

Introduction

The Application Code expresses the policy of the board of Middle Point BV (hereinafter referred to as Middle Point) regarding personal data protection and the provision of correct information in all its activities. The board of Middle Point regards it as one of its responsibilities to unequivocally publish the contents of this code. The policy applies to employees, applicants who express an interest to Middle Point and candidates mediated through Middle Point.

Policy

The board of Middle Point aims for clarity in the widest admissible sense regarding application procedures and the provision of correct information at each stage. Starting points hereto are:

- As far as possibly influenceable, Middle Point ensures the applicant of a fair chance of appointment (an equal chance if equally suitable; Middle Point and its clients determine choices based on suitability to the position(s));
- The applicant is appropriately and fully informed regarding the procedure(s), the contents of the vacant position(s) and its placement within the organization(s);
- Middle Point requests the applicant to solely provide information necessary to assess suitability to the position(s);
- Middle Point takes care of a thorough preparation regarding form and content in order to get acquainted with the organization(s);
- The applicant provides Middle Point and the organization(s) the necessary information to obtain a true and faithful representation of the suitability of the applicant to the vacant position(s);
- The information provided by the applicant is treated confidentially and conscientiously; in any other aspect the privacy of the applicant is respected;
- Middle Point shares confidential information provided by the applicant solely after express approval by the applicant;
- The applicant, Middle Point and the client are aware that information available from open sources, such as the internet and information obtained through third parties, is not always reliable;
- Middle Point shall respond in writing to a complaint by the applicant submitted to Middle Point in writing regarding negligent, unfair or incorrect treatment.

The policy manifests itself in our aim to inform applicants at all times in a timely and correct manner regarding the form and progress of (a) procedure(s), to the extent that we have the information. In addition - if required by the situation of the applicant and the position - Middle Point provides the required relevant information by means of telephone calls, informative e-mails and documents freely accessible on its website: www.middlepoint.nl.

We regard it our responsibility to inform applicants as fully as possible about the expected working and living conditions (in case of any changes). In order to guarantee all these, we are continuously geared towards knowledge acquisition at our clients and authorities.

The board of Middle Point regards correctness of procedures and the provision of correct information as a crucial component of its responsibilities and will periodically evaluate the policy, if necessary adjust it to the activities, and discuss relevant consecutive policy changes with the directly involved. Working methods and procedures to guarantee this process are reviewed and updated on a constant basis. The manner of providing information, procedural process and developments of the information provided will be a regular topic within the current rounds of consultation.

Client satisfaction remains at the forefront in all our efforts. By constantly improving the scope of information gathering and provision, and a client-oriented attitude, we aim for excellence in our services to clients and professionals.

Amsterdam, 6 February 2019

Maarten van Haren

On behalf of the board of Middle Point BV