dignity and respect and can work in an environment that fosters inclusivity and equality.

Policy Statement:

1. Prohibition of Discrimination:

- KIWER strictly prohibits discrimination against any individual on the basis of race, color, ethnicity, gender, sexual orientation, gender identity, age, disability, religion, or any other protected characteristic.

2. Prohibition of Harassment:

- Harassment, including but not limited to verbal, physical, visual, or written harassment, is strictly prohibited. This includes harassment based on race, color, ethnicity, gender, sexual orientation, gender identity, age, disability, religion, or any other protected characteristic.

3. Scope of Applicability:

- This policy applies to all employees, clients, contractors, and any other individuals associated with KIWER, both within the workplace and in any work-related context.

4. Responsibilities:

- All employees, including management, are responsible for promoting a workplace free from discrimination and harassment. They are expected to report any incidents promptly and support the enforcement of this policy.

5. Reporting Procedures:

- Individuals who experience or witness discrimination or harassment should report the incident to their supervisor, manager, or another designated authority within the company. Reports can be made verbally or in writing, and confidentiality will be maintained to the extent possible.

6. Investigation Process:

- KIWER is committed to promptly and thoroughly investigating all reports of discrimination or harassment. Investigations will be conducted impartially, and appropriate corrective action will be taken based on the findings.

7. Protection Against Retaliation:

- KIWER prohibits retaliation against individuals who report discrimination or harassment in good faith. Any retaliation will be treated as a violation of this policy and will result in disciplinary action.

8. Disciplinary Actions:

- Individuals found to have engaged in discrimination or harassment will be subject to disciplinary action, which may include verbal or written warnings, suspension, or termination of employment or contract.

Training:

- KIWER will provide regular training on this Anti-Discrimination and Harassment Policy to all employees, ensuring awareness and understanding of the importance of maintaining a respectful and inclusive workplace.

Review and Revision:

- This policy will be reviewed annually or more frequently as needed to ensure its continued relevance and effectiveness.

Review and Approval:

This Anti-Discrimination and Harassment Policy has been reviewed and approved by the leadership team of KIWER.