

Anti-discrimination policy AllinFlex B.V. in recruitment and selection

General Principle

AllinFlex B.V. is committed to giving job seekers a fair chance of employment, regardless of their age, gender, marital status, sexual orientation, personal beliefs, political or religious beliefs, race, ethnic origin or nationality.

In recruitment and selection, job seekers are treated equally by being evaluated only on criteria that are job-related.

Purpose

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

1. What AllinFlex understands by discrimination/discriminatory solicitation;
2. What is AllinFlex B.V.'s position on discrimination/discriminatory solicitations;
3. Acting by staff:
 - a. What is expected of employees how they act during their work, especially when working (in support of business activities) around recruitment and selection;
 - b. Where the employee can go for consultation and/or a report;
4. Employer responsibilities.

1. Definition of discrimination

Discrimination is defined as making direct and indirect distinctions between persons on the basis of age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin or nationality.

Discrimination is expressly understood to include responding to requests from clients to distinguish between individuals in recruitment and selection on the basis of criteria that are not necessary or relevant to the proper filling of the position.

2. Position of AllinFlex B.V.

- a. AllinFlex B.V. rejects any form of discrimination.
- b. Requests by clients to take certain criteria into account in recruitment and selection will be honored only if there is *objective justification*.

There is objective justification when selecting for the requested criteria:

- Serves a *legitimate purpose*. This means that there is a good -job related- reason to select for relevant criteria in recruitment and selection (an example of a legitimate purpose is security);
- Results in the achievement of the legitimate goal, *the means is appropriate to achieve the goal*;
- In reasonable proportion to the purpose, *there is proportionality to the purpose*;
- Necessary because there is no other less discriminating way to achieve the purpose, *the necessity criterion is met*.

- c. AllinFlex B.V. will not tolerate any discriminatory treatment of employees by third parties. Employees are also understood here to mean those who perform work under the management and supervision of a hirer.

3. Acting by employees

- a. Employees have a personal responsibility to be alert to requests from clients of a discriminatory nature, to recognize such requests, and to ensure that they are not complied with.
- b. If the employee is in doubt as to whether or not there is objective justification for a request from a client to consider certain criteria in the recruitment and selection process, or has questions about how to handle a request, the employee may contact the finance department for consultation
- c. If the employee notices discrimination and wants to raise the issue, wants to report abuses or misconduct and/or has a matter of confidentiality, the employee can contact the management. If this does not lead to a satisfactory result for the employee, the employee can contact the management.

4. Employer responsibilities

AllinFlex B.V. is responsible for:

- a. To create a safe working climate where people treat each other with respect, there is room for constructive consultation and undesirable behavior in any form is prevented and addressed;
- b. The awareness and implementation of this anti-discrimination policy. This includes ensuring that employees:
 - Are informed about and familiar with the policy. This is accomplished by clearly informing the employee of the applicable policy at the time of hire.
 - have received proper instruction on how to recognize discrimination and discriminatory solicitation. When the employee/intern joins the company, he/she will be told this clearly and will be required to sign this policy.
 - be prepared for the situation in which they are confronted with a discriminatory request and know how to conduct and turn around the conversation with clients. For this, it is important that the conversation is passed on to management. These will turn the conversation around through a clear reference to the rules.
- c. The evaluation and adjustment of this policy. This will take place by means of a 4-yearly evaluation. In addition, it is important that any incorrect applications are always reported to management.

Signature Employee: