

# Anti-Discrimination Policy



## General

The business operations of Apex Uitzend B.V. (**Apex**) are aimed at giving jobseekers a fair chance of employment, regardless of factors such as their age, gender, marital status, personal beliefs, political opinion or religious beliefs, ethnic origin, nationality or sexual orientation. Apex stands and strives for equal treatment. Therefore, during the recruitment and selection process, jobseekers are assessed solely on job-related criteria.

## Actions...

...taken by Apex itself to give jobseekers a fair chance of employment are the following:

### General Terms and Conditions

Our general terms and conditions, filed with the Middelburg Chamber of Commerce under file number 53992261, explicitly include a prohibition of discrimination. The relevant provision is derived from the general terms and conditions of the Federation of Private Employment Agencies (**Algemene Bond Uitzendondernemingen – ABU**), and reads as follows:

### **Article 22 Prohibited discrimination and treatment of Temporary Workers**

1. *The Principal and Apex are to refrain from making prohibited distinctions, whether based on religion, personal beliefs, political affinity, sex, race, nationality, sexual orientation, civil status, disability, chronic illness, age or any ground whatsoever. When providing or executing the Agreement and when selecting and handling the Temporary Worker respectively, the Principal and Apex may only impose or take into account requirements relevant to the position.*

2.

The general terms and conditions are provided to every client, and can also be found on our website: <https://apexuitzend.nl/wp-content/uploads/2020/12/Apex-Uitzend-algemene-voorwaarden.pdf>

### Anti-discrimination policy

Like the general terms and conditions, this anti-discrimination policy is provided to every client at the start of the collaboration. In addition, the present anti-discrimination policy has been published on our website.

## Are you with us? Say no

Apex uses the materials made available by ABU as part of the "Are you with us? Say no" campaign, which includes the website [www.werkjijmeezegnee.nl](http://www.werkjijmeezegnee.nl). Therefore, the above-mentioned website is included in Apex employees' Favourites toolbar. This gives employees quick access to a practical, concise guide in the event that someone approaches them (by phone or otherwise) with a discriminatory request.

## Diversity Pays Challenge

At ABU's instruction, Continuous Learning has developed the *Diversity Pays Challenge*, which, as part of its anti-discrimination policy, is specifically aimed at recruiters and back-office staff. Apex employees are required to complete the Diversity Pays Challenge multiple times. This is because Apex believes in the power of repetition, and use of the Diversity Pays app means discrimination is repeatedly and easily highlighted.

## Instructions and evaluation

The present anti-discrimination policy is:

- a. discussed with new employees at the start of employment; and
- b. discussed with existing employees on a regular basis.

### *Item a.*

*When Apex' anti-discrimination policy is discussed with new employees, explicit reference is also made to the ABU's existing information materials, including the [www.werkjijmeezegnee.nl](http://www.werkjijmeezegnee.nl) website, and the mandatory Diversity Pays Challenge.*

### *Item b.*

*The anti-discrimination policy is reviewed with our employees on a regular basis, though at least twice a year. During this review:*

- *we discuss the anti-discrimination policy that is in force at the time of the review;*
- *we discuss whether, in the period since the previous evaluation, discrimination has occurred;*
- *if discrimination has occurred, the form in which this discrimination occurred is discussed, and the experience and actions of the employee who was confronted with discrimination are shared with our other employees so that they can learn from it as well;*
- *the results of any mystery calls that have taken place since the previous review are shared and evaluated;*
- *any required points of action are determined; and*
- *finally, attention is once again drawn to the existing information materials and the ABU's information website.*

## Discrimination hotline

Our employees are required to report discriminatory requests from existing or potential clients internally via [r.sinke@apexuitzend.nl](mailto:r.sinke@apexuitzend.nl), so that Apex can forward these reports to the ABU's hotline for discriminatory requests at [www.werkjijmeezegnee.nl](http://www.werkjijmeezegnee.nl). Upon commencement of the employment, temporary workers are actively informed of the e-mail address [complaints@apexuizend.nl](mailto:complaints@apexuizend.nl) to which they can send any complaints, including complaints concerning discrimination.

### **If we fall short..**

...with regard to compliance with the present policy, a complaint may be submitted to Mr R.C. Sinke. Complaints regarding discrimination can be submitted by e-mail, addressed to [r.sinke@apexuitzend.nl](mailto:r.sinke@apexuitzend.nl) or [complaints@apexuitzend.nl](mailto:complaints@apexuitzend.nl), or by post to:  
Apex Uitzend B.V. | attn. Mr. R.C. Sinke | Grintweg 28 | 4401 NE Yerseke