

## Key4work B.V.

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## ANTI-DISCRIMINATION POLICY

At Key4work B.V., we offer all applicants/candidates, who are in the application process with us a fair chance of employment. This irrespective of age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin or nationality. During the application process, candidates/applicants are treated equally by being assessed solely on criteria that are job-related.

### WHAT IS THE PURPOSE OF THIS POLICY?

The purpose of this policy is to provide insight into our conduct and our application process and to be transparent and clear to third parties and all other stakeholders about:

1. what we understand by discrimination/discriminatory applications;
2. What our position is towards discrimination/discriminatory requests;
3. How our employees deal with discriminatory requests and in particular:
  - a. What you can expect from our employees with regard to their conduct and work to be carried out during the application process in work to be carried out during the application process in the broadest sense of the word.
  - b. Where to go for consultation and/or a report.
4. Our responsibilities as an organisation to counter discrimination as much as possible.

### WHAT IS MEANT BY 'DISCRIMINATION'?

By discrimination we mean: the making of direct and indirect distinctions between persons on age, gender, marital status, sexual orientation, life, political or religious beliefs beliefs, race, ethnic origin or nationality.

In particular, we also understand discrimination to include responding to requests during the application process to distinguish between persons on the basis of certain criteria that are in no way necessary and/or relevant to the proper filling of the position. Our vacancies therefore contain only job requirements relating to professional competence, conduct and personal qualities. Where applicable, additional selection procedures and/or research are mentioned. Personal characteristics be included, provided that this is necessary for the performance of the job and to the extent permitted by law.

### WHAT POSITION DO WE TAKE?

- a. We expressly reject any form of discrimination.
- b. Requests to take certain criteria into account during the application procedure will only be honoured if there is objective justification.

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Objective justification exists if selecting on the requested criteria:

- serves a legitimate purpose. This means that there is a good -job-related- reason to test on relevant criteria during the application process (an example of a legitimate purpose is security);
- results in the achievement of the legitimate aim, the means is appropriate to achieve the aim
- is reasonably proportionate to the aim, there is proportionality in relation to the purpose; is necessary because there is no other, less discriminatory way to achieve the purpose, the necessity criterion is met.

General example: It can be objectively justified that a vacancy for a position within the police or a security guard position contains an age limit. A age limit generally indicates age discrimination. The application of such an such an age limit in respect of the aforementioned positions, however obviously a legitimate purpose, namely the (future) safety of the employee.

- c. We will not tolerate our employees being treated in a discriminatory manner discriminatory treatment, just as we will not tolerate cooperation within our organisation with requests from clients that incite discrimination.

## WHICH PRINCIPLES DO WE APPLY?

- a. Candidates who are approached or who apply for an open position have equal opportunities in case of equal suitability for the position. We request only data relevant to assessing the suitability of a candidate for the position. All personal data obtained from the candidate will be treated confidentially and carefully in line with applicable privacy laws and regulations, including the General Data Protection Regulation. For more information our privacy policy.
- b. We are aware that information from public sources does not always give an equally truthful picture. Any information obtained will therefore always be discussed statement of the source with the candidate if such information is of decisive for the candidate's suitability for the position.

## HOW WILL OUR STAFF PROCEED?

- a. Our staff are trained to recognise discriminatory requests and will not respond to them. Within our organisation, regular reference is made to the applicable anti-discrimination policy.
- b. Naturally, our employees also have their own responsibility to be alert to requests from clients of a discriminatory nature, recognise such requests and recognise such requests and ensure that they are not cooperated with.

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## WHAT ARE OUR RESPONSIBILITIES?

As an organisation, we are responsible for:

- a. Creating a safe working environment, where people treat each other with respect, there is room for constructive dialogue and undesirable behaviour in any form is prevented and addressed;
- b. The awareness and implementation of this anti-discrimination policy. This means that an internal anti-discrimination policy also applies and that our employees:
  - are informed about and familiar with the policy. This is discussed during weekly consultations;
  - have received proper instructions on how to recognise discrimination and discriminatory requests. These are discussed weekly during sales meetings;
  - are prepared for the situation that they are confronted with a discriminatory request and know how to conduct and turn the conversation with clients.
- c. evaluation and adjustment of this policy.

## FINALLY

With this anti-discrimination policy we want to inform you - the reader - as fully as possible about the way in which we combat discrimination in our business operations in order to assure you that discrimination has no place in our organisation.

If you identify discrimination within our organisation and wish to raise the issue or wish to report any abuse, misconduct or acts/ omissions in violation of this policy, please report us by sending an e-mail to: info@key4work.com. We will respond to your report in writing.

If you have any questions following this policy or would like to know more about how we operate,

please contact us by emailing info@key4work.com or calling 088-4343000.