



Ethics Policy for Podmore Manufacturing Inc.

Introduction

At Podmore Manufacturing Inc., we are committed to conducting our business with integrity, transparency, and respect for all stakeholders. Our Ethics Policy outlines the principles and standards that guide our behavior and decision-making, ensuring we operate responsibly and ethically in all aspects of our business.

Core Values

1. **Integrity:** We act honestly and uphold the highest ethical standards in all our dealings.
2. **Accountability:** We take responsibility for our actions and their impact on our stakeholders and the environment.
3. **Respect:** We treat all individuals with dignity and foster an inclusive and collaborative environment.
4. **Excellence:** We strive for continuous improvement and innovation, ensuring quality in everything we do.

Scope

This policy applies to all employees, contractors, consultants, officers, and directors of Podmore Manufacturing Inc. It also extends to third parties acting on behalf of the company, including suppliers and business partners.

Ethical Principles

1. Compliance with Laws and Regulations

We comply with all applicable local, national, and international laws, regulations, and industry standards. Employees are expected to understand and adhere to the laws and regulations relevant to their roles.

2. Fair Business Practices

- **Anti-Bribery and Corruption:** We do not tolerate bribery, corruption, or unethical practices in any form. Gifts, entertainment, or favors must never be offered or accepted as an improper inducement for business.
- **Fair Competition:** We believe in free and fair competition and avoid practices that could harm the market or consumers.

3. Respect for Human Rights

- We uphold and promote human rights as defined by international standards.
- We are committed to fair labor practices, ensuring safe working conditions, and prohibiting child labor, forced labor, and discrimination in any form.

4. Environmental Responsibility

We are committed to sustainable practices that minimize our environmental footprint. This includes:

- Reducing waste and emissions.
- Using resources responsibly.
- Innovating for environmentally friendly manufacturing processes.

5. Confidentiality and Data Protection

- We safeguard sensitive company information and respect the confidentiality of employee, customer, and partner data.
- Personal data is handled responsibly and in compliance with privacy laws.

6. Avoidance of Conflicts of Interest

Employees must disclose any potential conflicts of interest and refrain from activities or relationships that could interfere with their ability to make impartial decisions on behalf of the company.

7. Health and Safety

We prioritize the health and safety of our employees, contractors, and visitors. This includes maintaining a safe workplace, adhering to safety protocols, and providing appropriate training.

8. Whistleblower Protection

We encourage employees to report any unethical or illegal activities without fear of retaliation. Concerns can be raised anonymously through designated channels.

Responsibilities

Employees

- Act in accordance with this Ethics Policy at all times.
- Complete mandatory training related to ethics and compliance.
- Report violations or concerns promptly.

Management

- Lead by example, demonstrating ethical behavior in all actions.
- Ensure employees are aware of and understand this policy.
- Address ethical concerns promptly and appropriately.

Company

- Provide the necessary resources and training to support ethical behavior.

- Regularly review and update the Ethics Policy to reflect changes in laws, regulations, and business practices.

Reporting Violations

Violations of this policy can be reported to a manager or the Human Resources department. All reports will be taken seriously and investigated thoroughly.

Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or business relationships. Legal action may also be pursued where applicable.

Conclusion

By adhering to this Ethics Policy, we ensure that Podmore Manufacturing Inc. maintains its reputation as a responsible and ethical leader in the industry. We are all stewards of this commitment and play a vital role in upholding our values.

Effective Date: January 6, 2025