

We are RGF Staffing

RGF Staffing is an ambitious broker of HR services on the Dutch market which stands for diversity. Our focus is on creating value for our society to make the world a better place for everyone to enjoy life to the fullest. It is our mission to help people find jobs that suit them best, while at the same time supplying our clients with the best possible staff. We do so with our leading brands (labels), such as Start People, Unique, ASA, USG Professionals, Technicum, Secretary Plus, Younited, and Medi Interim. RGF Staffing is a division of Recruit Holdings (Tokyo, Japan), a global player with a strong focus on digital services.

This is what we stand for and what we expect of you

We stand for a fair labour market providing meaningful jobs for everyone. In that mission, we believe that it is important to treat each other properly and with due care. We respect human rights and we know and abide by international human rights principles. Our top priority is to create a safe workplace where everyone is treated fairly and with integrity and respect. We expect the same of our clients. Below, we will outline how we work and what we expect of everyone with whom we work together, such as our candidates, (flex)workers and ZZPs (self-employed persons without employees).





1. Inclusiveness and diversity

We believe in equal opportunities for everyone as well as in a labour market where every individual counts. That means that we do not discriminate and that we expect the same of you. For more information, check our anti-discrimination policy on our website(s).

2. Intimidation and other undesired behaviour

It is important to us that everyone can feel comfortable in their workplace. That is why we do not tolerate any sexual harassment or other forms of undesired behaviour, such as acts that may be perceived as threatening or hurtful. Not from the people who work for us and, therefore, not from you.

3. Integrity

We stand for a fair (business) relationship with our clients and everyone who works for us.

This means that we:

- expect you, in the interest of RGF Staffing, to avoid any situations where a conflict may arise between your own interest and ours;
- will not tolerate any behaviour on your part intended to mislead others or to show fraudulent/criminal behaviour;
- expect you not to leave any room for doubt as to the integrity of RGF Staffing. This means that you will not offer or accept any gifts or financial advantages that could lead to undue influence.



4. Fair labour and remuneration

We stand for fair labour, reject any form of forced labour, and condemn (sexual) exploitation. We also distance ourselves from child labour and abide by the rules on the statutory minimum age of admission to employment. Everyone who works for us should be remunerated and treated in accordance with the applicable laws and regulations. We expect you to let others do their work fairly and responsibly as well.

5. Privacy

It is highly important to us that personal data are treated with due care. We have safeguarded the processing of those data in our systems and processes as best we can. RGF Staffing expects you to handle any personal data to which you may gain access with due care as well. For more information, check our privacy statement on our website(s).



Reporting misconduct

RGF Staffing stands for an open culture and wants everyone to feel comfortable and free to ask questions and to bring issues up for discussion. If you suspect a violation of any of the items described in the code of conduct, please take the matter up with your superior. If this is not possible, you can report the misconduct via the [website](#). The report will be received by the Manager Risk & Compliance, who will respond within 7 workdays and give you an indication of the follow-up steps. Click [here](#) for our protocol on handling reports.

Reporting undesired conduct

If you wish to report undesired conduct, such as aggression, sexual intimidation or discrimination, you can do so via the [website](#) as well. Any such report will go to the confidential counsellor who will review, together with you, what follow-up steps you can take.

Each report will be treated confidentially and the privacy of the person reporting respected. If you file a report in good faith, there is no need to worry that it may affect your own position.

Should you wish to report anything else or file a complaint, you can always use the complaints form, which can be found on the website of the brand for which you work or with which you have business contacts.

For more information about the Code of Conduct [click here](#).



6. Working conditions, health and safety

We consider it our duty to make sure that our people can do their work in a healthy and safe working environment in accordance with the applicable laws and regulations (including those on working conditions and working hours). To that end, we have an elaborate working conditions and absenteeism policy in place. We expect you not to endanger others at work and to act in accordance with the applicable guidelines and laws and regulations.

Measures

We expect everyone to abide by this code of conduct. Colleagues or others with whom we work together and who violate this code will always be held accountable. Furthermore, this code forms part of the (performance) assessment of our (flex)workers. Depending on the seriousness of the violation, we may give an official warning or take farther-reaching (labour law) measures.