

# RECRUITMENT & DIVERSITY

**Company name :** Banque Havilland S.A.

**Activity sector :** Activités financières et d'assurance

**Company category :** PME

## Description of the action

A fair and non-discriminatory recruitment process

## Context

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability. Our HR department is making sure that all employees are treated fairly. When it comes to the recruitment of new employees, we apply a fair and non-discriminatory process. Moreover, we have put in place a Recruitment and Selection procedure, which applies to all employees as well as internal movers. All applications received go through the same process of analysis, assessment, and decision-making. No application, whether internal or external, can be rejected because of direct or indirect discriminative reasons. Candidates will not be asked questions that may be seen as discriminatory i.e. in relation to age, gender, marital status, pregnancy, family responsibilities, place of residence, racial or ethnic origin, religious or political affiliation, sexual preference, ability to get to work (i.e. do they own a vehicle).

## Objectives

Treat all external candidates and internal applicants fairly and apply the same recruitment process.

## Approach

we have put in place a Recruitment and Selection procedure, which applies to all employees as well as internal movers. We have added on our job ads that we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.

## Impact

Define a Diversity policy  
Have a clear and fair recruitment process through a Recruitment and Selection procedure  
Make our managers and employees aware of the unconscious biases and support them to overcome them

## « To do »

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## « Not to do »

Reject an application based on the applicant's name, address, gender or other personal information On your first evaluation of résumés, do not overemphasize the format or writing style of the resume; look instead for the quality of the content.