



**EQUAL  
EMPLOYMENT  
OPPORTUNITY,  
DISCRIMINATION,  
HARASSMENT  
AND BULLYING  
POLICY**

**Objective:** The purpose of this policy is to affirm Kora's commitment to providing a workplace that is inclusive, respectful, and free from discrimination, harassment, and bullying. This policy outlines the standards and procedures to ensure equal employment opportunities for all employees and applicants and to prevent and address any forms of discrimination, harassment, and bullying in the workplace.

**Scope:** This policy applies to all Kora employees, consultants, directors, agents, representatives, contractors, contract workers and candidates when they act on behalf of Kora. It covers all work-related interactions, including those occurring in the workplace, during work-related events, and in electronic communications.

**Policy Statement:** Kora is committed to fostering a diverse and inclusive workplace where all individuals are treated with dignity and respect. We prohibit any form of discrimination, harassment, and bullying based on race, colour, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable law.

#### **Equal Employment Opportunity (EEO):**

Kora is an equal-opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to any protected characteristic. All employment decisions, including hiring, promotion, compensation, benefits, training, and termination, will be based on merit, qualifications, and business needs.

#### **Discrimination:**

Discrimination occurs when an individual is treated less favourably because of a protected characteristic. Kora prohibits any form of discrimination in the workplace. This includes, but is not limited to:

- Recruitment and hiring practices
- Compensation and benefits
- Training and development opportunities
- Promotions and transfers
- Termination of employment

**Harassment:**

Harassment is any unwelcome behaviour that creates a hostile, intimidating, or offensive work environment. Kora prohibits all forms of harassment, including sexual harassment. Examples of prohibited harassment include, but are not limited to:

- Verbal conduct such as derogatory comments or jokes
- Physical conduct such as assault, unwanted touching, or blocking movement
- Visual conduct such as displaying derogatory or sexually explicit images
- Threats or demands to submit to sexual requests as a condition of employment
- Offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body or any similar contact.

**Bullying**

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Kora prohibits any form of bullying in the workplace. Examples of bullying include, but are not limited to:

- Verbal abuse, such as yelling or swearing
- Exclusion or isolation from work-related activities
- Spreading malicious rumours or gossip
- Undermining or sabotaging someone's work

**Electronic Communication:**

- Employees must be aware that using email, Slack, or other electronic messaging tools can result in liability for harassment. Employees are prohibited from creating, receiving, or forwarding any messages or graphics that could be considered offensive based on sex, gender, race, religion, national origin, or any other protected characteristic. This includes the circulation of offensive jokes or humour that contain inappropriate or discriminatory language.
- If an employee receives offensive messages or graphics via the company's electronic systems, they should report these incidents to the People and Culture Manager or any member of the leadership team.

- Employees are reminded that the company's computers and all data generated, stored, or transmitted on these systems are the property of the company. The use of company computers, systems, or networks for creating, transmitting, or receiving sexually explicit or otherwise offensive messages or graphics is strictly prohibited.
- The company reserves the right to monitor its computers, systems, and networks to ensure compliance with this policy.

**Reporting and Investigation:**

1. Any employee who believes that she or he has been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to her or his manager. If the employee is uncomfortable reporting the harassment to her or his immediate supervisor (whether because the supervisor has committed the harassment or for any other reason whatsoever), the employee must report the harassment to the People and Culture Manager or any member of the leadership team they feel comfortable speaking to.
2. Kora is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, Kora cannot take prompt and effective remedial action unless each employee assumes the responsibility of reporting any incident of harassment immediately through the right channels.
3. Every report of harassment will be investigated promptly and impartially, with every effort to maintain employee confidentiality. The complainant and the accused will be informed of the results of the investigation. If the company finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including termination.

**Retaliation:**

Kora prohibits retaliation against any individual who reports discrimination, harassment, or bullying, or who participates in an investigation of such reports.

1. No employee will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good-faith complaint of harassment is well-founded or ultimately determined to be unfounded.
2. No manager or team lead is authorised, or permitted, to retaliate or to take any adverse employment action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice in the workplace.

3. Any employee who feels he or she has been retaliated against in violation of this no-retaliation policy is responsible for reporting the retaliation to management, in the same manner as any other form of harassment or discrimination should be reported.

Any form of retaliation is a serious violation of this policy and will result in disciplinary action, up to and including termination of employment.

### **Responsibilities:**

1. Employees: All employees are responsible for treating others with respect and for complying with this policy. Employees must report any behaviour that violates this policy.
2. Managers and Supervisors: Managers and supervisors are responsible for enforcing this policy, ensuring their teams understand it, and addressing any issues that arise.
3. People and Culture: The People and Culture team is responsible for providing training on this policy, investigating complaints, and ensuring compliance with legal requirements.

### **Consequences of Violation**

Violations of this policy will result in disciplinary action, up to and including termination of employment. Kora reserves the right to take any necessary legal action to address violations of this policy.