

CORPORATE SOCIAL RESPONSIBILITY POLICY

At Inline Systems, the way we lead, work and behave is driven by our core values. These values influence the way we meet customer needs while respecting the regulatory requirements and the way we promote ethically sound practices within the company. Inline Systems is committed to integrating responsible and sustainable business practices across our operations. It is our policy to act responsibly in our day-to-day relationships with our customers, suppliers, employees, and communities.

Our principals are embedded in our business processes and procedures, driven by an approach that encompasses:

- high ethical standards when conducting business,
- acts in an environmentally conscientious and responsible manner,
- respects the privacy and dignity of our employees, suppliers, customers, and contractors,
- promotes a work environment of equal opportunity and never engages in unlawful discrimination,
- commits to employing a diverse work force, and
- maintains a safe and healthy work environment.

This statement is about how Inline Systems takes account of its economic, social and environmental impact in the way we operate as a business. By demonstrating our commitment to Corporate Social Responsibility we aim to align our business values, purpose and strategy with the needs of our customers, whilst embedding such responsible and ethical principles into everything we do. The elements of this Statement cover our approach in working with our customers, suppliers and the local community. These principles include established standards to ensure that working conditions are safe, that employees are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

1. LABOR PRACTICES

Inline Systems is committed to uphold the rights of our employees, and treat them with dignity and respect. This applies to all employees including temporary, student, contract, direct and any other type of worker. We have detailed processes and procedures in place to ensure we are in compliance with all federal, state and local regulations and laws

Labor Standards/Fair Wages

- All work is voluntary and workers are free to leave work at any time or terminate their employment.

- Child labor is not used in any area. The term “child” refers to any person under the age of 15. The use of legitimate internship or student co-op programs, which comply with all laws and regulations, is supported. Workers under the age of 18 do not perform work that is likely to jeopardize the health or safety of young workers.
- Work weeks do not exceed the maximum set by federal, state or local law (whichever is greatest).
- Compensation paid to employees is compliant with all applicable wage laws, including those related to minimum wages, overtime hours and legally mandated benefits.
- Verification of employment eligibility is always performed per federal and state laws.
- Regular updates to Inline Systems’ Payroll Software occur to ensure current tax rules are being applied.
- Creation and maintenance of documents and records ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

Health and Safety

Inline Systems recognizes that in addition to minimizing the incidence of work-related incident and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production/performance and employee retention and morale. We also recognize that ongoing employee input and education is essential to identifying and solving health and safety issues in the workplace. Our policies address the following areas:

Occupational Safety

- It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, federal and customer safety and health regulations, programmatic standards, and with special safety concerns identified by Inline Systems for use in a particular area or with a customer.
- When on-site at a customer location, Inline Systems employees are required to follow customer safety rules and procedures.
- Annual review with Risk Management to ensure all policies and procedures are up-to-date.
- Inline Systems provides new hire and ongoing safety training to address general safety rules, First Aid, Fire, or any other training required by our customers.
- Employees are encouraged to bring forth safety concerns and input to ensure a safe working environment.
- The use and misuse of drugs and alcohol pose a threat to Inline Systems and our customers. We enforce a stringent drug-free workplace policy, but also provide avenues for help for those requesting support.

- Employees are provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities.

Emergency Preparedness

- Potential emergency situations and events are identified and assessed, and their impact minimized by implementing emergency plans and response procedures at Inline Systems and on-site at client locations. Employees are required to follow client rules for emergencies at client sites.
- Emergency plans and procedures include emergency reporting, employee notification and evacuation procedures, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

Occupational Injury and Illness

- Procedures and systems are in place to prevent, manage, track and report occupational injury and illness including provisions to: encourage employee reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate the return of employees to work.

2. FAIR OPERATING PRACTICES

Inline Systems has internal requirements to utilize a diverse supply chain with suppliers being able to compete in the procurement process. In addition, we ensure that the social, environmental and ethical commitments of Inline Systems are reflected in working with all customers and suppliers.

Business Integrity

- Inline Systems ensures that we deal responsibly, openly and fairly with customers and potential customers. Inline Systems upholds the highest standards of ethics in all business interactions including:
 - A zero tolerance policy to ensure prohibition of any and all forms of bribery, corruption, extortion and embezzlement.
 - All business dealings are required to be transparently performed and accurately reflected on business books and records.
 - Bribes or other means of obtaining undue or improper advantage are not offered or accepted.
 - If an error occurs, we will acknowledge it and put corrective procedures in place to address the root cause and minimize the likelihood of the problem repeating.

