

Anti-discrimination policy Dailyflex Personeelsdiensten B.V.

General principle

Dailyflex's operations are designed to give jobseekers a fair chance of employment, regardless of their age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin or nationality.

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

Target

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

1. What Dailyflex understands by discrimination/discriminatory requests;
2. What Dailyflex's position is on discrimination/discriminatory requests;
3. Actions by staff members;
 - a. What employees are expected to do in terms of how they act during their work, especially when working around recruitment and selection.
 - b. Where the employee can go for consultation and/or a report;
4. Employer responsibilities.

1. Definition of discrimination

Discrimination means 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 also understood to mean responding to requests from clients to make distinctions in recruitment and selection on the basis of criteria that are not necessary or relevant to the proper filling of the position.

2. Dailyflex's starting point

- a. Dailyflex rejects any form of discrimination.
- b. Requests by clients to take certain criteria into account in recruitment and selection will be honoured only if there is objective justification. Objective justification exists 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 purpose is safety);
 - Results in the achievement of the legitimate aim, the means is appropriate to achieve the aim;
 - Is in reasonable proportion to the goal; proportionality to the goal exists;
 - Is necessary because there is no other, less discriminatory way to achieve the goal; the necessity criterion is met.

- c. Dailyflex does not allow employees to be treated in a discriminatory manner by third parties. For this purpose, employees are also understood to mean those performing work under the management and supervision of a hirer.

3. Actions by Dailyflex staff

- a. Employees have a personal responsibility to be alert to requests from clients of a discriminatory nature, recognise such requests and ensure that they are not cooperated with.
- b. If the employee has doubts about whether or not there is an objective justification for a client's request to take certain criteria into account during recruitment and selection, or has questions about how to handle a request, the employee can contact Ronald Saarloos or Henriëtte van Santen for consultation.
- c. If the employee identifies discriminatory behaviour (both with clients and internally) and wishes to raise it, report abuses or misconduct and/or has a confidentiality issue on his/her hands, the employee can contact Henriëtte van Santen. If this does not lead to a satisfactory result for the employee, the employee can contact Ronald Saarloos.

Dailyflex's responsibilities as an employer

Dailyflex is responsible for:

- a. Creating a safe working environment where people treat each other with respect, there is room for constructive discussion and undesirable behaviour in any form is prevented and addressed.
- b. Awareness and implementation of the anti-discrimination policy. This includes ensuring that employees are:
 - Being informed about and familiar with the policy. This is achieved in the following way:
 - Circulate and discuss this policy
 - Discuss weekly at Front Office work meetings
 - Agenda item at work meeting with all employees
 - Have received proper instructions on how to recognise discrimination and discriminatory requests. This is achieved by discussing examples in work meetings.
 - Be prepared for the situation when faced with a discriminatory request and know how to conduct the conversation with clients. This is achieved by discussing in consultation.
- c. The evaluation and updating of this policy. This will take place annually.