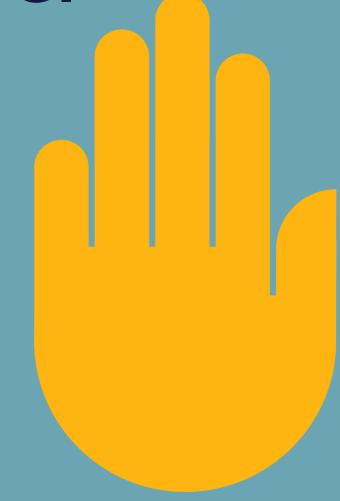# misconduct
reporting procedure.

1

are you concerned about any serious misconduct?

- I am worried about a safety issue
- I feel discriminated or harassed
- this might be an abuse of company assets/information
- is this considered a bribe
- are these valid contacts with competitors
- is this a breach of human rights
- I suspect …

2

who can you talk to?

- if possible, to the person involved, or
- to your manager, HR, legal, risk manager, or
- to dedicated local options, if available
  - such as the ombudsman, confidant …
- your local integrity officer Wendy Wu at wendy.wu@cn.randstad.com

3

if these options don't work for you, submit your report or question to:

- the local integrity officer via the integrity line (speakup) by calling [10800 744 0179 or 10800 440 0179], or go to [https://www.speakupfeedback.eu/web/integrityatrandstad/cn], using access code [42118].

or

- the central integrity officer at complianceofficer@randstad.com, or via [www.speakupfeedback.eu/web/integrityatrandstad/nl], using access code [55984].

4

we want to hear from you, and protect you!

We realise it is not always easy to raise these concerns, but we do encourage you to come forward.

* when contacting the local integrity officer or using the Integrity Line, your concern will be dealt with carefully and confidentially (to the extent possible). When you report in good faith, no retaliation against you will be tolerated. Via the Integrity Line you can also report anonymously (though knowing your identity will really help us when investigating).

5

when you report, please be as specific as possible.

who was involved? - the victim, accused, but also any (potential) witnesses.

what happened? - try to be as precise as you can.

when did it happen? - once, frequently, over a longer period.

where did it happen? - location(s), physical or online, any potential proof to be found.

how did it happen? - what were the circumstances, what activities.

... any other relevant information that may help to assess and investigate the case reported.

For the full procedure, go to the website.