Corporate Social Responsibility Plan

US Version

"Aligning Quality with Productivity"

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Eclipse Commitment

At Eclipse Automation, we recognize the need to improve our corporate impact on employees, the community and our natural environment by focusing on a sustainable approach to ethical and socially responsible behavior. In order to increase Eclipse Automation's positive reach, we choose to follow ISO 26000 Social Responsibility Guidelines.

We understand how our actions as a company can affect our workers, partners, clients, community and the surrounding environment. For this reason, Eclipse Automation strives to be an accountable, transparent company whose main focus is to enhance our existing and potential relationships through our operations, practices and community involvement.

Eclipse Automation delivers improvements across all areas of automated manufacturing, from design through to the delivery of products. It is our responsibility to work closely with our clients to explore the most efficient solutions, and identify opportunities for improvement in order to achieve sustainable, long-term benefits that reduce our corporate footprint.

Safety & Wellbeing

Safety and wellbeing is one of Eclipse Automation's chief priorities and we maintain the highest standards through our established policies, procedures and training. Eclipse Automation SouthEast has a 4-member Joint Health & Safety Committee who strives to safeguard the health and lives of all employees by providing and encouraging a safe work environment.

Eclipse also ensures that external visitors are made aware of our safety standards and we help them to comply with the policies in place to maximize their health and wellbeing while at our facilities. We believe that a healthy work environment and healthy lifestyles contribute to our overall business excellence.

Current initiatives include:

- **WHIMIS Training** is provided for all our employees when they begin employment in order to enhance their education on hazardous materials they may come in contact with.
- **First Aid Training** is provided on a voluntary basis, but highly encouraged to help maintain the safest work environment possible.
- **Comprehensive Benefit Plan** is offered to employees in order to help them and their families maintain healthy lives.
- **Progressive Return to Work Program** helps to ensure that our injured employees return to work in a safe and timely manner. It also provides employees with workplace stability by maintaining a great worker/employer relationship during their time off.

Future initiatives include:

- **Work-Life Balance Program** will offer benefits, educate on policies, and provide programs for employees in order to create a better balance between job demands and the healthy management (and enjoyment) of life outside work.
- **Employee Assistance Program** will be made available for employees who are experiencing difficulties that affect their mental well-being.
- **Educational Health & Wellbeing Material** will be found on our bulletin boards and are changed seasonally as a means to promote a healthy work environment and healthy lifestyle choices.
- **Electrical Safety Awareness** will be organized for all employees to educate them about the dangers of electrical systems to offer protective and preventative measures against potential incidents.

Inclusion & Human Rights

At Eclipse Automation, we select, place and promote employees on the basis of their performance and ability for the work to be performed, without discrimination because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same sex partnership status, family status or handicap. We attempt, to the best of our ability, to provide stable, secure employment and to promote self-development, assisting employees in improving and broadening their skills for their present and future positions. We believe that maintaining level of respect, understanding and trust between employees and management ensures a comfortable and efficient work environment.

Our business relations are much the same, as our diversity extends across multiple industries, with various project sizes and locations. Eclipse Automation is customer-focused, working closely with our clients to ensure they receive the best in quality and service. Our goal is to be transparent and trustworthy, with the lines of communication open to everyone.

Current initiatives include:

- **Open Door Policy** encourages employees to stop by whenever they feel the need to meet and ask questions, discuss suggestions, and address problems or concerns with management. We hope to foster an environment of collaboration, high performance, and mutual respect between upper management and employees, all while sustaining employee empowerment and morale.
- **Inside Eclipse** is our internal website for employees in order to enhance collaboration and communications. With forms, benefits, guidelines, payroll, and recent news, our intranet is not only a reference guide, but helps to keep Eclipse employees up-to-date with knowledge about our company, clients and surrounding communities.

Future initiatives include:

- **Anonymous Employee Surveys** will allow employees to voice their opinions openly on various subjects, such as social engagement, health & safety, management practices and job satisfaction.
- **Peer Mentoring Programs** will help to improve employee engagement, increase leadership and career planning, stimulate innovation and create a culture that stimulates and supports topical learning by providing access to a range of experts in different field.
- **Employee Suggestion Boxes** will be placed within our plants to encourage free expression of ideas for workplace improvement, safety and social actions.
- **Quarterly External Newsletters** will provide valuable information to our customers and affiliates, and keep them informed about any upcoming company changes, announcements or Eclipse Automation events.

Corporate Governance

Eclipse Automation's emphasis on open communication with regards to our business strategy, operations and vision demonstrates our commitment to it employees, clients and affiliates. We believe that by maintaining responsible business practices we can enhance our business operations and decision making. Our fair business, marketing and advertising practices ensure the utmost in the quality and reliability of the products we provide to our consumers.

