

Anti-Discrimination Policy

Introduction

The purpose of this policy is to clearly and transparently inform employees and third parties about:

- What Head Professionals considers to be discrimination and/or discriminatory requests;
- The position of Head Professionals regarding discrimination and discriminatory requests;
- What is expected from employees in their conduct during their work, particularly in activities related to recruitment and selection (in support of business operations);
- Where employees can go for consultation and/or to report an issue;
- The responsibilities of the employer.

Head Professionals strives to create a working environment in which all employees and candidates are treated with respect, regardless of background or personality.

Scope

This policy applies to all employees, candidates, clients, suppliers, and visitors.

Definitions

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

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

Position

At Head Professionals, we reject all forms of discrimination. Requests from clients to take certain criteria into account during the recruitment and selection process will only be honored if there is an objective justification. This is the case when:

- A legitimate aim is pursued. This means there is a valid, job-related reason to select based on certain criteria during recruitment and selection (an example of a legitimate aim is safety);
- The measure is suitable for achieving the legitimate aim;

- The measure is proportionate to the aim pursued;
- The measure is necessary, meaning there is no other less discriminatory way to achieve the same aim.

Approach and Reporting

Employees of Head Professionals have a personal responsibility to remain alert to requests from clients that may be discriminatory in nature, to recognize such requests, and to ensure that no cooperation is given to them.

If an employee is uncertain whether an objective justification exists for a client's request to apply certain criteria during recruitment and selection, or if the employee has questions about how to handle such a request, they may consult their direct supervisor or the management of Head Professionals.

If a temporary worker identifies discrimination and wishes to raise the issue, report misconduct or abuses, and/or has a matter of trust, they may contact their direct supervisor or the Project Coordinator of Head Professionals. If this does not lead to a satisfactory outcome, the employee may contact the management of Head Professionals.

Employer Responsibilities

Head Professionals is responsible for creating a safe working environment in which people treat each other with respect, where there is room for constructive dialogue, and where undesirable behavior in any form is prevented and addressed. This also includes ensuring the visibility and implementation of this anti-discrimination policy.

This includes, among other things, ensuring that employees:

- Are informed about and familiar with the policy. This is achieved by including it in the onboarding process for new employees;
- Receive proper instructions during onboarding on how to recognize discrimination and discriminatory requests. This is achieved by regularly discussing this topic during structured consultation meetings.

Handling of Complaints

Complaints related to discrimination can be submitted to the Project Coordinator per location for temporary workers. For permanent staff, complaints can be submitted to the confidential advisor, Michael Nieuwenburg, via email at michael@headprofessionals.nl or by phone at +31 6 25 56 33 61.

Safeguarding

Head Professionals maintains short lines of communication, and every employee is familiar with the anti-discrimination policy. To safeguard this policy, the following measures are applied:

- The anti-discrimination policy is part of the onboarding process for new employees;
- The anti-discrimination policy is published on the Head Professionals website;
- Evaluation following audits or checks.

All clients are informed of our working methods and of the fact that we do not comply with requests of a discriminatory nature.