



## **Corporate Social Responsibility - HR Topics (NL)**

*HR topics regarding Corporate Social Responsibility according to Dutch law and QBEX company policies*

### **Alcohol and drugs**

QBEX prohibits to carry, sell and buy alcohol and/or drugs in work attire (also outside working hours) and the use of alcohol and/or drugs that can effect a good functioning of the human body during carrying out work. See the Alcohol and drugs policy ("Alcohol- en drugsbeleid") for all company rules and guidelines regarding this subject.

### **Unacceptable behavior**

QBEX has the principle that unacceptable behavior in a working environment, such as bullying, sexual intimidation, discrimination, aggression and violence should be prevented. See the Unacceptable behavior legislation ("wetgeving ongewenst gedrag") which should be seen as all company rules and guidelines regarding this subject.

### **Health**

QBEX highly values the health of its employees and therefore invests in working conditions, labor relations and work content. Our sickness policy focuses on prevention and boosting the vitality of our employees, as well as sustainable recovery and reintegration from work to work. See the company policy and its HSSEQ/CSR addendum for all company rules and guidelines regarding this subject.

### **Privacy of personal data**

QBEX respects the laws regarding privacy of personal data of its employees ("Wet bescherming persoonsgegevens"). All personal information provided to QBEX will be used internal and for purposes of HR matters only.

### **Smoking**

QBEX prohibits smoking in a working space and discourages smoking in general. Leading here are the regulations the government has adopted for the workplace regarding this subject.

### **Social media**

QBEX has a positive view on the use of social media and is clear on what is considered acceptable (even stimulated) and what is not. The Social media protocol ("Richtlijnen gebruik Social Media") has been published on the QBEX website.

### **Performance reviews (incl. career development and training)**

QBEX recognizes the importance of periodical and systematical focus on the development of our company and its employees and therefore has introduced a yearly performance review cycle for all office staff. Part of the performance review is to discuss any wishes in relation to career development and training.

### **Whistle blowing**

QBEX respects the laws regarding whistle blowing ("Wet Huis voor Klokkeluiders"). For reporting presumptions of wrongs and irregularities the company's non-conformance reporting system can be used through Qbex appointed "trustee", Mr. Theo Roos.



#### **Transparent recruitment process**

QBEX is transparent about its recruitment process. All vacancies are initially published internally, where internal candidates have the opportunity to apply or inform their own network. If qualified, internal candidates are preferred to external candidates. When a vacancy is published externally, it will be on our company website, where the general recruitment procedure is explained.

#### **Training**

QBEX highly values training of its employees, especially when it comes to safety. We invest in all required mandatory safety training, but also stimulate personal education for career development. See our Training procedure and programs regarding this subject.

#### **Grievance Policy**

QBEX implemented the grievance policy in its RCMS manual from employee to employer. (See : "Whistle blowing")

#### **Company ethics policy & code of ethics**

In the addendum to the QBEX policy statement, a statement is in place from the General Director, that QBEX strives for a high ethical level throughout its entire business practices. This is reflected in various ways such as : agreements between QBEX and customers, agreements between QBEX and subcontractors, individual labour contracts with QBEX employees and training programs given by QBEX.

#### **Additional Policies**

It is the QBEX Policy to :

- prohibit people working under the minimum age (as required by law),
- protect and promote human rights, working conditions and hours, freedom of association, career mobility, measures to anticipate or reduce layoffs, associated negative impacts and targets and employ disabled people where possible.

Robert den Dekker,

General director

1 September 2016.

A handwritten signature in blue ink, appearing to read "Robert den Dekker", is written over the typed name and title.