



Recruitment code: the guiding principles for recruitment.

For the applicant, a lot is often at stake when applying for a job. Nevertheless, the law does not regulate how an application procedure should proceed. There is therefore usually little to do against organizations that exceed the standards of decency in an application procedure. But organizations that want to behave as a good employer adhere to the guidelines set out in the application code.

In this code, among others:

- basic rules for recruitment and selection
- starting points for the application code
- basic rules for recruitment and selection

The NVP recruitment code is a code of conduct and contains basic rules that employers and applicants can observe during recruitment and selection. The purpose of the code is to provide a standard for a transparent and fair recruitment and selection process.

The application code has been developed by the NVP, a network for Dutch HR professionals, in consultation with the advisory board for Dutch Social Affairs.

The code is based on these principles:

- 1- A fair chance of appointment for the applicant means equal opportunities with equal suitability and UCC Coffee makes its choice based on suitability for the position.
- 2- The applicant will be fully informed about the procedure, the content of the vacant position and its place within UCC Coffee .
- 3- UCC Coffee only requests and uses information that is relevant to the assessment of suitability for the position.
- 4- The applicant provides UCC Coffee with the information it needs to gain an accurate picture of suitability for the vacant position and of professional competence (training, knowledge and experience). The applicant does not withhold any information that the applicant knows or should understand is important for the fulfillment of the vacant position. No salary slip is required from the current or previous employer.
- 5- UCC Coffee truthfully provides the applicant with all the information that he / she needs to form a complete picture of the vacancy, working in the Netherlands and / or one of the other countries where UCC Coffee is located and of UCC Coffee itself .
- 6- All information obtained from the applicant will be confidential and careful and in all cases the privacy of the applicant is respected in accordance with the legal provisions.
- 7- The applicant and UCC Coffee are aware that available information from open sources, such as the internet and information obtained via third parties, is not always reliable. The

information obtained will be discussed with the applicant, stating the source and UCC Coffee is transparent about the information obtained.

- 8- UCC Coffee will respond in writing to a complaint from the applicant about the manner of recruitment in violation of the code writing to UCC Coffee.
- 9- Candidates who feel they are not treated properly during a recruitment and selection process can turn to UCC Coffee Benelux via hr@ucc-coffee.nl
Should the complainant not (timely) received response and / or is dissatisfied with the complaint handling then a complaint can be submitted to the NVP (see contact details below).

Codecommissie Klachteninstantie NVP Sollicitatiecode

Secretariaat Codecommissie / Klachteninstantie NVP Sollicitatiecode

Postbus 1058

3860 BB Nijkerk

info@nvp-hrnetwerk.nl