

Anti-Discrimination Policy

Discrimination, we don't like that!! Interim Jobs strives for equal treatment for everyone and for a diverse personnel policy.

General starting point

Interim Jobs BV's business operations are aimed at giving 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.

Goal

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

1. What Interim Jobs BV understands by discrimination / discriminatory requests;
2. What is the position of Interim Jobs BV with regard to discrimination/discriminatory requests;
3. Acting by the employees:
 - a. What is expected of 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.

Definition Discrimination

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.

Position of Interim Jobs BV

Interim Jobs BV rejects any form of discrimination. Requests from clients to take certain criteria into account during recruitment and selection are only honored if there is *objective justification* .

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

- 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 purpose, *there is proportionality to the aim* ;
- Necessary because there is no other less discriminating way of achieving the goal, *it is met the necessity criterion* .

Interim Jobs BV does not tolerate the discriminatory treatment of employees by third parties. Employees here also include employees who perform work under the direction and supervision of a hirer.

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 senior manager
- 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 supervisor. If this does not lead to a satisfactory result for the employee, the employee can contact the management

Vacancy texts

The vacancies on our website and Facebook are written in such a way that they can be found via search engines. The way to work today takes place largely on the web. That is why specific and easily indexable vacancy texts are a must, so that people can find our vacancies. For example, we may use the word 'starter position' in a vacancy. We only want to indicate that this is a position for which no experience is required. We do not mean by this to say that we are only looking for young people. Everyone is welcome at Interim Jobs BV and everyone gets equal opportunities.

Employer Responsibilities

Interim Jobs BV is responsible for:

- a. Creating a safe working climate where people treat each other with respect, there is room for constructive consultation and undesirable behavior 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.
 - a. organizing a meeting by annually discussing this theme in work meetings, a fixed part of the monthly work meeting.
 - have been given proper instructions on how to recognize discrimination and discriminatory requests.
 - a. By discussing the discrimination poster and handing it out to the employees.
 - 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.
 - a. by actively using the handout discrimination from the NBBU as a guideline and discussing discriminatory requests on a case-by-case basis with the clients.
- c. The evaluation and adjustment of this policy.

Distinguish

Certain requirements can make a 'distinction' in a vacancy text. They immediately close a group of people out. If you are looking for a 'young' person, you exclude an older person and that is not allowed by law. There are also terms that refer 'indirectly' to age. Ask a starter, for example, or a student. Because the result may be that you also exclude older job seekers, it is better not to use these kinds of terms. If they appear to discriminate, that too is prohibited.

The following discriminatory job requirements most often occur:

- Wanted: young candidate'
- Wanted: candidate between X and X years'
- Wanted: candidate X years or older'
- Wanted: Student
- Wanted: Starter
- Offered: side job next to school or study

In principle, these descriptions may **NOT appear** in a job advertisement:

- between X and X years - from X years
- maximum X years old*
- young / old
- pupil / student (this does not apply to internships)
- school leaver / recent graduate
- starter - maximum work experience
- between X and X years of work experience
- young people feel at home in our working atmosphere
- fits within a team of 20-40 years old
- side job next to your education / study
- starting / upcoming
- junior candidate / senior candidate

And this is **allowed in** a job advertisement:

- minimum work experience
- junior position / senior position
- young, fast-growing company
- informal atmosphere
- flexible hours
- driving experience
- have a specific network
- a lot of life experience
- second / next step in career
- high potential
- ambitious
- sporty and energetic