

Anti-discrimination policy

General principles

The business operations of Partner Group (including Partner HR Solutions Roermond, Partner HR Solutions Maastricht, Employment Agency Just in Time, Partner HR Finance, and Workpartner International) are aimed at giving jobseekers a fair chance of employment, irrespective of their age, gender, marital status, sexual orientation, philosophy of life, political or religious beliefs, race, ethnic origin, or nationality.

In recruitment and selection, job seekers are treated equally by being assessed solely on job-related criteria.

Purpose

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

1. What Partner Group recognizes by discrimination/discriminatory solicitation;
2. What Partner Group's position is on discrimination/discriminatory requests;
3. Actions taken by associates:
 - a. What employees are expected to do in terms of how they act during their work, particularly when working (in support of business activities) around recruitment and selection;
 - b. Where the employee can go for consultation and/or a report;
4. Responsibilities of the employer.

1. Definition 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 also expressly understood to mean accepting requests from clients to make a distinction between persons during recruitment and selection process based on criteria that are not necessary or relevant for a proper candidate for the position.

2. Position of Partner Group

- a. Partner Group rejects any form of discrimination.
- b. Requests by clients to take certain criteria into account in recruitment and selection will only be honored if there is objective justification. There is objective justification if selecting on the requested criteria:
 - serves a *legitimate* purpose. This means that there is a good (job-related) reason to select on relevant criteria during recruitment and selection (an example of a legitimate goal is safety);
 - results in the achievement of the legitimate goal; i.e. *the means is appropriate to achieve the purpose*;
 - is in reasonable proportion to the purpose; i.e. *there is proportionality to the purpose*;
 - is necessary because there is no other, less discriminatory way to achieve the purpose; i.e. *the necessity criterion has been satisfied*.
- c. (The Management Board of) Partner Group will not tolerate discriminatory treatment of employees by third parties. Employees in this context also include flex workers who perform work under the management and supervision of a hirer.

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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 cooperated with.
- b. If the employee is in doubt as to whether or not there is objective justification for a request from a client to take certain criteria into account during the recruitment and selection process, or has questions about how to handle a request, the employee can contact Claudia or Pascal for consultation.
- c. Should the employee identify discrimination and wish to raise it, report abuses or misconduct, and/or have a confidentiality issue, the employee can contact Claudia or Pascal. If this does not lead to a satisfactory result for the employee, the employee can contact Claudia or Pascal again for referral to an external advisor.

4. Responsibilities of employer

The management of Partner Group is responsible for:

- a. Creating a safe working environment 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 familiarity with and implementation of this antidiscrimination policy. This includes ensuring that the employees:
 - Are informed about and familiar with the policy.
This is achieved in the following way:
 - Employees are given necessary forms (policy statement, general instructions, and anti-discrimination policy) and discussed upon commencement of employment. They must sign these for notifications.
 - The subject is discussed at the weekly work meeting.
 - If there are any questions or uncertainties, employees can contact Claudia and/or Pascal.
 - In addition, flex workers receive the policy statement and general instructions at the start of employment and are instructed about this.
 - Have received proper instructions on how to recognize discrimination and discriminatory solicitations.
This is achieved in the following way:
 - Employees are given necessary forms and explained at the time of hire. They are required to sign these constituting notification.
 - Practical examples are shared and discussed at work meetings.
 - Are prepared for the situation in which they are confronted with a discriminatory request and know how to conduct and turn around a conversation with clients. For this, see the guidelines as laid down in the file "Guidelines for Discriminatory Request from Client".
- c. The evaluation and adjustment of this policy.

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