	<b>Document Title:</b>  <b>Fair and Equal Treatment</b>	<b>Document Number:</b>	CCE_HR_015
		<b>Process Owner:</b>	Human Resources Manager
		<b>Revision Number:</b>	004
		<b>Revision Date:</b>	Oct 30, 2025

## Fair and Equal Treatment

### Purpose

Markdom is committed to fostering a workplace that promotes equality, inclusion, and respect for human rights in accordance with the Ontario Human Rights Code, UNGC Principles and Human Rights standards.

### Scope

This policy applies to all Markdom employees, contractors, management, executives, job applicants, interns, and temporary workers. Suppliers, vendors, and business partners acting on behalf of Markdom.

### Commitment

Markdom is committed to:


- Promoting diversity, equity, and inclusion across the organization.
- Respecting human rights and ensuring fair treatment in all operations.
- Providing accessible employment practices and reasonable accommodations.
- Eliminating discrimination, harassment, and retaliation.
- Ensuring freedom of association and fair wages.
- Extending fair labour practices to all suppliers and partners.
- Conducting training on human rights and inclusive practices.
- Evaluating supplier compliance with this policy.
- Public transparency through sustainability reporting.

### Supplier Inclusion and Fair Labour Standards

Markdom requires all suppliers, vendors, and contractors to:

- Adhere to Markdom’s Human Rights and Supplier Code of Conduct.
- Prohibit discrimination, forced labour, and child labour.
- Ensure equal pay and opportunities for all individuals.
- Promote a diverse workforce.
- Maintain transparent reporting and cooperate with audits..


Noncompliance may result in corrective action plans, contract suspension, or termination.

	<b>Document Title:</b>  <b>Fair and Equal Treatment</b>	<b>Document Number:</b>	CCE_HR_015
		<b>Process Owner:</b>	Human Resources Manager
		<b>Revision Number:</b>	004
		<b>Revision Date:</b>	Oct 30, 2025

### Objectives and Targets

Objective	Target / KPI	Timeframe	Responsible
Ensure fair recruitment and promotion	Annual audit of recruitment, pay equity, and promotion processes	Annually	HR Teams
Supplier compliance with fair labour and human rights standards	100% supplier sign-off on Markdom Supplier Code of Conduct	By 2026	HR / Procurement
Support accessibility and accommodation	100% of accommodation requests processed within 30 days	Annually	HR Teams
Supplier fair labour standards	100% supplier compliance with Markdom's Supplier Code of Conduct	By 2026	HR / Procurement

This policy will be reviewed annually or as needed to incorporate updates and best practices in human rights.

	<b>Document Title:</b>  <b>Fair and Equal Treatment</b>	<b>Document Number:</b>	CCE_HR_015
		<b>Process Owner:</b>	Human Resources Manager
		<b>Revision Number:</b>	004
		<b>Revision Date:</b>	Oct 30, 2025

**RECORD OF REVIEWS**

<b>Date</b>	<b>Revision Description</b>	<b>Approved By</b>	<b>Revision Level</b>
Jan 01, 2019	Initial Release	President – Joerg D.	001
June 14, 2022	Annual Revision	HR Manager – Johanna A.	002
May 2, 2024	Annual Revision + Document # allocated	HR Manager – Johanna A.	003
Oct 30, 2025	Aligned with UNGC Commitment Added Objectives and Targets Supplier Inclusion and Fair Labour Standards	HR Manager – Johanna A. VP Global Operations – Billy Z.	004