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# Code of Conduct Anti-discrimination House of Work B.V.

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House of Work B.V.  
KVK 27229916

# Code of conduct to prevent and combat discrimination of House of Work companies

House of Work B.V., with Chamber of Commerce number 27229916, is a group of specialized staffing companies that operate in the market under separate labels but are centrally managed by House of Work. The companies within House of Work recruit workers from both the Netherlands and abroad to carry out tasks for clients in the Netherlands, under the supervision and direction of the client. Additionally, House of Work offers supporting services to clients. In this Code of Conduct, we outline the values we uphold in the area of anti-discrimination within the affiliated companies of House of Work.

## General principle

The operations of House of Work B.V. are focused on providing job seekers with an equal opportunity for employment, regardless of their age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic background, or nationality. In recruitment and selection, job seekers are treated equally by being assessed solely on criteria related to the position. An anti-discrimination clause is included in the general terms and conditions of the companies.

## Purpose

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

1. What the employer understands by discrimination/discriminatory requests.
2. What the employer's position is towards discrimination/discriminatory requests.
3. Acting by employees:
  - a. What employees are expected to do in terms of how they act during their work, especially 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 of discrimination

Discrimination is understood to mean: 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 persons in recruitment and selection on the basis of criteria that are not necessary or relevant to the proper filling of the position.

## 2. Position of the employer

- a. The employer rejects any form of discrimination.
- b. Requests by clients to take certain criteria into account in recruitment and selection will only be honoured 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 security).

- Results in the achievement of the legitimate aim, the means is appropriate to achieve the aim.
  - Is in reasonable proportion to the goal, there is proportionality to the goal.
  - Is necessary because there is no other, less discriminatory way to achieve the purpose, the necessity criterion is met.
- c. The employer does not tolerate discriminatory treatment of employees by third parties. Employees here also include employees who perform work under the management and supervision of a client.

### 3. Acting by employees

- a. Employees have a personal responsibility to be alert to requests from clients of a discriminatory nature, recognize 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 in recruitment and selection, or has questions about how to deal with a request, the employee may contact his or her immediate superior for consultation.
- c. If the employee has questions, observes discrimination and wants to raise it, wants to report abuses or misconduct and/or has a confidentiality issue to deal with, the employee can contact his direct manager. If this does not lead to a satisfactory result for the employee, the employee may contact the management of the employer.

### 4. Responsibilities of employer

The employer is responsible for:

- a. Creating a safe working environment where people treat each other with respect, there is room for constructive discussion and undesirable behavior in any form is prevented and dealt with.
- b. The awareness and implementation of this antidiscrimination policy. This includes ensuring that employees.
- Are informed about and familiar with the policy. This is realised in the following way: by organising an information meeting and periodically discussing this topic in work meetings (periodic agenda item).
  - Have received proper instructions on how to recognise discrimination and discriminatory requests. This is realised in the following way: by organising an information meeting and periodically discussing this topic in work meetings (periodic agenda item). Also, the information on the website "werkjijmeezegnee.nl" will be used, explained in work meetings and provided by e-mail.
  - Be prepared for the situation that they are confronted with a discriminatory request and know how to conduct and turn the conversation with clients. This is realised by referring to the information on the website "werkjijmeezegnee.nl" and discussing discriminatory requests on a case-by-case basis in the periodic consultations and making a plan of action for this, which will be recorded (in writing).
- c. Periodic information to Clients so that they are informed by means of, for example, a newsletter that the employer conforms to this policy. If the situation arises with a Client, a tailor-made approach will be used (incl. written registration), which in the extreme sense can lead to the end of the cooperation.
- d. Description of the policy in the Personnel Guide, in Appendix 3, which forms part of the employment contract for temporary and payroll workers.
- e. Availability of this policy within the employer, at H&R and with managers.
- f. The evaluation and adjustment of this policy, which will be discussed annually in the management consultation. On the basis of practical experiences, the policy may be adjusted.