

Anti-discrimination policy in recruitment and selection

General principle

The business operations of Exactpi (also Exact personeelsintermediair and Exact detachering) are designed to give job seekers a fair chance to find work, regardless 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 evaluated solely on job-related criteria.

Definition of discrimination

Discrimination is defined as making a direct or indirect distinction between persons on the grounds of age, gender, marital status, sexual orientation, philosophy of life, political or religious beliefs, race, ethnic origin or nationality. Discrimination is expressly understood to include responding to requests from clients to make distinctions between individuals in recruitment and selection based on criteria that are not necessary or relevant to properly filling the position.

Positions of Exactpi

- a. Exactpi rejects any form of discrimination.
- b. Requests from clients to take certain criteria into account during recruitment and selection will only be honored if there is objective justification. There is objective justification if selecting on the requested criteria:
 - A legitimate purpose. This means that there is a good -function related reason to select on 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;
 - Is in reasonable proportion to the purpose, there is proportionality to the purpose;
 - Is necessary because there is no other, less discriminatory way to achieve the goal, the necessity criterion is met.

Exactpi will not tolerate any discriminatory treatment by third parties of candidates who are employed through it by and under the management and supervision of a hirer.

In case a candidate of Exactpi identifies discrimination and wishes to raise it, report abuses or misconduct and / or has a confidentiality issue to deal with, the candidate can contact Relationship Manager Yasmin Asrafali (asrafali@exactpi.nl).

Acting by Exactpi 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 about whether or not there is an objective justification in a request from a client to take certain criteria into account in recruitment and selection, or has questions about how to handle a request, the employee can contact the Operations Director, Marjolein Stok for consultation.
- c. If the employee identifies discrimination and wants to raise it, wants to report abuses or misconduct and/or has a confidentiality issue on his/her mind, the employee can contact Relationship Manager Yasmin Asrafali (asrafali@exactpi.nl).

Employer responsibilities

Exactpi as the employer 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 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. The policy is handed out at the start of employment and gone through in detail.
 - Have received proper instruction on how to recognize discrimination and discriminatory requests.
 - Through this instruction, employees are prepared for the situation that they are confronted with a discriminatory request and know how to conduct and turn around the conversation with clients.
- c. The evaluation and adjustment of this policy.