

# SOCIAL RESPONSIBILITY POLICY

At Inscape, we are committed to a socially responsible approach to all aspects of our business, which includes much more than simply delivering a product to the customer. We believe that quality products can be manufactured without sacrificing employee engagement, community support, corporate ethics or the health and safety of our employees. To assist us in meeting this goal, the policies and procedures that Inscape follows in order to meet the tenets of this Policy are documented in our *Employee Handbook*, and reviewed with all employees upon hire. Inscape recognizes the importance of staying informed and educating employees on inclusiveness and other aspects of social responsibility as a part of our commitment to the triple bottom line concept of sustainability.

## PRINCIPLES

### Corporate Ethics

At Inscape, we are committed to being a good corporate citizen and have always attempted to conduct business with full disclosure of our activities to the general public. As part of Inscape's training, all employees are required to review the Code of Conduct policy and know how to use EthicsPoint as a means for confidentially communicating misconduct and promoting a positive work environment. All related policies and procedures are published in the *Employee Handbook*.

### Corporate Disclosure Policy

Inscape employees shall not discuss internal matters or developments regarding the company which relate in any way to Material Non-Public Information with anyone outside of Inscape. Material Non-Public Information is any information relating to the business and affairs of the Company that results in, or would reasonably be expected to result in, significant change in the market price or value of the company's securities or that would reasonably be expected to have significant influence on a reasonable investor's investment decisions. This policy is reviewed annually and published in the *Employee Handbook*.

### Receipt of Gifts

In order to avoid conflicts of interest, only gifts of nominal value may be accepted (\$25 or less), provided there is an established business relationship with the supplier. Gifts/meals received by suppliers shall be reported to managers and Human Resources. The complete policy is found in the *Employee Handbook*.

### Labor and Human Rights

Inscape is committed to ensuring human rights are protected and respected, on both a local and global scale. This includes the prohibition of forced, involuntary or child labor. Inscape maintains policies regarding conflict of interest, standards of conduct, discrimination, harassment and fair hiring practices to ensure a work environment that meets requirements of the Employment Standards Act and Labor Laws in Canada and the USA.

### Insider Trading

As a public company, Inscape has an obligation to ensure that all communications of Company information are timely, factual, and accurate and in compliance with applicable regulatory and legal requirements as defined by the Ontario Securities Commission, Toronto Stock Exchange and other Security laws in Canada and USA. Failure to comply may result in significant liability for the company and in some cases, for its employees. Therefore Inscape has implemented procedures and policies to govern the disclosure of Company information to the public. The complete policy is found in the *Employee Handbook*.

### **Inclusiveness**

Inscape is committed to equity in employment and the fulfillment of our obligation under Federal, Provincial and State laws, which are regularly evaluated. We will ensure that no qualified individual is treated unfairly because of assumptions associated with the sex, ancestry, colour, disability status, or other non-bona fide occupational requirements. Inscape has developed policies, practices, metrics, and corrective action procedures to ensure that there are no unjustifiable barriers to employment in our hiring practices and to attain adequate representation in our workforce of designated groups including women, aboriginal people, and persons with disabilities and persons who are, because of their race or colour, in a visible minority. Inscape will provide inclusiveness training for employees and track our performance against internal performance goals.

### **Community Outreach**

Inscape strives to be a good corporate citizen. Inscape supports charitable donations if there is employee involvement and co-workers are pledging support. The general criteria for charitable donations are that the employee must be actively involved in raising funds for a registered charity. Pledges that are collected from co-workers can be submitted for a matching contribution from the company. Inscape will also sponsor local sports teams. The Employee Handbook contains further details.



Brian Mirsky  
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