

## **Anti-discrimination Policy Statement of GrowMore Recruitment**

### **General Principle**

Work creates value for everyone. We at GrowMore consider it of great importance that everyone should have equal opportunities regardless of their age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin or nationality. We commit that during the recruitment and selection processes, job seekers are treated equally by being evaluated solely on job-related criteria.

We feel personally involved and responsible for optimising the prevention of discrimination within our company. We do this by maintaining an active anti-discrimination policy within GrowMore Recruitment, in which we have included measures and agreements on how to recognise and deal with discriminatory requests from a client.

Through education, training, instruction, and clear agreements, we will ensure and be vigilant in improving policies to prevent discrimination wherever possible. All employees at GrowMore are mandated to fully cooperate to achieve these goals. The managers within our company are responsible for the assigned responsibilities of preventing discrimination and ensuring proper policy implementation. Furthermore, everyone within our company is obligated to comply with the rules of the anti-discrimination policy and we have introduced technical components to our talent pipelines called Incognito Apply, which uses AI power to instantly and easily remove gender, age, and ethnicity from applicant profiles. Our team can evaluate each applicant on job-relevant skills alone to make sure they're moving the right candidates forward.

Periodically, we will carry out inspections and evaluations, the results of which we will record and discuss with the employees. Where necessary, we will implement adjustments, improvements, or corrective and preventive measures. This policy will be evaluated and adjusted at least annually.

### **Purpose**

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

- What GrowMore Recruitment understands by discrimination/discriminatory requests
- What the position of GrowMore Recruitment is regarding discrimination/discriminatory requests
- Employer responsibilities
- Actions by employees:
  - > What is expected of employees in terms of their actions during their work, particularly in activities (to support business operations) related to recruitment and selection
  - > Where employees can go for consultation and/or reporting

### **1. Definition of discrimination**

Discrimination is defined as making direct or indirect distinctions between individuals based on age, gender, marital status, sexual orientation, life, political or religious beliefs, race, ethnic origin, or nationality.

Discrimination also includes explicitly complying with requests from clients to make distinctions between individuals during recruitment and selection based on criteria that are not necessary or relevant for the proper fulfillment of the job.

### **2. Action by Employees**

a) Employees have a personal responsibility to be alert to discriminatory requests from clients, recognise such requests and ensure that no cooperation is provided.

b) If an employee has doubts about the presence of an objective justification for a request from a client to take certain criteria into account during recruitment and selection, or has questions about how to handle a request, the employee can consult their immediate supervisor for advice.

c) If an employee detects discrimination and wishes to raise the issue, report misconduct, and/or has a trust issue, the employee can contact their immediate supervisor. If this does not lead to a satisfactory result for the employee, the employee can contact our HR Department.

### **3. Responsibilities of the employer**

GrowMore Recruitment is responsible for:

a) Creating a safe working environment where employees treat each other with respect, where there is room for constructive dialogue, and where any form of unwanted behavior is prevented and addressed

b) Ensuring the visibility and implementation of this anti-discrimination policy. This includes ensuring that employees:

- Are informed about and familiar with the policy. The policy is reviewed with each employee (internally), and the employee signs to acknowledge that they are aware of and will comply with the policy. The policy is available to GrowMore Recruitment employees during the onboarding software, our data storage drives on the intranet, and it is also included in the procedure manual, which is available physically in the office. The discrimination policy is also included in the monthly to-do list/agenda to keep the subject current and awareness high.
- Have received proper instructions on how to recognize discrimination and discriminatory requests. Instructions are given by Leadership Team at the start of employment, explaining how GrowMore Recruitment handles discrimination and how to recognise it.
- Are prepared for the situation in which they are confronted with a discriminatory request and know how to have a conversation with clients and turn down the request. This is done by providing guidance and the option to escalate the situation to the supervisor if the employee is not able to handle it themselves.

c) Evaluating and adjusting this policy as needed.

### **Continuously in motion**

We oblige ourselves to continuously evaluate our processes and make adjustments where necessary to prevent discrimination. We also continually ask ourselves what more we can do and how we can better educate our employees and convey our message. Management pays attention to this on an ongoing basis, and a dedicated working group is constantly engaged on this topic. They monitor developments, come up with new actions, and provide advisory support to Management.

### **Questions and complaints**

If employees within GrowMore Recruitment encounter discrimination, witness discrimination or receive discriminatory requests, they can report them to one of the Managers. Any complaints regarding discrimination can be filed with the Complaints Committee. They will handle the complaint in an objective manner in consultation with Management, with the aim of responding to the complaint within two weeks. If necessary, advice can be sought from an external organisation. Our Director and HR Team can also make recommendations where required.