

randstad group policy

# corporate citizenship and philanthropy.



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## 1. introduction

Randstad is a global leader in HR services, our mission being 'shaping the world of work.' We recognize the need to always act with integrity and to respect human rights. Randstad's Business Principles are set around and are supportive of our core values: to know, to serve and to trust, simultaneous promotion of all interests and striving for perfection; they guide us to do what is right. The Business Principles project a positive message, guide us to live up to the core values and ensure that the needs of the world in which we work and our business and personal behavior are aligned and reinforce one another.

Simultaneous promotion of all interests is one of our core values. It is the basis for our corporate and social responsibility and the foundation of our company. Our strong engagement with our stakeholders and the way we provide our service builds trust and positively affects society as a whole. Therefore, sustainability is at the heart of our strategy and all our operations. We know from our heart and history that it is the human side of our business that makes the difference. We always have been passionate about supporting people and organizations to realize their true potential. That is Randstad's role in society. We call it Human Forward.

## 2. purpose

The purpose of this policy is to promote corporate citizenship and philanthropy by defining common shared rules within Randstad for identifying charitable initiatives which, in line with our mission, core values, business principles and internal policies, are aimed at meeting the needs of communities in which Randstad operates. This policy is also meant to set forth acceptable and appropriate uses of Randstad's global online Corporate Social Responsibility (CSR) platform.

## 3. randstad with heart platform

We have a global online CSR platform called **Randstad With Heart** (provider: YourCause) to connect Randstad employees worldwide to good causes they care about and which are inspired by our Randstad purpose. Randstad With Heart assists our global organization in initiating projects, gaining and providing support and engaging with colleagues both within their country and around the globe. Our CSR platform will help us curate the various initiatives, drive support and engagement, fundraise where applicable and measure impact as we strive to achieve our ambition of touching the work lives of 500 million people around the world by 2030.

Each operating company should create a Corporate Citizenship and Philanthropy Committee which will administer the Randstad With Heart platform and decide which charitable initiatives may be published on the platform and/or sponsored by Randstad. This Committee will rely upon the guidelines set forth in this policy when administering the platform and making related decisions. By including volunteering and philanthropy initiatives for different charitable organizations in its platform, Randstad is not undertaking an exhaustive review of all positions advocated by, or all actions taken by, such organizations, nor is it expressing support for all such positions or actions. Instead, Randstad is focused on raising awareness and promoting opportunities to serve or financially support, on behalf of the public good, the communities in which our employees live and work and selecting organizations and opportunities that appear to meet that goal.

The Committee should be comprised of, at the least, a country Managing Director and the administrator accompanied (depending on the opco size) with additional members from all levels from the organization.

## 3.1 initiatives

The types of initiatives benefiting the community that are published in the Randstad With Heart platform and covered by this policy include the following:

- Volunteering: initiatives or programs, facilitated by the Group or operating company, enabling employees to freely give their time on behalf of the public good, focusing on care for people, and preferably related to our core business.
- Philanthropy: monetary donations, facilitated by or made through the Group or operating company, on behalf of charitable organizations to promote the welfare of others and care for people, not necessarily related to our core business.

As part of our commitment for a better society, the Committee considers initiatives for the benefit of the community as those relating to:

- Long-term initiatives that aim to mitigate economic, social or environmental issues in the communities in which Randstad operates, for example through memberships of and subscriptions to organizations and associations active in social, environmental or economic issues and/or community development; and
- Short-term initiatives or one-off donations to non-governmental organizations and (inter)national and local non-profit organizations.

These initiatives should fit our purpose to support people and organizations in realizing their true potential and be aligned with our strategic objectives, such as:

- Developing employment and employment markets in line with our mission to shape the world of work;
- Engaging and developing our employees;
- Attracting new talent;
- Building reputation among clients; and
- Sharing our expertise with society.

## 3.2 volunteering

Volunteering refers to employees freely giving of their time, including sharing their expertise, talent and know-how. Randstad supports employee volunteerism in many ways including:

- **Global Randstad-sponsored partnership:** Voluntary Service Overseas (VSO): As part of our commitment to sharing expertise for a better society, we have a global partnership which provides our employees with the opportunity to support local communities in countries that need it most.
- **Local Randstad-sponsored initiatives:** Randstad sponsors opportunities for employees to volunteer in their local communities. These initiatives will be published by the Committee administering the Randstad With Heart platform in order to make employees in local markets and operating companies aware of such initiatives.
- **Support for employee-driven volunteer opportunities:** The Randstad With Heart platform allows employees to share worthwhile volunteering opportunities with their co-workers. Employees can participate in these volunteer opportunities either in the form of paid working hours as part of their Randstad Volunteer Day or outside of company time. All volunteer opportunities shared on the Randstad With Heart platform must be related to

approved charitable organizations or initiatives and will be reviewed by the Committee prior to publishing on the platform.

- **Randstad Volunteer Day:** Randstad encourages its employees to volunteer at least one day a year for a cause in support of Corporate Social Responsibility. Community involvement is an integral part of our company culture. To help make a difference, the company pays employees for up to eight hours (one full day) each calendar year to volunteer time to an approved charitable organization or initiative.
  - Volunteer hours are forfeited if not used by December 31 of each calendar year and do not roll over into the following calendar year.
  - Employees will not be reimbursed for any expenses related to the Volunteer Day.

For volunteer opportunities identified by employees and shared on the Randstad With Heart platform, employees will be able to select the charitable organization from a dropdown list. If a particular organization is not found in the dropdown list, the employee may type in the name of the charitable organization. All volunteer opportunities entered on the Randstad With Heart platform will be reviewed by the Committee to ensure that both the charitable organization and volunteer opportunity adheres to this policy, prior to publishing the volunteer opportunity on the platform.

