

## ANTI-DISCRIMINATION POLICY FOR RECRUITMENT AND HIRING

### General Starting Point

The business operations of **TOSS** in Holland B.V. ("**TOSS**") are aimed at giving job seekers a fair chance of employment, without regard to their age, gender, marital status, sexual orientation, life-, political- or religious beliefs, race, ethnic descent or nationality. Throughout the recruitment and hiring process job seekers are treated the same so that they are judged exclusively upon criteria that is function related.

### Purpose

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

1. What **TOSS** understands about discrimination or discriminating requests;
2. What the position of **TOSS** is in relation to discrimination and discriminating requests;
3. Action by employees:
  - a. What is expected of the employees and how they behave while performing their work duties, especially the work duties (in support of company activities) related to recruitment and hiring;
  - b. Where an employee can turn for counsel and / or a report;
4. Responsibilities of the employer.

### 1. Definition of Discrimination

Discrimination is understood as the following: direct or indirect differentiation between people based on age, gender, marital status, sexual orientation, life-, political- or religious beliefs, race, ethnic descent or nationality.

Under discrimination is also expressly understood any attempt to fulfill requests from clients during the recruitment and hiring process to differentiate between people on basis of criteria not necessary or relevant to the good fulfillment of the function.

### 2. TOSS Position

- a) **TOSS** rejects every form of discrimination.
- b) Requests by clients to heed certain criteria in the recruitment and hiring process will be exclusively honored if there is indeed objective justification.

It is a matter of objective justification if the selection on basis of the requested criteria:

- Serves a legitimate purpose. This means there is a good function-related reason to select based upon the corresponding criteria in the recruitment and hiring process (an example of a legitimate purpose is safety);
- Results in the achievement of a legitimate purpose, the means is appropriate to reach the goal;

- Is in reasonable relation to the goal, there is proportionality considering the purpose;
  - Necessary because there is no other less distinctive way to reach the goal, a necessity criterion is being met.
- c) **TOSS** does not tolerate that employees are treated with discrimination by third parties. Employees in this context is also referring to workers who perform work duties under the leading and supervision of a hirer.

### 3. Employee Action

- a) Employees have their own responsibility to be alert regarding requests by clients of a discriminatory nature, to recognize such requests and to take care not to lend any cooperation to them.
- b) In case the employee has any doubt about whether or not there is objective justification present within a request from a client to keep certain criteria in mind during the recruitment and hiring process, or has any questions on how to handle a request, the employee can reach out to [info@toss-group.com](mailto:info@toss-group.com).
- c) If an employee detects discrimination and wants to rectify it, wants to report abuse or misconduct and / or has a confidence issue at hand, then the employee can reach out to [info@toss-group.com](mailto:info@toss-group.com). If this does not lead to a satisfactory result, then the employee may turn to management.

### TOSS Responsibilities

**TOSS** is responsible for:

- a) Creating a safe work environment where people treat one another with respect, there is space for constructive discussion and any form of undesired behavior is prevented and dealt with accordingly;
- b) The clarity and implementation of the current anti-discrimination policy. Hereby is included that it will be arranged for the employees to:
  - Be informed about and familiar with the policy.
  - Receive good instructions on how to recognize discrimination and discriminating requests.
  - Be prepared for a situation in which they will be confronted with a discriminatory request and know how to conduct and turn the conversation with clients.

This is realized in the following way; it is disclosed in the employment agreement and this policy is published on the website;

- c) The evaluation and revision of the current policy.