

## **Anti-discrimination policy in recruitment and selection**

### **General principle**

Mobeco Group B.V.'s business practices are designed to give jobseekers a fair chance of employment, regardless of their age, gender, marital status, sexual orientation, lifestyle, political or religious beliefs, race, ethnic origin or nationality.

During the recruitment and selection process, job seekers are treated equally, as they are assessed solely on the basis of job-related criteria.

### **Objective**

The aim of this policy is to be clear and transparent towards employees and third parties regarding:

1. What Mobeco Group B.V. understands by discrimination/discriminatory requests;
2. Mobeco Group B.V.'s stance on discrimination/discriminatory requests;
3. Conduct of employees:
  - a. What is expected of employees in terms of their conduct whilst carrying out their duties, particularly in relation to recruitment and selection activities (in support of the company's operations);
  - b. Where employees can go for consultation and/or to report an incident;
4. Employer's responsibilities.
5. Reports & complaints

#### **1. Definition of discrimination**

Discrimination is defined as: making direct or indirect distinctions between individuals on the grounds of age, gender, marital status, sexual orientation, lifestyle, political or religious beliefs, race, ethnic origin or nationality.

Discrimination is also expressly understood to mean complying with requests from clients to make distinctions between individuals during recruitment and selection on the basis of criteria that are not necessary or relevant to the proper performance of the role.

#### **2. Mobeco's Position**

- a. Mobeco rejects any form of discrimination.
- b. Requests from clients to take certain criteria into account during recruitment and selection will only be accommodated if there is objective justification.

Objective justification exists if selecting on the basis of the requested criteria:

- Serves a legitimate aim. This means that there is a valid – job-related – reason for selecting candidates on the basis of the criteria in question during recruitment and selection (an example of a legitimate aim is safety);
- Leads to the achievement of the legitimate aim; the means are suitable for achieving the aim;

- Is reasonably proportionate to the objective;
  - It is necessary because there is no other, less discriminatory way of achieving the purpose; the necessity criterion is met.
- c. Mobeco Group B.V. does not tolerate its staff being treated in a discriminatory manner by third parties. In this context, 'staff' also includes employees who carry out work under the direction and supervision of a hirer.

### **3. Conduct of employees**

- a. Employees have a personal responsibility to be alert to requests from clients of a discriminatory nature, to recognise such requests and to ensure that they are not complied with.
- b. If an employee is unsure whether 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 such a request, they may consult their line manager or the designated contact person at Mobeco Group B.V.
- c. If an employee identifies discrimination and wishes to raise the issue, wishes to report misconduct or wrongdoing, and/or is dealing with a matter of confidence, they may contact their line manager or the designated contact person at Mobeco Group B.V.
- d. If this does not lead to a satisfactory outcome for the employee, they may contact the Managing Director (Rutger Kuiten) ([rutger@mobeco.nl](mailto:rutger@mobeco.nl) / +316 417 671 78)

### **4. Employer's responsibilities**

Mobeco Group is responsible for:

- a. Creating a safe working environment where people treat one another with respect, where there is scope for constructive dialogue, and where undesirable behaviour in any form is prevented and addressed;
- b. Ensuring the awareness and implementation of this anti-discrimination policy. This includes, amongst other things, ensuring that employees:
- Are informed about and familiar with the policy. The policy is provided to every new employee of Mobeco Group. It can also be found in Locket and is available on the Mobeco Group website.
  - Have received clear instructions on how to recognise discrimination and discriminatory requests. This is a recurring topic in team meetings, including through role-play, and the anti-discrimination poster is displayed prominently in the office.
  - To be prepared for situations in which they are confronted with a discriminatory request and to know how to conduct and steer the conversation with clients (see above).
- c. The evaluation and revision of this policy.

## **5: Reports and complaints**

If an employee identifies discrimination, receives a discriminatory request, wishes to report inappropriate behaviour or has doubts about a particular situation, they can contact:

**Point of contact:**

Rutger Kuiten

[rutger@mobeco.nl](mailto:rutger@mobeco.nl) or +31 6 417 671 78

Reports are handled with care and as confidentially as possible.

**Procedure:**

1. Receipt and registration of the report;
2. Confirmation to the person making the report;
3. Initial assessment of the situation;
4. Further investigation if necessary (including hearing both sides of the story)
5. Advice to senior management
6. Decision-making and feedback
7. Follow-up and evaluation.

Mobeco strives to foster a safe reporting culture in which staff can discuss situations without fear of negative consequences.

## **Final provision**

This anti-discrimination policy forms part of the Mobeco Group's human resources policy and applies to all employees.

The policy is reviewed annually and amended where necessary.