By definition, volunteers should not expect to be paid by Randstad for participating in any volunteer initiatives published on the Randstad With Heart platform or sponsored by Randstad, except as part of Randstad Volunteer Day as described above. Employees, without Randstad's input, can freely choose whether to volunteer at all, how often they wish to volunteer, the types of volunteer activities which they will perform, and the charitable organization for which they choose to volunteer. Should they choose to volunteer or decline to volunteer, they will not be subject to any adverse employment action by Randstad. Volunteer activities are directed by, and performed on behalf of, charitable organizations, not Randstad. Employees also will not be reimbursed for any expenses incurred in participating in a volunteer opportunity, such as transportation or meal expenses.

Employees must obtain prior approval from the Committee prior to using Randstad's facilities, computer equipment or other corporate resources in connection with a volunteer opportunity.

### 3.3 philanthropy

Philanthropy refers to giving of money or goods to charitable organizations and initiatives without receiving anything of value in exchange. Randstad supports philanthropy in many ways including:

- **Randstad Philanthropy:** Randstad globally and/or locally provides financial support for charitable organizations and initiatives.
- **Randstad-Sponsored Employee Giving:** From time-to-time, Randstad offers opportunities for its employees to financially contribute to charitable organizations and initiatives (e.g., natural disasters). These will require approval by the Committee and be shared on the Randstad With Heart platform.
- **Randstad Employees Sponsored Giving:** Employees have the opportunity to join or sponsor their Randstad colleagues who are participating in a challenge to support an approved charitable initiative and/or organization which are shared on the Randstad With Heart platform.
- **Matching of Employee Donations:** In certain countries where permitted by applicable laws, Randstad may provide funds to match employee monetary donations to approved charitable organizations and initiatives. Randstad will not match contributions made by employees' family members or other non-employees.
- **Payroll Deductions:** In certain countries where permitted by applicable laws, Randstad may provide the opportunity to make payroll deductions to help facilitate employee monetary donations to approved charitable organizations and initiatives. Where permissible, payroll deductions may be made via the Randstad With Heart platform.

Where possible, donations should be made by direct transfer to the bank account of the charity. Every effort must be made to minimize the extent of cash donations. Under no circumstances should Randstad funds be used to make a donation in the name of an individual employee.

## 3.4 approved charitable organizations and initiatives

Charitable organizations and initiatives should align with Randstad's overall mission, core values, business principles and internal policies. As used in this policy, charitable organizations and initiatives must be not-for-profit and related, but not limited, to:

- Human rights
- Employment/Employability
- Education and science
- Social welfare of the disadvantaged
- Economic development
- Health and prevention
- Arts and culture
- Sports
- Environment
- Emergency relief

Where applicable, the Committee will consider the same factors relied upon by government bodies to recognize not-for-profit entities that are organized and established for charitable purposes and entitled to a tax-exempt status.

Consistent with our business principles, Randstad does not support, and the Committee will not publish on the Randstad With Heart platform, organizations or initiatives:

- Connected with illegal or violent activities, terrorism or other criminal activities;
- That discriminate on the basis of race, ethnicity, nationality, religion, gender, sexual orientation, age, disability or other legally protected status;
- Connected to an ongoing war or conflict, other than to the extent that they provide support without discrimination for those affected by such war or conflict;
- In support of political parties, or the campaign of any candidate for elected office or any elected official; or
- Benefiting religious organizations, unless specified for a non-ecumenical community outreach program, such as a soup kitchen, homeless shelter, etc.
- In addition, the Committee at their discretion, can determine if other charitable organizations are not aligned with the purpose of this initiative.

## 3.5 voluntary participation in volunteering and philanthropy

Randstad encourages, but does not require, its employees to participate in the Randstad-sponsored or employee-driven volunteer opportunities published on the Randstad With Heart platform and to make financial contributions to the charitable organizations and initiatives published on the platform. Any decision by a Randstad employee to participate in volunteering or make a financial contribution is entirely voluntary, and an employee's decision to participate or contribute (or refusal to do so) will not adversely affect his or her terms and conditions of employment in any way.

If any employee feels pressured to participate in volunteering or philanthropy, the employee should first raise concerns with his or her manager or HR. If this method is likely to be inappropriate or ineffective, the employee should use the Randstad Misconduct Reporting Procedure. Likewise, if any employee believes he or she is being retaliated against for using a Randstad Volunteer Day or for supporting a particular charitable organization (either as a volunteer or financial contributor), the employee should contact his or her manager or HR, or utilize the Randstad Misconduct Reporting Procedure.

## 4. governance

For Group-wide initiatives governed by this policy, the Executive Board is responsible for checking compliance with the contents of this policy and Randstad's overall mission, core values, business principles and internal policies.

For local initiatives governed by this policy, each country Managing Director bears such responsibility according to their powers and expenditure limits. On an annual basis, operating companies are requested to report these initiatives to the Group's sustainability manager who will verify that these initiatives comply with the contents of this policy and Randstad's overall mission,

core values and business principles. These initiatives will be included in the annual overview of local initiatives which is published on the Randstad corporate website.

Managing Directors and/or local relevant steering committees are responsible for communicating to their teams whether there is an 'official' charity for their particular business line and to outline what support the business may provide in terms of any initiative supporting the specific charity. In kind donations, such as by providing free or temporary promotion on a website, in a publication or by using other tools and channels needs to be approved by the country Managing Director. All in kind donations must be facilitated by the local Marketing & Communications team to ensure the official Randstad Group online identity is used.

The interpretation and administration of this policy shall be determined by Randstad nv in its sole discretion. Randstad reserves the right to modify or discontinue this policy at any time, with or without cause or prior notice.

