

1.1 General

The Recruitment code (hereafter referred to as 'the Code') is derived from the Recruitment Code adopted in June 2016 by the NVP (Dutch Association for Personnel Management & Organisational Development). The Code contains basic rules that the NVP thinks organisations and applicants should observe in the recruitment and selection process when filling vacancies. The purpose of the Code is to provide a standard for transparent and fair recruitment and selection procedures. The Code applies to the procedures for filling a vacancy within Saxion and for which internal and/or external candidates are selected and recruited. The Code is in line with existing European laws and regulations.

Saxion's Code is based on the following principles:

- a fair chance of appointment for the applicant, meaning equal opportunity for equal ability and the organisation determines its choice based on suitability for the position;
- the applicant is fully informed about the procedure, the job contents and its place in the organisational chart;
- Saxion only uses the information that is relevant for the assessment of suitability for the position;
- the applicant provides Saxion with the information it needs to get an accurate picture of the candidate's suitability for the vacant position and their professional competence (educational background, knowledge and experience) and the candidate does not withhold information that they know or should know is important for the fulfilment of the vacant position for which they are applying;
- Saxion truthfully provides the job applicant with all the information they need to get a complete and accurate picture of the job vacancy and of the organisation;
- all information obtained from the applicant will be treated confidentially and with the utmost care, and in all cases the privacy of the applicant will be respected and the Dutch Data Protection Act will be observed.
- the applicant and Saxion are aware that information coming from open sources, such as the internet and information obtained through third parties, is not always reliable. The obtained information will be discussed with the applicant, stating the source, and Saxion will be transparent about the information it has gathered;
- Saxion will reply in writing to any complaint submitted by the applicant alleging that the method of recruitment and selection was in violation of the Code.

1.2 Recruitment

1.2.1 If Saxion decides that there is or will be a vacancy, it will draw up a recruitment profile for the position, stating the relevant characteristics of the position. This profile will at least include: job requirements, duties, responsibilities and powers, place in the organisational chart, nature of the employment contract, working hours per week and place of work.

1.2.2 Job requirements may relate to professional competence (education, knowledge and experience), behaviour and personal qualities. Requirements regarding personal characteristics shall apply only if they are necessary and legally permissible in connection with a proper discharge of tasks.

1.2.3 In addition to the relevant characteristics of the vacancy, a recruitment profile will also give details about

the application procedure and the period within which to apply, the information to be provided by the applicant and,

if relevant: additional selection procedures/methods (such as a psychological examination and/or assessment).

1.2.4 Saxion will clarify the application process to the applicant. This means that if Saxion deviates from established procedure, it will inform and explain this to the applicant. The applicant may request a derogation from the procedure if there are serious reasons for such a derogation.

1.2.5 External intermediary agencies and organisations that collect data from job sites and/or the internet

must inform Saxion if they use this information in databases or for placement purposes.

1.2.6 If a preferential policy is pursued for the recruitment of specific groups, this policy and the reasoning behind it will be explicitly stated.

1.3 SELECTION

1.3.1 Saxion will inform the applicant as soon as possible, but no later than two weeks after the closing date:

- if the applicant has been rejected;
- if the applicant has been invited;
- if the application will be kept on file, stating the period within which further information will follow.

If the applicant is invited for an interview or if the application is kept on file, Saxion will notify the applicant accordingly, specifying the application procedure used within the organisation.

1.3.2 If Saxion decides to use the internet or another selection method, it will make sure that the relevant data are handled with due care and confidentiality. If there is a confrontation with other applicants in the process, the applicant may request a derogation of the procedure for reasons of confidentiality.

1.3.3 Saxion may at any time during the procedure request the applicant to identify himself with a valid ID.

1.3.4 If it turns out, after appointment, that the applicant has provided incorrect information during the application process, or has withheld relevant information, Saxion may attach employment law consequences to this.

1.3.5 If Saxion decides to use a digital assessment method to make a pre-selection, it will ensure that due care and confidentiality is observed. At the end of the procedure, the applicant will receive a reasoned result.

1.3.6 If Saxion is willing to reimburse costs reasonably incurred by the applicant in the application process, it will make this known in advance.

1.4 FURTHER RESEARCH

1.4.1 If Saxion obtains information about the applicant via the internet and/or social media, it does so in the awareness that this information is not always correct, accurate and/or relevant. The public information it obtains will be discussed with the applicant, if relevant, with specific mention of the source. If a reference is requested from third parties or if further examination is necessary, the applicant will be asked for permission in advance, unless a request for permission is not required under current laws and regulations.

1.4.2 A psychological examination or assessment may take place by or under the responsibility of a psychologist, with due observance of the professional code of the Dutch Institute of Psychologists (NIP). The psychologist requires prior permission from the applicant to provide the results of the examination to the party/parties that commissioned the examination, or to discuss the results with said party/parties.

1.4.3 Subject to the Dutch Act on Medical Examinations (Article c-2 of the CAO-HBO), a medical examination related to the appointment may only take place if the applicant must fulfil special requirements with regard to medical fitness to be able to perform their job and only after all other suitability assessments have taken place at the end of the selection procedure. The examination will be performed by an examining physician, with due observance of the legal rules applicable to such an examination.

1.5 FINAL SELECTION AND DECISION

1.5.1 If, at any stage in the application process, Saxion decides that an applicant does not qualify for the vacant position, they will be notified accordingly within two weeks of this decision.

1.5.2 The application process will be considered completed when the vacancy has been filled or if the organisation has decided to withdraw the vacancy. All applicants still participating in the process at that time, will be notified accordingly within two weeks.

1.6 OBJECTIONS PROCEDURE

1.6.1 Saxion will handle objections from applicants who believe that Saxion has acted in violation of the provisions of this Code. Upon request, the Objections Regulations for Staff will be provided to the applicant. Pursuant to these regulations, the applicant shall have the opportunity to lodge an objection.