	<b>Document Title:</b>	<b>Document Number:</b>	CCE_HR_005
	<b>Human Rights Policy</b>	<b>Process Owner:</b>	Human Resources Manager
		<b>Revision Number:</b>	003
		<b>Revision Date:</b>	4/29/2024

## Human Rights Policy

Markdom is committed to providing equal treatment with respect to employment according to the protected grounds established under the Ontario Human Rights Code.


**Our Statement:** This Human Resource Policy outlines the principles and guidelines that govern the employment practices, benefits, and workplace conduct within Markdom. It is designed to ensure fair treatment, promote a positive work environment, and support the professional growth and well-being of our employees.

**Recruitment & Selection:** We will recruit and select candidates based on their qualifications, skills, and abilities relevant to the job requirements. Hiring decisions will be made without bias or discrimination. Our recruitment process will adhere to applicable laws and regulations.

**Compensation Structure:** We establish a fair and competitive compensation structure based on market trends, job responsibilities, and individual performance. Compensation will be reviewed periodically and adjusted when necessary.

**Accommodation:** Markdom shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Markdom shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard. Where the provision of accommodation is found to cause

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undue hardship on the organization, Markdom shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

**Workplace Conduct:** While Markdom will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

**Non-Discrimination and Harassment:** We have a zero-tolerance policy for discrimination, harassment, or retaliation of any kind. Employees are encouraged to report any incidents promptly, and the organization will promptly and thoroughly investigate all complaints in a confidential manner.