

## **Anti-discrimination policy in recruitment and selection**

### **General starting point**

The business operations of Cordeta Personeelsdiensten B.V. aims to give job seekers a fair chance at work, regardless of their age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin or nationality

In the recruitment and selection process, jobseekers are treated equally because they are exclusively assessed on criteria that are job-related.

### **Target**

The purpose of this policy is to be clear and transparent to employees and third parties about:

1. What Cordeta Personeelsdiensten B.V. understands by discrimination/discriminatory requests;
2. What is the position of Cordeta Personeelsdiensten B.V. towards discrimination/discriminatory requests;
3. Acting by the employees;
  - a. What is expected of the employees and how they act during their work, especially in the work (to support the business activities) surrounding the recruitment and selection;
  - b. Where the employee can go for consultation and/or a report;
4. Employer Responsibilities.

#### **1. Definition of discriminatoir**

Discrimination is understood to mean: making direct and indirect distinctions between persons on the basis of age, gender, marital status, sexual orientation, life, political or religious belief, race, ethnic origin or nationality.

Discrimination also expressly includes responding to requests from clients to make a distinction between people in the recruitment and selection process on the basis of criteria that are not necessary or relevant for the proper performance of the position.

#### **2. Position of Cordeta Personeelsdiensten B.V.**

- a. Cordeta Personeelsdiensten B.V. rejects any form of discrimination.
- b. Requests from clients to take certain criteria into account in the recruitment and selection process will only be honoured if there is objective justification.

There is objective justification if the selection on the requested criteria:

- Serves a legitimate purpose. This means that there is a good job-related reason for selecting on the relevant criteria during recruitment and selection (an example of a legitimate purpose is safety);

- Resulting in the achievement of the legitimate aim, the means is suitable to achieve the aim;
  - In reasonable proportion to the goal, there is proportionality in relation to the goal;
  - Necessary is because there is no other less discriminating way of achieving the goal, the necessity criterion is met.
- c. Cordeta Personeelsdiensten B.V. does not tolerate that employees are discriminated against by third parties. Employees here also include employees who perform work under the direction and supervision of a hirer.

### **3. Acting by the employees**

- a. The employees have their own responsibility to be alert to requests from clients with a discriminatory character, to recognize such requests and to ensure that no cooperation is given.
- b. If the employee has doubts about whether or not there is an objective justification for a request from a client to take into account certain criteria during recruitment and selection, or if he has questions about how to handle a request, the employee can go for consultation. with his or her direct contact person at Cordeta BV
- c. If the employee identifies discrimination and wants to raise it, wants to report abuses or misconduct and/or has a trust issue, the employee can contact his or her direct contact person. If this does not lead to a satisfactory result for the employee, the employee can contact the management of Cordeta Personeelsdiensten B.V.

### **4. Employer Responsibilities**

Cordeta Personeelsdiensten B.V. is responsible for:

- a. Creating a safe working climate where people treat each other with respect, there is room for constructive consultation and undesirable behaviour in whatever form is prevented and tackled;
- b. The awareness and implementation of this anti-discrimination policy. This includes ensuring that employees:
- Be informed and familiar with the policy. This is achieved by actively working on it. All new employees of Cordeta Personeelsdiensten B.V. be informed about the anti-discrimination policy. In addition, all other employees are made aware of the anti-discrimination policy once a month to maintain awareness.
  - Have been given proper instructions on how to recognize discrimination and discriminatory requests. This is achieved by informing everyone at the start of his or her employment about Cordeta Personeelsdiensten B.V.'s anti-discrimination policy.
  - Are prepared for the situation that they are confronted with a discriminatory request and know how they can conduct and reverse the conversation with clients. This is achieved in the following way, namely discussed during semi-annual meetings.
- c. The evaluation and adjustment of this policy.