

# Corporate Social Responsibility

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## Business Ethics and Transparency

- INPS will make our partners, contractors, and suppliers aware of our Corporate Social Responsibility Policy, and will work with them to achieve consistency with this policy.
- INPS is committed to maintaining the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in our governance systems.
- INPS will conduct its business in an open, honest and ethical manner.
- INPS recognizes the importance of protecting all of our human, financial, physical, information, social, environmental, and reputational assets.
- INPS is committed to measuring, auditing and publicly reporting performance on its Corporate Social Responsibility practices.

### INPS's corporate responsibility is reflected in our core values:

- Respect all people
- Constant activity towards the ever improvement of quality
- Foster teamwork
- Safeguard the environment
- Encourage initiative and innovation

INPS follows a code of ethics and professional conduct in order to conduct business in a socially responsible and ethical manner. Our motto is be patient and courteous, be inclusive, be considerate and be respectful of our stakeholders, shareholders, customers, employees, indigenous people, governments, regulators and landowners.

## Our Vision

The building, betterment and development of mutually beneficial relationships with all stakeholders including employees, suppliers, customers and the community through strategic partnership, perpetually addressing the requirements and future requirements of all concerned.

- INPS will engage stakeholders clearly, honestly, and respectfully.
- INPS is committed to timely and meaningful dialogue with all people regardless of race, gender, sexual orientation, religion, age, disabilities, belief, or ethnic origin.

## Our Mission

International Name Plate Supplies Ltd. is dedicated to providing defect-free world class products and services at competitive prices. We accomplish this through personal contributions, teamwork and continuous improvement. We provide an environment for our employees to be responsible and creative to aid in our business growth.

## Employee Relations

- INPS will ensure that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced.
- INPS will apply fair labour practices, while respecting the national, local, and cultural principles and laws of the countries and communities who host our operations.
- INPS is committed to providing equal opportunity in all aspects of employment and will not engage in or tolerate unlawful workplace misconduct, including discrimination, intimidation, or harassment of any kind.

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## Human Rights

- INPS supports human rights; by engaging, availing from, respecting and supporting the communities and cultures with which we work.

### **Our team works and lives by The Four-Way Test of the things we think, say or do**

1. **Is it the truth?**
2. **Is it fair to all concerned?**
3. **Will it build goodwill and better friendships?**
4. **Will it be beneficial to all concerned?**

INPS recognizes that governments have the primary responsibility to promote and protect human rights. INPS supports and respect human rights within our circle of influence. INPS will not tolerate human rights abuses or engage in activities that solicit or encourages human rights abuse. INPS will always strive to build trust, deliver mutual respect and demonstrate good will for human dignity and rights in all relationships it enters into, including respect for cultures, customs and values of individuals and groups.

INPS is indeed a multi-cultural organization with employees from all over the globe including but not limited to: Bosnia and Herzegovina, Columbia, Cuba, Ethiopia, Honduras, India, Iran, Italy, Jamaica, Mexico, Romania, Sweden and Venezuela.

## INPS in the Community

- INPS supports and sponsors various teams, groups and charities throughout North America including *Rotary International*, *Lions Clubs International*, *United Way* and the LGBT2Q community
- We feel we have a responsibility to the community in which we live and the global community at large.
- From our financial and volunteer support of local hospitals and charities, to the recycling of waste products, to the free production of solar cookers to those less fortunate, we believe INPS is making a difference in the world we live in.

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## Our Customers

- The most important person within our organization is the customer, for it is only with their support that we are able to survive and grow as an effective and successful business entity.
- Our team is at all times sensitive to the needs of our customer(s). Further, the team is empowered to do everything within their means to protect, maintain, and service our clientele.
- Should we become aware of anything that might compromise or jeopardize our relationship with our customer it shall be reported at once.
- At INPS we work hard to protect our future, to work in harmony with each other, to continually self-improve, and to ensure a better and most effective work place dedicated to servicing the clientele.
- INPS strives to create an environment that is employee friendly, for it is said that when you enjoy your work, it is not work at all.
- INPS focuses upon collaborative, consultative, and partnership approaches in our community investment programs.
- INPS will integrate Community Investment considerations into decision-making and business practices, and will assist in local capacity building to develop mutually beneficial relationships within communities.
- INPS will contribute to our host communities' quality of life by supporting innovative programs in health, education, social services and the environment, as well as cultural and civic projects.

## Environmental Policy

### **INPS will:**

- Continuously monitor, analyze and improve our practices, processes and policies to enhance the margins of safety for both people and the environment.
- Comply with all regulatory and legal requirements for the environmentally safe conduct of our operation.

- Strengthen our business by making environmental issues an integral part of forward planning and focus of product development.
- Where practical, reduce consumption of materials in all operations, re-use when possible and/or dispose of waste safely and promote re-cycling and the use of re-cycled products.
- We shall consider energy efficiency on existing or replacement equipment and fittings.
- Our management team is responsible for educating, training and motivating employees to understand and comply with our environmental policy.
- We will encourage employee involvement on environmental awareness through such training and company practices.
- Compliance with this policy and associated regulations is the responsibility of every employee and sub-contractor and is a condition of employment or contract.

### **Our commitment includes but is not limited to:**

- Compliance with all applicable environmental legislation, and other relevant requirements
- Achieving the highest available environmental standards in all of our activities, including the storage and disposal of waste.
- Purchase and use of environmentally responsible products that have been selected based on criteria including low toxicity or environmental hazard, durability, use of recycled materials, reduced energy and/or water consumption reduced packaging and ability to be recycled, refilled or refurbished at end of life
- Raise awareness, encourage participation and train employees in environmental matters
- Assess regularly the environmental impact resulting from our operations and keep ourselves fully informed of recognized best practices.

- Whenever possible, liaise with our suppliers and customers to persuade them to adopt similar environmental standards.
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programs
- Regularly communicate our environmental program to our clients and customers
- Strive to continually improve our environmental performance by periodically reviewing our environmental policy in light of our current and planned future activities
- INPS recognizes that pollution prevention, biodiversity and resource conservation are key to a sustainable environment, and will effectively integrate these concepts into our business decision-making.

### **Health and Safety Initiatives:**

- INPS is committed to protecting the health and safety of all individuals affected by our activities, including our employees, contractors and the public.
- INPS will provide a safe and healthy working environment, and will not compromise the health and safety of any individual.
- Our goal is to have no accidents and mitigate impacts on the environment by working with our stakeholders, peers and others to promote responsible environmental practices and continuous improvement.
- INPS is committed to environmental protection and stewardship.
- All employees are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner.
- Protecting the environment and the safety of people.