



Anti-Discrimination policy in recruitment and selection

General starting point

Payingit's business operations are aimed at giving job seekers a fair chance at work regardless of age, gender, marital status, sexual orientation, life, political or creed, race, ethnic origin or nationality. In the recruitment and selection process, jobseekers are treated equally because they only are assessed on criteria that are job-related.

Goal

The purpose of this policy is to be clear and transparent towards employees and third parties are over:

1. What Payingit understands by discrimination/discriminatory requests;
2. What is Payingit's position on discrimination/discriminatory to request;
3. Acting by the employees:
 - a. What is expected of employees how they act during their activities, in particular during the activities (to support the business activities) related to recruitment and selection;
 - b. Where the employee can go for consultation and/or a report;
4. Employer responsibilities.

1. Definition of discrimination

Discrimination is understood to mean: making a direct and indirect distinction between persons based on age, gender, marital status, sexual orientation, life, political or creed, race, ethnic origin or nationality. Discrimination also expressly includes responding to requests from clients to make a distinction between people in recruitment and selection on the basis of based on criteria that are not necessary or relevant for a proper interpretation of the function.

2. Payingit's point of view

- a. Payingit rejects any form of discrimination.
- b. Requests from clients to take into account during recruitment and selection with certain criteria will only be honoured if there is objective justification. There is objective justification if the selection based 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 the recruitment and selection process (an example of a legitimate purpose is security);
 - Results in achieving the legitimate goal, the means is suitable for to achieve the goal;
 - In reasonable proportion to the goal, there is proportionality relative to the target;
 - Necessary because there is no other, less discriminating way is to achieve the goal, it is fulfilled necessity criterion.

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c. Payingit does not tolerate employees being discriminated against by third parties. Employees here also include the employees who perform work under the direction and supervision of a hirer.

3. Acting by the employees

a. The employees have their own responsibility to be alert to requests from clients with a discriminatory character, such requests recognize and ensure that no cooperation is granted.

b. If the employee has doubts about whether or not an objective justification for a request from a client to participate in the recruitment and selection to take into account certain criteria, or have questions about how to handle a request the employee can contact the HR manager for consultation.

c. If the employee identifies discrimination and wants to raise it, want to report abuses or misconduct and/or raise a trust issue the employee can contact the HR Manager. If this does not lead to a for satisfactory results for the employee, the employee can contact the management.

4. Employer Responsibilities

Payingit is responsible for:

a. Creating a safe working environment where people treat each other with respect, there is room for constructive consultation and undesirable behaviour in whatever form is prevented and addressed;

b. The awareness and implementation of this anti-discrimination policy.

This includes ensuring that employees:

- be informed about and familiar with the policy. This will be shared with employment and discussed during the induction process.

- have received good instructions how to deal with discrimination and discriminatory recognize requests. This will be discussed in the induction process.

- be prepared for the situation that they are confronted with a discriminatory request and know how they can communicate with customers can feed and turn. This is realized by to practice conversations with each other and the new employees to teach conversation techniques during the induction process.

c. The evaluation and adjustment of this policy.