



## **Recruitment code**

### 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 on the applicant 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
- 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 be deviated from if there is a reason to do so. 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 in advertisements in newspapers, radio or the internet, b) within restricted circles, such as through acquaintances or family, centre for work an income, notice boards or internal recruitment and c) through employment agencies, recruitment end selection agencies or executive search. The code is in line with current European and Dutch legislation.

### 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 person kind will be set only

if these are necessary for the proper performance of the job-related duties and insofar as they are not in conflict with statutory regulations.

### 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, diploma's, employment history and experience), any special selection procedures and/or methods (such as psychological medical examination, a mandatory examination of personal history and the term within which the application must be submitted).

#### 3.2

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

#### 3.3

If an affirmative action policy is being pursued with respect to certain groups, this policy and underlying reasons will be expressly stated.

#### 3.4

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

### Selection phase

#### 4.1

The labour organisation will notify the applicant as soon as possible (within several weeks) after expiry of closing date for submissions 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 expected duration in its notification to the applicant.

#### 4.2

The labour organisation will ask questions on only those aspects that are relevant to the position and/or the job performance. The labour organisation may require that the applicant identify himself by means of valid identification. The applicant will provide the labour organisation with information that gives a true and fair picture of his professional competence (education, knowledge and experience) and will not withhold information that he knows or ought to know is important to the fulfilment of the vacancy for which he is applying.

#### 4.3

The labour organisation will truthfully provide the applicant with all the information that he needs in order to be able to form as complete a picture as possible of the job vacancy and of the labour organisation.

#### 4.4

The labour organisation will state clearly either in the job publication or in the application procedure whether the expenses reasonably incurred by the applicant will be reimbursed.

## Further information

### 5.1

If the labour organisation requires information from third parties and/or other sources about the applicant, it will request the applicant's prior consent, unless this is not required pursuant to a statutory or generally binding provision. The intended must be directly related to the position to be filled and may not disproportionately infringe upon the applicant's privacy. The information obtained from third parties and other sources will be discussed with the applicant, if relevant.

### 5.2

A psychological test or assessment may only be conducted by or under the aegis of a psychologist with due observance of the guidelines set by Dutch professional association of psychologists (NIP). The psychologist may only provide the client (the labour organisation) with the results of the tests/assessments with the applicant's consent.

### 5.3

A medical examination in connection with the appointment may take place only if special requirements must be set concerning the medical suitability with respect to the job performance, and only at the end of the selection procedure after all other assessments of suitability have taken place. The examination will be carried out by a medical examiner with due observance of the currently applicable legal rules for such an examination. The medical examinations act, the protocol for pre-employment medical examinations of June 1995 and the pre-employment medical examinations decree of November 2001 form the guideline for pre-employment medical examinations.

## Rejection, completion of the application procedure and appointment

### 6.1

Should the labour organisation decide at any stage during the application process that an applicant is not qualified to fill the position, the applicant will receive written notification of this within two weeks of such decision. The rejection will be substantiated as comprehensively as possible. The rejection will be in writing (by letter or by e-mail message). The application procedure is considered to be concluded if the job vacancy has been filled by one or more persons who are still participating in the procedure will receive written notification of this within two weeks.

### 6.2

Where applicable, all information, written or otherwise, received from an applicant will either be returned or destroyed within four weeks following a rejection, unless otherwise agreed with the applicant.

### 6.3

All agreements and undertakings will be recorded in writing upon appointment.

## Complaints procedure by the labour organisation

### 7.1

The labour organisation will inspect all written complaints made by applicants who believe that they have been treated negligently, unfairly or incorrectly, and the labour organisation will inform the applicant within one month of its finding writing, giving reasons.

## 7.2

The works council or the employee representatives will be informed annually of the number, the nature and method of handling all complaints lodged.

### Complaints procedure by NVP

#### 8.1

An applicant, who has lodged a written complaint with respect to the applicant procedure with the labour organisation concerned and has received either no response or an unsatisfactory response, may address the NVP with a written complaint. The NVP will then test this written complaint against this code. The NVP will allow the labour organisation against which complaint has been lodged, the opportunity to respond to that which applicant has put forward. The ruling of the NVP will be sent to the applicant and a copy will be sent to the labour organisation in question.

#### 8.2

The ruling is not binding. The NVP may send its ruling to the labour organisation together with a recommendation, which recommendation may contribute to a prudent recruitment and selection policy.

#### 8.3

Complaints concerning a violation of a statutory regulation will not be processed. The applicant will be informed that he may bring his complaint before the court or, in the event of discrimination prohibited by law, before the equal treatment commission ([www.cgb.nl](http://www.cgb.nl)) and in the event of a pre-employment medical examination, before the commission for complaints procedure for pre-employment medical examinations ([www.aanstellinskeuringen.nl](http://www.aanstellinskeuringen.nl)).