Current initiatives include:

- **Corporate Review Policy** takes place every 6 months for new hires and annually for all employees to assess performance, quality and efficiency of each individual.
- **Health & Safety Meetings** occur quarterly to discuss changes to the workplace, training and policies.
- **Company Meetings** occur twice a year, giving employees important details about the company's vision, operations and changes in policy.
- **Production Management Meetings** occur weekly and discuss project statuses in order to provide the most diverse opportunities to help advance employee skills, knowledge and experience levels.
- **Project/Process Flow Chart** found in the Intranet, offers all employees one stable reference guide to how each division of the company is run. The chart includes links to supporting documents and templates for each process as needed.

Future initiatives include:

- **Refining the Vision & Mission Statement** to harmonize the views of our employees, communities and business operations in light of our corporate expansion into the global market.
- **National Contact Points** will be created to provide additional visibility, accessibility, transparency and accountability to our employees, consumers and communities as we continue to expand.
- **Positive Reinforcement Initiative** will be directed towards encouraging good work and good behavior, whether internal or external.

Compliance

Eclipse Automation is determined to comply with the letter and the spirit of the law, in North America and overseas, being fair and transparent in all its dealings. By actively promoting initiatives centered our governance policies and being diligent in education efforts, Eclipse Automation hopes to ensure that compliance awareness extends to all its employees and consumers.

Current initiatives include:

- **Governance Policies** which are designed to ensure that our employees conduct their work activities in accordance with applicable laws. These include, but are not limited to:
  - Code of Ethics
  - Guidelines for Appropriate Conduct
  - Equal Employment Opportunity Policy
  - Family & Medical Leave Policy
  - Accessibility Act
  - Anti-Harassment Policy
  - Personal Information Protection and Electronics Act
  - Violence in the Workplace Policy
  - Weapons Policy
  - Fair Labor Standards Act
- **Annual Audits** ensure that we are compliant in all aspects of our business in an effort to reduce risks and adjust business strategies.
- **Training** is provided to all our employees with regards to our governance and health & safety policies.

Future initiatives include:

- **Redefining Governance Policies** to reflect our growing business operations.
- **Certifications** will be implemented to ensure that our procedures and operations achieve a specific standard and that we are compliant in regards to the specific rules and regulations, such as the ISO:9001
- **Educational Training / Webinars** to educate employees on business compliance regarding topics such as copyright, security control and products liability law.
- **Corruption Prevention Measures** will be made effective in response to global expansion and rising society demands, which include raising awareness about Anti-Bribery Guidelines.

Social Activeness

Eclipse Automation is a strong supporter of social awareness and activeness, whether it's on an internal, employee level or involving our surrounding communities.

Our goal is to create and maintain community-focused relationships that thrive on positive support and active social interactions, regardless of the division or industry. By creating a culture of community cooperation, Eclipse Automation hopes to empower its employees and surrounding communities.

Current initiatives include:

- **Internal Events** are organized for employees and their families, including an annual holiday party, BBQ's and raffles.
- **Weekly Community Events** are communicated through our intranet to encourage employee participation in fundraising events and family friendly activities within surrounding communities.

Future initiatives include:

- **Employee Recognition Program** will be implemented to provide positive feedback, while also reinforcing and encouraging work that advances employee, team, and institutional goals and values.
- **Active Social Committee** will be implemented to create and organize company events and activities.
- **Community Participation** will be encouraged to participate in local charitable events, offer educational tours to local schools, and support international organizations that fall within our diverse spectrum of industries that align with the Eclipse brand.
- **Fundraising/Donation Activities** will help to extend our reach to the community and our partners in order to raise money for local charities and organizations. Some initiatives will include the adopt-a-highway and/or the city street program.

Environmental Responsibility

Eclipse Automation feels strongly that the economic growth of a company and conservation of the natural environment are compatible. Our environmental efforts are focused on where we have the most opportunity to make a difference, including energy and waste management, reducing emissions and creating sustainable opportunities for our employees.

Current initiatives include:

- **Electricity Efficiency** Program can be seen through our various postings around our office and on our database to prompt employees to turn their computers off after work in efforts to reduce energy consumption. **GO GREEN** Turn the Computer and Monitor **OFF** after work

Future initiatives include:

- **Waste Reduction** will be implemented to reduce our paper consumption. We hope to include employees, suppliers and clients in this initiative through various types of notices.
- **Corporate Recycling Program** is in place in our offices to recycle papers and plastic.
- **Compost Program** will correspond with our recycling program in efforts to reduce the amount of garbage our company creates.
- **Environmental Day Celebrations** to raise employee awareness of the environmental impacts and changes occurring on a local, national and global level. Some events/days include:
    - National Water Awareness Week (Early March)
    - Earth Hour (Late March)
    - International Compost Awareness Month (May)
    - Canadian Environmental Week (Early June)
    - Clean Air Day (June 2nd)
    - World Oceans Day (June 8th)
    - Ozone Day (September 16)
    - Pollution Prevention Week (September)
    - Waste Reduction Week (October)