

# SOCIAL RESPONSIBILITY POLICY

## EQUAL OPPORTUNITY EMPLOYER

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at GMi will be based on merit, qualifications and abilities. Equal employment opportunity is not only good practice-it's the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, layoff and recall, termination, compensation and benefits.

As an equal opportunity employer, GMi does not discriminate in its employment decisions on the basis of race, religion, color, national origin, sex, pregnancy, childbirth and related conditions, lactation status, gender identity, sexual orientation, age, disability, veteran or military status, genetic information, ancestry or any other protected status as required by law. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment, including religious accommodations. GMi will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employees with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their immediate supervisor or the Director of Employee Services. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## OUR CORE VALUES

### DO THE RIGHT THING

- Always speak the truth
- Be known for your integrity
- Treat others with dignity and respect
- Deliver on commitments
- Always consider your impact on the bottom line

### BE CARING AND COMPASSIONATE

- Be kind and considerate
- Give recognition
- Be genuinely interested in the development of others
- Be passionate about meeting requirements of internal and external customers

### PRESERVE THE ENVIRONMENT

- Be conscious of the impact of your decisions
- Seek opportunities for recycling and reuse
- When we take away, seek ways to give back

### **DRIVE AND EMBRACE CHANGE**

- Promote passionate commitment to discover innovative solutions
- Encourage and model curiosity
- Drill down to the heart of issues to find genuine improvements
- Always look for a better way, never accept, “that is just the way we do it”
- Seize opportunities to learn

### **ENGAGE IN OPEN COMMUNICATION**

- Be accessible and approachable
- Seek first to understand
- Be attentive and respectful when listening
- Be forthcoming with information

### **PROMOTE TEAMWORK**

- Build trust
- Encourage shared responsibility and shared success
- Seek cross functional problem solving
- Look for opportunities to break down barriers
- Strive for consensus, achieve commitment

## **GIFTS, GRATUITIES, AND CONFLICT OF INTEREST**

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. GMi requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

GMi recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of GMi as “standard practice”, that is by no means sufficient reason to assume that such practice is acceptable at our organization. There is no way to develop comprehensive, detailed set of rules to cover every business situation. The tenets of this policy outline some basic guidelines for ethical behavior at GMi. Whenever employees are in doubt, they should consult their manager.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from competitors, vendors, potential vendors or customers of the organization. Gifts may only be accepted if they have a nominal value and only on appropriate occasions (for example, a holiday gift). Employees are cautioned not to accept any form of remuneration or non-business-related entertainment, nor may employees sell to third parties any information, products or materials acquired from the organization. Employees may engage in outside business activities, provided such activities do not adversely affect the organization or the employee’s job performance and the employee does not work for a competitor, vendor or customer. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with, or prejudicial to, the best interests of GMi. Employees may not use proprietary and/or confidential information for personal gain or to the organization’s detriment, nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor or customer of the organization, the employee must disclose this fact in writing to Employee Services. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, GMi may be forced to ask the employee to tender his/her resignation. GMi has sole discretion to determine whether such a conflict of interest exists.

Should any employee become aware of what he or she believes to be unethical or illegal action with any connection to the organization or its' business associates, that employee has the duty and responsibility to immediately report that information to management for investigation. Failure to do so will subject the employee to discipline up to and including termination. All employees should realize that any wrongdoing is counter to our mission and vision and will therefore, not be tolerated. Employees are encouraged to seek assistance from their managers with any legal or ethical concerns. However, GMi realizes this may not always be possible. As a result, employees may contact Employee Services to report anything that they cannot discuss with their manager.