



PHOTOFABRICATION ENGINEERING INC.

Photofabrication Engineering Incorporated Corporate Social Responsibility Policy

Introduction

Photofabrication Engineering Inc. (PEI) Corporate Social Responsibility (CSR) Policy acknowledges that the way we run our business has a direct effect on society and the environment. While PEI has a responsibility towards staff, clients, and contractors we also take into consideration the wider community in which we operate. PEI is committed to being part of a bigger system of people, values, organizations, and nature. Our organization is committed to giving back to the community whenever possible by ensuring safe, clean discharge of emissions, displaying the highest standards of conduct, while maintaining a work environment that promotes job satisfaction and a commitment to being fair and lawful. PEI is committed to the concept of promoting our identity as a socially aware and responsible business. Management has communicated this policy on all levels.

Scope

This policy applies to our company (PEI) and its subsidiaries. It may also refer to suppliers and partners.

Corporate Social Responsibility Principles

PEI adheres the highest standard of conduct and is expected of all staff, we maintain a work environment whereby all staff feel that they are an integral part of the overall system and maintain a high job satisfaction outlook. PEI's commitment to the community includes being fair, lawful, and contributing to the community whenever possible. Our organization's commitment to minimizing any negative impact to the environment is a top priority daily.

Photofabrication Engineering's social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.



PHOTOFABRICATION ENGINEERING INC.

Compliance

Legality

Our company will:

- Respect the law
- Honor its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

Business ethics

PEI will conduct business in an open, honest, and ethical manner maintaining the highest standards of integrity to maintain excellence in its daily operations. PEI will promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

Proactiveness

Protecting the environment

PEI recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We will always follow best practices when disposing of garbage, hazardous waste and using chemical substances.

Protecting people

PEI is committed to protecting the health and safety of all individuals affected by our activities. PEI will provide a safe and healthy work environment and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts to the environment to the best of our



PHOTOFABRICATION ENGINEERING INC.

ability by promoting responsible environmental practices and following sound general management practices.

PEI will ensure that we:

- Do not risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Human rights

PEI will always conduct business with integrity and respect to human rights within our sphere of influence. PEI will not tolerate human rights abuses and will not engage or be complicit in any activity that solicits or encourages human rights abuses. We are a committed equal opportunity employer and will abide by all fair labor practices. We will ensure that our activities do not directly or indirectly violate human rights.

Donations and aid

PEI may make monetary donations; these donations will aim to:

- Advance the arts, education, or local community events.
- Aid those in need.

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Using environmentally friendly technologies whenever possible

Supporting the community

PEI may initiate and support community investment and educational programs or we may provide support to nonprofit organizations or movements to promote cultural and economic development of the local communities.



PHOTOFABRICATION ENGINEERING INC.

Learning

Our company will actively seek ways to continuously improve the way it operates. This may include investing in R&D, entertaining suggestions from our staff as well as the community, or through educational channels.

Responsibility

This policy is required to be reviewed annually by the Toxic Use Reduction Planner or his/her designee. That person will be responsible for ensuring that all staff are aware of the contents of this document, that all aspects of document are validated for accuracy and all information contained is current.