

Anti-discrimination policy in recruitment and selection

General principle

Payingit International B.V. business practices are aimed at giving all job seekers a fair chance at gaining employment, regardless of their age, gender, family status, sexual orientation, lifestyle, political stance, religious beliefs, race, ethnic origin or nationality.

During the recruitment and selection process, job seekers are treated equally as their assessment is solely based on job-related criteria.

Aim

The aim of this policy is to communicate clearly and transparently with employees and third parties concerning:

- What the Payingit International B.V. defines as discrimination/ discriminatory requests;
- What the standpoint of the Payingit International B.V. is concerning discrimination/ discriminatory requests;
- Employee conduct:
 - The behaviour that is expected of employees while conducting their work activities, in particular when performing duties with regard to recruitment and selection (in support of business operations);
 - Where an employee can seek consultation and/ or a report;
- Responsibilities of the employer.

1: Definition of discrimination

Discrimination is defined as: making a direct or indirect distinction between individuals on the basis of age, gender, family status, sexual orientation, lifestyle, political stance, religious beliefs, race, ethnic origin or nationality.

Discrimination is also explicitly understood as responding to a client request to make a distinction between individuals during the recruitment and selection process based on criteria that are not necessary or relevant with regard to the effective execution of the position.

2: The standpoint of the Payingit International B.V.

2.1 Payingit International B.V. rejects any form of discrimination.

2.2 Any request from a client to take a certain criteria into account during the recruitment and selection process will only be granted if objective justification can be demonstrated.

Objective justification is considered demonstrated if the requested selection criteria:

- Serves a legitimate purpose. This means that there is a valid, job-related reason for selecting the particular criteria during the recruitment and selection process (one example of a legitimate purpose is safety);
 - Results in the achievement of the legitimate purpose, it is a justifiable means to an end;
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- Is reasonably proportionate to the objective pursued, there is proportionality with regards to the aim;
- Is necessary because no other less discriminatory action can be taken to achieve the aim, the criterion of necessity has been met.

2.3 **Payingit International B.V.** does not tolerate discriminatory behaviour toward employees by third parties. The term employees is defined as staff members who perform work under the direction and supervision of a hiring party.

3: Employee conduct

3.1 Employees are responsible for being mindful of requests made by clients that are of a discriminatory nature, for recognising this type of request and for ensuring non-complicity.

3.2 If an employee should have any doubt as to the presence or absence of objective justification concerning a request made by a client for certain criteria to be taken into account during the recruitment and selection process, or if an employee has a question concerning how to handle a particular request, the employee may seek consultation from **Payingit International B.V.**

3.3 If the employee becomes aware of a case involving discrimination and wishes to address the situation, to report abuse or misconduct and/or if the matter involves confidentiality, the employee may contact **Payingit International B.V.** If this does not lead to a satisfactory result for the employee, the employee may contact **Payingit International B.V.**

4: Employer responsibilities

Payingit International B.V. is responsible for:

4.1 Creating a safe working environment in which people treat each other with respect, where there is room for constructive dialogue, and where any form of undesirable behaviour whatsoever is prevented and addressed;

4.2 The disclosure and implementation of this anti-discrimination policy. This is understood to include, inter alia, ensuring that employees:

- are informed of and familiar with the policy. This shall be achieved on the employment agreement and website;
- have received adequate instruction as to how to recognise discrimination and discriminatory requests.
- are prepared to handle a situation in which they are faced with a discriminatory request, and are aware of how they can conduct and guide dialogue with clients.

4.3 The assessment and adjustment of this policy.