

# Anti-discrimination policy in recruitment and selection

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## Scope

T&S has a number of temporary employment agencies active in the industry that are affiliated with the ABU. T&S has studied documents from ABU, NBBU and the national government for this policy. T&S has chosen to follow the “NBBU model anti-discrimination policy 2018”.

The management of T&S has unanimously adopted this policy for the affiliated companies, T&S Flex Logistiek BV, T&S Flex Voedings BV and T&S Flex Organization BV, hereinafter referred to as T&S. These temporary employment agencies conform to this policy.

## General assumptions

T&S's business is aimed at giving jobseekers a fair chance at finding a job, regardless of age, gender, marital status, sexual orientation, lifestyle, political or religious beliefs, race, ethnic origin or nationality.

Jobseekers are treated equally in recruitment and selection because they are only assessed on job-related criteria.

## Goal

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

1. What T&S means by discrimination / discriminatory requests;
2. The position of T&S in regard to discrimination / discriminatory requests;
3. Acting by employees:
  - a. What is expected of employees about how they act during their work, especially during the activities (in support of the business activities) regarding 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 means: making a direct and indirect distinction between persons on the basis of age, sex, marital status, sexual orientation, beliefs in life, politics or religion, race, ethnic origin or nationality.

Discrimination also expressly includes responding to requests from clients to make a distinction between persons in the recruitment and selection process on the basis of criteria that are not necessary or relevant for the proper performance of the position.

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## 2. Position of T&S

- A. T&S rejects any form of discrimination.
- B. Requests from clients to take into account certain criteria when recruiting and selecting will only be honored if there is objective justification.

There is objective justification when selecting on the requested criteria:

- Serves a legitimate purpose. This means that there is a good function-related reason to select on the basis of criteria when recruiting and selecting (an example of a legitimate goal is safety);
  - Results in achieving the legitimate goal, the means is suitable to achieve the goal;
  - Is in reasonable proportion to the goal, there is proportionality and relative to the goal;
  - Necessary because there is no other, less distinctive, way to achieve the goal, the necessity criterion is met.
- C. T&S does not tolerate that employees are discriminated against by third parties. Among employees this also includes employees who perform work under the direction and supervision of a hirer.

## 3. Acting by the employees

- A. Employees have their own responsibility to be alert to requests from clients of a discriminatory nature, to recognize such requests and to ensure that they do not cooperate.
- B. If the employee has doubts about whether or not there is an objective justification for a request from a client to take into account certain criteria when recruiting and selecting, or if he has questions how to handle a request, the employee can please contact T&S via [info@tensflexwerk.nl](mailto:info@tensflexwerk.nl) or via the website [www.tensflexwerk.nl](http://www.tensflexwerk.nl)

## 4. Responsibilities of the employer

T&S is responsible for:

- A. Creating a safe working environment where people treat each other with respect, so that there is room for constructive consultation and where the undesirable behavior in any form is prevented and tackled;
- B. Communicating and implementing this anti-discrimination policy. This includes, among other things, ensuring that employees:
  - Be informed and familiar with the policy. This is achieved by naming it as an item on the periodic work meetings and making it open for discussion.
  - Have received proper instructions on how to recognize discrimination and discriminatory requests. This is achieved by placing it visible on the location via the discrimination poster. With this policy, employees are also prepared for the situation when they are confronted with a discriminatory request and they know how to conduct and reverse the conversation with clients.
  - Receive training that is a compulsory part of the T&S training program.

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C. Hirers will be informed (with some regularity) by means of a newsletter that T&S conforms to this policy as well as other developments regarding discrimination. T&S will publish this via its websites. If a possible discriminatory situation arises with a hirer, a tailor-made approach will be used, which in the extreme sense can lead to the end of the cooperation.

D. The evaluation and adjustment of this policy will, if necessary, take place annually.

Thus decided in T&S board meeting

Waalwijk, May 2020

