

Within Uitzendbureau Solutions, aggression, (sexual) harassment, discrimination, bullying and other undesirable behaviour are not accepted. If you encounter this in your work, first try to speak to the person doing it about this behaviour. If this does not help or if you do not dare, you can ask your manager and/or the HR department for advice. You can also call in the Home of People confidential advisor. Within Uitzendbureau Solutions, Hans Boek (T: +316 57941934) has the role of confidential advisor.

Whistleblower regulations Uitzendbureau Solutions

For the purposes of these regulations, the following definitions apply:

Hotline	An independent external committee to which the employee has a may report suspected wrongdoing after the employee has reported it internally has reported. This committee was appointed by the management of Uitzendbureau Solutions.
Manager	The person in charge of an employee.
Personnel member	Someone who does work for employer. This could be someone who does a employment contract with employer has or has had. But this can also be a be an employee of another organisation that does the work with employer in contact has been made.
Suspicion of a abuse	<p>An employee's suspicion of wrongdoing at an organisation. This may be with one's own employer or with another organisation the employee is in contact with through work come. Malpractice exists if:</p> <ul style="list-style-type: none"> - the law is broken; - public health is at risk; - the safety of persons is at risk; - there is a risk of damage to the environment; - there is a danger to the functioning of the public service or an organisation by acting wrongly or doing nothing at all. <p>Employee must be able to give a good reason for the suspicion. Employee must be sufficiently knowledgeable to do so.</p>
Trustee	The person with whom the employee suspects wrongdoing can report confidentially internally. This employee has been appointed by the management of Uitzendbureau Solutions appointed.
Employer	The organisation for which employees work. In this case, employer is Uitzendbureau Solutions.

Goal of the regulations

This reporting arrangement is intended for reporting suspected malpractice where the suspicion is based on reasonable grounds and social interests are at stake. This reporting arrangement is not intended for (individual) labour conflicts, reporting personal complaints about matters relating to the work performed and/or remuneration, voicing criticism of (policy) choices made by Uitzendbureau Solutions and/or for personal gain.

Internal reporting, information, advice and support

- An employee may consult their contact person (Job Coordinator or Planning employee) from Uitzendbureau Solutions in confidence about suspected wrongdoing and request information, advice and support.
- The employee who suspects wrongdoing may report it to the contact person (Job Coordinator or Planning employee) within Uitzendbureau Solutions. If the employee concerned has a reasonable suspicion that the contact person (Job Coordinator or Planning employee) is involved in the suspected wrongdoing, the report may also be made to the confidential adviser.
- The report can also be made through the confidential adviser. The confidential advisor forwards the report.
- The employee can report as follows:
 - Written;
 - Verbal via telephone or other voice messaging systems, or
 - At his request within a reasonable time by means of an interview at a location.
- The employee with suspected wrongdoing at a company other than Uitzendbureau Solutions may report it to the relevant other company. The Operations Managers will be informed that a report has been made to the relevant other company if employee has come into contact with the suspected wrongdoing through his work for the employer.

Procedure after Internal Report

- The recipient of the report shall ensure that this is recorded in writing in a register, including a description of the report and the date it was received.
- The employee will receive an acknowledgement of receipt within seven days of receiving his report.
- The contact person (Job Coordinator or Planning employee) investigates whether the report concerns suspected wrongdoing.
- The employee will receive information on the assessment and (where applicable) follow-up of the report within a reasonable period not exceeding three months from the sending of the acknowledgement of receipt.
- If the contact person (Job Coordinator or Planning employee) decides to inform an external body of the internal report, the reporter will receive a copy, unless there are serious objections to this and/or the interests of the investigation or enforcement may be harmed as a result.
- If the contact person (Job Coordinator or Planning employee) decides to conduct an investigation, it shall be conducted by independent and impartial investigators and not by

persons who may be or have been involved in the suspected wrongdoing. The reporter will be informed of this in writing without delay.

The conduct of the investigation

- The investigators give the reporter and others involved the opportunity to be heard and draw up a draft investigation report. The reporter is given the opportunity to comment on this, unless there are serious objections. The aim is then to adopt the investigation report within eight weeks of the report.
- the contact person (Job Coordinator or Planning employee) informs the reporter in writing about the content of the report. This will also indicate what (follow-up) steps the report has led to.

External reporting

- The employee can directly report suspected wrongdoing externally.
- The employee should make the external report to the House of Whistleblowers or to a competent authority designated by law.
- The employee may still make an external report even after making an internal report of suspected wrongdoing.
- Reporting internally first is preferred and will be encouraged as much as possible.

Protection against detriment

- If the reporter, in good faith and in compliance with the provisions of these reporting regulations, reports a suspicion of wrongdoing, Uitzendbureau Solutions will not disadvantage the reporter in any way.
- Uitzendbureau Solutions shall ensure that colleagues of the reporter refrain from any form of prejudice in connection with reporting suspected wrongdoing in good faith and properly, which interferes with the reporter's professional or personal functioning.
- If the reporter believes that there has been harm, he may discuss this with the confidential adviser without delay. The confidant shall inform the board accordingly.
- Uitzendbureau Solutions will also not disadvantage other stakeholders in any way, including, but not limited to, the trustee and/or investigators.

Confidentiality

- Uitzendbureau Solutions will ensure that the information about the report is kept in such a way that it is only physically and digitally accessible to those involved in handling this report. Uitzendbureau Solutions treats the information coming to its knowledge confidentially and processes it - as far as permitted - in accordance with the provisions of the General Data Protection Regulation and other relevant legislation.
- Uitzendbureau Solutions ensures that those involved in handling a report do not disclose the identity of the reporter without the reporter's express written consent and treat information about the report confidentially.