

RECRUITMENT CODE

THE CODE OF CONDUCT FOR RECRUITMENT & SELECTION

The NVP Recruitment Code (hereinafter referred to as 'the code') contains the basic rules that, in the opinion of the Dutch Association for Personnel Management and Organisational Development (NVP), should be observed by labour organisations (companies and institutions entering into labour relationships) and applicants during the recruitment and selection process. The purpose of the code is to provide a standard for a transparent and fair recruitment and selection procedure. The code is set up chronologically, from the time that the job becomes vacant through to the date of appointment of an applicant. The labour organisation may adapt the code and/or application thereof to meet its own specific requirements if there is reason to do so.

The NVP will monitor the recruitment and selection practice of labour organisations and use its influence to ensure that the recruitment and selection practice is improved and maintained at the level advocated by the NVP. The code has been drawn up in consultation with the Labour Foundation (Stichting van de Arbeid).

1 UNDERLYING PRINCIPLES

- 1.1** The code is based on the following underlying principles:
- the applicant has a fair chance at appointment (equal opportunity for equal ability; the labour organisation will choose on the basis of suitability with respect to the position);
 - the applicant will be properly and fully informed of the application procedure, the details of the vacant position and the level thereof within the organisation;
 - the labour organisation will request that the applicant provide only the information that is needed to assess suitability for the position;
 - the applicant will provide the labour organisation with the information that it needs to form a true and fair picture of the applicant's suitability for the vacant position.
 - the information provided by the applicant will be treated confidentially and with due care; the applicant's privacy will also be respected in other matters;
 - Both the applicant and labour organisation are aware that information available from open sources such as the Internet and information obtained from third parties is not always reliable;
 - if an applicant submits a written complaint to the labour organisation concerning negligent, unfair or incorrect treatment, the labour organisation will respond to that complaint in writing.

- 1.2** It is important that the applicant has a clear understanding of the application procedure to be followed. This means that if the labour organisation deviates from the procedure originally chosen, these changes must be communicated and explained to the applicant. The applicant may request that the procedure be deviated from if there is a reason to do so.

- 1.3** The code applies to a procedure that is directed towards filling a vacancy within a labour organisation and for which the recruitment of candidates takes place by a) public announcement, such as advertisements in papers, via the radio, Internet and unsolicited applications b) within a restricted circle, such as through acquaintances or family, the work placement branch of the Employee Insurance Agency (UWV Werkbedrijf), notice boards, internal recruitment and c) through outside placement agencies.

- 1.4** The code is in line with current European and Dutch legislation.

2 VACANCY

- 2.1** Should the labour organisation decide that a vacancy exists or will exist and that it must be filled, it will prepare a job description in which the relevant details of such vacant position are set out. This will in any event include: the duties and responsibilities accompanying such

position, the level/place of the position within the organisation, the nature of the employment (for example, temporary or secondment), working hours and duration (for example, part-time or in shifts) and work location.

- 2.2** Job requirements may relate to professional competence (education, knowledge and experience), conduct and personal skills. Requirements of a personal kind will be set only if necessary for the proper performance of the job-related duties and to the extent they do not conflict with statutory regulations.

3 RECRUITMENT

- 3.1** In addition to the relevant job description, the job advertisement will state the method of application (for example, whether an application form must be filled out), the information to be provided by the applicant (such as education, diplomas, employment history and experience), any special selection procedures and/or methods (such as psychological tests and/or assessment), a pre-employment medical examination, a mandatory examination of personal history and the term within which the application must be submitted. In the event a labour organisation is making use of an unsolicited application, the labour organisation will provide the aforementioned information to the applicant at the applicant's request.

- 3.2** External placement agencies and labour organisations making use of data obtained from job sites and/or the Internet must inform the person in question if using this information in databases or for placement purposes.

- 3.3** If it is necessary to set an age limit, the reason for this restriction will be indicated.

- 3.4** If an affirmative action policy is being pursued with respect to certain groups, this policy and the underlying reasons will be expressly stated.¹⁾

- 3.5** The labour organisation will not require a passport photo of the applicant prior to the applicant being invited for an interview.

4 SELECTION PHASE

- 4.1** The labour organisation will notify the applicant as soon as possible (within several weeks) after expiry of the closing date for submission of applications:
- if he has been rejected;
 - if he is being invited for an interview;
 - if the application is being put on hold (including indication of the time period within which further notice will follow).

If the applicant is invited for an interview or if the application has been put on hold, the labour organisation will include its current selection procedure and state the

