

Anti-discrimination Policy Statement of SBA Flex Employment Agency

General principle

Work creates value for everyone. As the director of SBA Flex Employment Agency, I consider it of great importance that everyone should have equal opportunities regardless of their age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin or nationality. In recruitment and selection, job seekers are treated equally by being evaluated solely on job-related criteria.

I feel personally involved and responsible for optimizing the prevention of discrimination within our company. I do this by maintaining an active anti-discrimination policy within SBA Flex Employment Agency, in which we have included measures and agreements on how to recognize and deal with discriminatory requests from a client.

Through education, training, instruction, and clear agreements, we will ensure and be vigilant in improving policies to prevent discrimination wherever possible.

To achieve the above objectives in the area of preventing discrimination and to coordinate them well, Ms. M. Verhage has been appointed as a confidential advisor.

However, all employees at SBA Flex must fully cooperate to achieve these goals. The managers within our company are responsible for the assigned responsibilities of preventing discrimination policies and ensuring their proper implementation. Furthermore, everyone within our company is obligated to comply with the rules of the anti-discrimination policy.

Periodically, we will carry out inspections and evaluations, the results of which we will record and discuss with the employees. Where necessary, we will implement adjustments, improvements, or corrective and preventive measures.

This policy will be evaluated and adjusted at least annually.

Purpose

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

1. What SBA Flex Employment Agency understands by discrimination / discriminatory requests;
2. What the position of SBA Flex Employment Agency is regarding discrimination / discriminatory requests;
3. Actions by employees:
 - a. What is expected of employees in terms of their actions during their work, particularly in activities (to support business operations) related to recruitment and selection;
 - b. Where employees can go for consultation and/or reporting;
4. Employer responsibilities.

1. Definition of discrimination

Discrimination is defined as making direct or indirect distinctions between individuals based on age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin, or nationality.

Discrimination also includes explicitly complying with requests from clients to make distinctions between individuals during recruitment and selection based on criteria that are not necessary or relevant for the proper fulfillment of the job.

2. SBA Flex temporary employment agency's position

- a. SBA Flex temporary employment agency rejects any form of discrimination.
- b. Requests from clients to take certain criteria into account during recruitment and selection will only be granted 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 the relevant criteria during recruitment and selection (an example of a legitimate purpose is safety);
 - ✓ Results in achieving the legitimate purpose, the means are suitable to achieve the purpose;
 - ✓ Is in reasonable proportion to the purpose, there is proportionality with regard to the purpose;
 - ✓ Is necessary because there is no other, less discriminatory way to achieve the purpose, the necessity criterion is met.
- c. SBA Flex temporary employment agency does not tolerate employees being treated in a discriminatory manner by third parties. Employees also include workers who perform activities under the supervision and direction of a client.

3. Actions by employees

- a) Employees have a personal responsibility to be alert to discriminatory requests from clients, recognize such requests and ensure that no cooperation is provided.
- b) If an employee has doubts about the presence of an objective justification for a request from a client to take certain criteria into account during recruitment and selection, or has questions about how to handle a request, the employee can consult his/her immediate supervisor for advice.
- c) If an employee detects discrimination and wishes to raise the issue, report misconduct, and/or has a trust issue, the employee can contact his/her immediate supervisor. If this does not lead to a satisfactory result for the employee, the employee can contact Marjan Verhage.
- d) If an employee does not comply with the anti-discrimination policy, consequences will follow. What this entails is described in the anti-discrimination procedure.

4. Responsibilities of the employer

SBA Flex employment agency is responsible for:

a) Creating a safe working environment where employees treat each other with respect, where there is room for constructive dialogue, and where any form of unwanted behavior is prevented and addressed;

b) Ensuring the visibility and implementation of this anti-discrimination policy. This includes ensuring that employees:

- ✓ are informed about and familiar with the policy. The policy is reviewed with each employee (internally), and the employee signs to acknowledge that they are aware of and will comply with the policy. The policy is available to SBA Flex employees in our drive, and it is also included in the procedure manual, which is available physically in the office. The discrimination policy is also included in the monthly to-do list/agenda to keep the subject current and awareness high.
- ✓ have received proper instructions on how to recognize discrimination and discriminatory requests. Instructions are given by Marjan Verhage at the start of employment, explaining how SBA Flex handles discrimination and how to recognize it.
- ✓ are prepared for the situation in which they are confronted with a discriminatory request and know how to have a conversation with clients and turn down the request. This is done by providing guidance and the option to escalate the situation to the supervisor if the employee is not able to handle it themselves.

c) Evaluating and adjusting this policy as needed.

Continuously in motion

We oblige ourselves to continuously evaluate our processes and make adjustments where necessary to prevent discrimination. We also continually ask ourselves what more we can do and how we can better educate our employees and convey our message. The management pays attention to this on an ongoing basis, and a dedicated working group is constantly engaged in this. They monitor developments, come up with new actions, and provide advisory support to the management.

Questions and complaints

If employees within SBA Flex staffing agency encounter discrimination, witness discrimination or receive discriminatory requests, they can report them to one of the managers. Any complaints regarding discrimination can be filed with the Complaints Committee. They will handle the complaint in an objective manner in consultation with the management, with the aim of responding to the complaint within two weeks. If necessary, advice can be sought from an external organization. Marjan Verhage can also make recommendations if the complaint warrants it.