



NON DISCRIMINATION POLICY
iPS Holding B.V. and/or its affiliated companies

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CONSIDERATIONS iPS

The business operations of iPS Holding B.V. and/or its affiliated companies (hereinafter referred to as iPS) are intended to give the staff of iPS, candidates and applicants a fair chance to work, regardless of their age, gender, marital status, maternity, sexuality, disability, philosophy of life, political or religious beliefs, racial, ethnic origin or nationality.

In the recruitment and selection process, applicants shall only be reviewed on the basis of job-related criteria.

PARAGRAPH 1: GENERAL PROVISIONS

1. Definition of discrimination

Direct or indirect discrimination between persons on the basis of age, gender, marital status, maternity, sexuality, handicap, sickness, philosophy of life, political or religious beliefs, racial, ethnic origin or nationality.

Discrimination also includes responding on requests from clients to distinguish between persons during the recruitment and selection on the basis of criteria that are not necessary or relevant to the proper performance of the profession.

2. Purpose

The purpose of this policy is to be clear and transparent with regard to the staff, (potential) candidates, clients and third parties about the following:

- a. what iPS understands by discrimination and discriminatory requests;
- b. what is the position of iPS with regard to discrimination and discriminatory requests;
- c. what is expected of the staff how they act during recruitment and selection process;
- d. which person(s) the staff can contact for consultation and/or the reporting and complaint procedure, and;
- e. which person(s) the candidate can request for consultation and/or the reporting and complaint procedure.

3. iPS' position

- 3.1. iPS rejects any kind of discrimination.
- 3.2. Requests from clients to take account of some criteria in our recruitment and selection process will only be accepted if there is an objective justification.
- 3.3. There is an objective justification, as referred in clause 3.2, if:
 - a. there is a legitimate purpose (e.g. a functional requirement);
 - b. the means is appropriate for achieving the objective and is proportionate to the objective, and;
 - c. the objective cannot be achieved by other means.

PARAGRAPH 2: Responsibilities

4. Responsibilities of the staff

- 4.1. The staff has the responsibility to be alert for all requests from a client with a discriminatory character, to recognise such requests and to ensure there is no cooperation from our side.
- 4.2. The staff shall protect and respect everyone's physical and mental integrity and shall encourage other staff to avoid discriminatory situations or behavior and does not commit to any mental or physical aggression and/or violence.
- 4.3. The staff must encourage awareness of equality and will avoid expressing prejudices, racial or discriminatory remarks against others on the grounds of age, gender, marital status, maternity, sexuality, disability, philosophy of life, political or religious beliefs, racial, ethnic origin or nationality.

- 4.4. If the staff has doubts about the existence of an objective justification for clients' request to take certain criteria into account during the recruitment and selection process, or has questions about how to respond to such requests, the staff may contact its Manager.
- 4.5. If the staff identifies discrimination and wishes to discuss this matter, to report abuses or misconduct, the staff can contact its Manager and/or HR Department and/or the Corporate Lawyer. If the result does not lead to a satisfactory result for the staff, the staff can contact the Board of Directors.
- 4.6. If the staff has not been compliant with this policy, this matter will be discussed with the staff by the HR Department and/or Corporate Lawyer. The appointments that have been made will be documented in staffs' file.

5. Responsibilities of iPS

- 5.1. iPS strives for equal treatment for and by staff in relation to their age, gender, marital status, maternity, sexuality, disability, philosophy of life, political or religious beliefs, racial, ethnic origin or nationality.
- 5.2. The HR Department shall ensure that this nondiscrimination policy is known and implemented:
 - a. by giving instructions on how staff can recognise discrimination and discriminatory requests;
 - b. upon commencement of employment, this nondiscrimination policy shall be provided and discussed;
 - c. by publishing the policy on intranet and the website www.ipspowerfulpeople.com/downloads;
 - d. by informing clients that iPS is in compliance with this policy.
- 5.3. This policy is evaluated annually by the Corporate Lawyer and/or HR Department, and amended if necessary.

PARAGRAPH 3: Reporting and complaint procedure

6. Reporting and complaint procedure for (potential) candidates and staff

- 6.1. The (potential) candidate can contact his Consultant if he has been discriminated. If the Consultant does not respond or does not take adequate measures, the (potential) candidate can contact QHSE Department.
- 6.2. If the staff has been discriminated, he can contact his Manager, the HR Department or the Corporate Lawyer.
- 6.3. In order to investigate the report and take the necessary actions, the following information needs to be communicated in writing:
 - a. a description of the circumstances (who, what, where, when and why);
 - b. candidate's/employee's (re)action, and;
 - c. if available: evidence.
- 6.4. The QSHE Department and/or HR Department will process all reports and complaints, such in compliance with the applicable laws and regulations.