

## Human Resources and Human Rights Policy

**Overview** At Paneltech, we believe our employees are not just a means but also an extremely important end. We seek distinctively competent, dedicated employees with diverse backgrounds. All of our employees are of equal worth as human beings with inherent rights, including the right to speak and to be heard. Our employees also enjoy the right to contribute to our process and product development efforts and to experience pride of ‘ownership’ in the company’s socially beneficial products. Employees also have the right to be free of workplace injury and health threats. Paneltech seeks business partners who respect these same principles. To attain these goals, we depend upon our management team to treat employees with respect and to educate and motivate employees to act in accordance with our policies and principles.

**Health and Safety** We believe it is in the best interest of Paneltech and its employees to conduct company business in the safest and most responsible manner possible. We are convinced that all work place injuries and illnesses are preventable, that with responsible conduct we can avoid any safety or environmental hazards and provide an excellent working environment.

**Non-Discrimination and Harassment** It is the policy of Paneltech to operate in a non-discriminatory manner. We seek a diverse workforce. No employee or applicant will be discriminated against because of race, color, sex, religion, age, marital status, disability, national origin, or sexual orientation. This policy covers all terms of employment including employment recruiting, hiring, transfers, promotions, terminations, compensation, rates of pay, benefits and selection for training. Discrimination or harassment based on any of the above will not be tolerated in our company, nor will retaliation against any person who has reported any actions that are not consistent with this policy.

**Compensation** Paneltech will provide employees with competitive, ‘living’ wages and benefits that, at an absolute minimum, meet or exceed lawful requirements. We also seek to minimize compensation disparities between the highest and lowest paying positions.

**Work Hours and Schedules** Paneltech incorporates work hours and schedules to meet production requirements while seeking to minimize undue employee hardships and inequities. The company will also carefully adhere to local, state, and/or national labor laws.

**Community Engagement** ‘Place’ matters a great deal at Paneltech (see Core Values). Our goal is to do our best to improve the present and future quality of life for the communities that surround our business.

**Environmental Responsibility** At Paneltech we understand the value of and the importance of sustainability. We are committed to the development of processes and socially beneficial products that are as clean and green as economically possible. This is a never-ending quest. We seek to eliminate our dependence upon non-renewable resources. We seek to minimize the impact of our activities on the environment and to tread lightly on the earth.

**Child Labor and Forced Labor** We will not tolerate any child labor or forced labor in any of our facilities and expect our suppliers and distributors to comply with these principles. Paneltech believes that terms of employment should be voluntary and must be in complete accordance with the laws and regulations under which we operate and our fundamental Core Values.

**Cruelty Free** We are a cruelty-free organization. We guarantee that no animal byproducts have been used and that no animals have been mistreated in any part of our product lifecycles. We hold our suppliers and distributors to these same standards of business conduct and social responsibility.