- Information regarding business activities, structure, financial situation and performance is disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices are unacceptable.
- Intellectual property rights are respected; transfer of technology and know-how is done in a manner that protects these rights.
- Inline Systems is committed to protecting the reasonable privacy expectations of personal information of everyone we do business with, including suppliers, clients, consumers and employees. Inline Systems complies with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.
- Inline Systems actively solicits and uses customer feedback for continuous improvement.

Suppliers

We expect our suppliers to:

- Put in place sufficient systems to monitor and take responsibility for compliance with social policies.
- Conduct regular assessments of their operations to identify eventual non-compliance cases.
- Develop remediation plans to resolve non-compliance cases.
- Regularly monitor the effective implementation of remediation plans.

3. HUMAN RIGHTS

Inline Systems strives to foster a safe, respectful, and inclusive workplace. Inline Systems' culture is committed to respect, integrity, service and excellence. This commitment applies to all of our employees and spans our efforts to develop a diverse workforce, maintain safe and secure workplaces, and support the health, wellness and career development of our employee base. We define these values to hiring; workplace behavior; and employee conduct toward each other, our customers, and our business partners.

Humane Treatment

There is zero tolerance for harsh or inhumane treatment including sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of employees; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements are clearly defined and communicated to employees.

Harassment Prevention and Non-Discrimination

Unlawful harassment, in any form and regardless of intent, is a form of discrimination and interferes with our commitment to equal employment opportunity. Inline Systems does not engage in discrimination based on a person's sex, race, colour, nationality, language, ethnic origin, age, sexual preference, marital status, disability, political or religious convictions, or any other category protected by law. Harassment and/or discrimination contradict our values and have no place at Inline Systems. Our Harassment & Bullying Policy clearly addresses our expectations of all employees and disciplinary action regarding harassment.

Open Communication & Freedom of Association

Open communication and direct engagement between employees and management are the most effective ways to resolve workplace and compensation issues. Our company has an open door policy that allows employees to communicate discreetly and openly with all levels of management.

We keep our policies and practices relating to human rights under continuous and vigorous review, recognizing the need to stay vigilant in a rapidly changing and challenging world.

Modern Slavery & Human Trafficking

Modern slavery is a heinous crime and a morally reprehensible act that deprives a person's liberty and dignity for another person's gain. At Inline Systems, we have a zero-tolerance approach to modern slavery and are fully committed to preventing slavery and human trafficking in our operation and supply chain.

We establish a relationship of trust and integrity with all our suppliers, which is built upon mutually beneficial factors. Our supplier selection and on-boarding procedure includes due diligence of the supplier's reputation, respect for the law, compliance with health, safety and environmental standards, and references. We haven't been made aware of any allegations of human trafficking/slavery activities against any of our suppliers, but if we were, then we would act immediately against the supplier and report it to the authorities.

4. ENVIRONMENT ISSUES

Protection of the environment in which we live and operate is part of Inline Systems' values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business. We strive to reduce our energy use, manage our carbon footprint and decrease our overall environmental impact. We commit our company to:

- Comply with all relevant environmental legislation, regulations and approved codes of practice.
- Protect the environment by striving to prevent and minimize our contribution to pollution of land, air, and water.
- Seek to keep waste to a minimum and maximize the efficient use of materials and resources.
- Manage and dispose of all waste in a responsible manner.

- Provide training for our staff so that we all work in accordance with this policy statement and within an environmentally aware culture.

The nature of our work as a distributor and service provider means that we do not inherently have a high environmental impact but we will take consideration of environmental issues in the professional services we provide and endeavor to reduce our environmental impact to an absolute minimum.

SUMMARY

The operations and ultimate responsibility for the commitment to our corporate social and environmental sustainability principles lies with every employee of Inline Systems.

The effectiveness of the Policy Statement will be monitored and reviewed by the Managing Director to ensure the company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement. We will also ensure that all changes will be brought to the attention of employees as necessary.

Mike Harman
Managing Director
Inline Systems