MACROTECH
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ANTI- HARASSMENT & DISCRIMINATION POLICY

1. OVERVIEW

Macrotech is committed to principles of Equal Employment Opportunity and is committed to making employment decisions based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. It's imperative to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age or any other status protected by Federal, State or local laws. We value diversity and are willing to employ men and women of all ethnic and racial groups, ranging in age, and representing a broad spectrum of religions and national origins. The company will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship could result for the company. Macrotech is committed to providing a working environment free of discrimination and/or harassment. We prohibit discrimination/harassment in the workplace, whether committed by or against managers, colleagues, customers, suppliers or visitors. We want our employees to work and grow in a healthy, respectful and productive environment.

Discrimination or harassment in the workplace based on race, color, religion, sex, national origin, citizenship, age, sexual orientation, disability, marital status or any other basis prohibited by law, will not be tolerated. The company prohibits inappropriate conduct based on any of the above characteristics at work, in the company's business or at events sponsored by the company.

2. PURPOSE

The purpose of this policy is to ensure Macrotech, and its constituents uphold a zero-tolerance approach to harassment & discrimination.

3. SCOPE

This policy applies to all people working for us, or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

4. HARASSEMENT / DISCRIMINATION DEFINITION

Harassment / Discrimination

Harassment / discrimination is unwanted, unreasonable and offensive behavior towards the person being harassed, which creates an intimidating, hostile or humiliating work environment for the person concerned.

There are different types of harassment that can occur at work, it can be based on:

- Race, ethnic origin, nationality or skin color
- Gender identity and/or sexual orientation
- Religious or political convictions
- Membership or no-membership of a trade union
- Disabilities, illness, sensory impairments or learning difficulties
- Age
- Pregnancy/maternity/paternity

This list is not exhaustive

Harassment is:

- Offending or humiliating someone physically or verbally.
- Threatening or intimidating someone.
- Making unwelcome jokes or comments about someone's race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment can occur between people of the same sex or opposite sex.

Sexual Harassment

Sexual harassment has been defined as unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- It is made either explicitly or implicitly a term or condition of employment.
- Issued as a basis for employment decisions affecting such an individual.
- It has the purpose or effect of substantially interfering with an individual's work performance and of creating an intimidating, hostile, or offensive work environment.

Macrotech prohibits inappropriate conduct that is sexual in nature of work, in company business, or at company-sponsored events including the following:

- Offensive or humiliating behavior that is related to a person's sex.
- Behavior of a sexual nature, that creates an intimidating, unwelcome, hostile or offensive work environment.
- Behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.
- Comments, jokes, or degrading language.
- Sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials.
- Unwelcome sexual advances, requests for sexual favors, or any sexual touching.
- Offering favorable terms or conditions of employment or benefits in exchange for sexual favors or threatening or imposing less-favorable terms or conditions of employment if sexual favors are refused.

Sexual harassment is prohibited whether it's between member of the opposite sex or members of the same sex.

5. MANAGEMENT AND STAFF RESPONSIBIITY

All managers have a responsibility to maintain a workplace free of discrimination and personal harassment. Managers are directly responsible for the conduct of their staff and the smooth running of their department.

Also, Macrotech expects all employees to comply with this policy and all employees to conduct themselves appropriately.

Management is responsible for:

- Promoting a harassment-free workplace and setting an example of appropriate behavior in the workplace.
- Communicating the process for investigating and resolving harassment complaints filed by employees.
- Dealing with harassment situations immediately after becoming aware of them, whether a harassment complaint has been made.
- Taking appropriate action during a harassment investigation, including the separation of the parties to the harassment complaint, if necessary; and
- Ensuring that harassment situations are handled in a sensitive and confidential manner.

Employees are responsible for:

- Treating others with respect in the workplace.
- Informing your immediate supervisor or the human resources department of any harassment.
- Collaborating in a harassment investigation and respecting the confidentiality of the investigation process.

Employees can expect:

- To be treated with respect in the workplace.
- That reported harassment will be dealt with in a timely, confidential and effective manner.
- To have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- To be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

6. PROCEDURE

Creating a workplace free of discrimination and harassment is everyone's responsibility. If you observe or believe that you are a victim of discrimination, sexual harassment or any other form of harassment at work, during the company's business or any other activity sponsored by the company, you must immediately report it to one of the following:

- Your manager or another manager in your management chain
- Human Resources

An employee may file a harassment complaint by contacting his/her manager or the HR. The complaint may be verbal or in writing. If the complaint is made verbally, the manager or the HR will record the details provided by the employee. The employee should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the employee from doing so.

7. HOW COMPLAINTS WILL BE DEALT WITH

Any claims of discrimination or harassment will be investigated promptly and discreetly. All complaints are treated with sensitivity and are kept confidential as possible. We will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g. which department or role they work in.) Appropriate disciplinary action will be taken to eliminate inappropriate behavior.

In addition, you are not required to report your complaint to the person who is the subject of the complaint. For example, if your complaint concerns your supervisor, you can talk to someone in Human Resources or another manager. However, if someone at work, during the company's business or in a company-sponsored function engages in conduct that makes you feel uncomfortable, we encourage you to tell them that the conduct is unwelcome, that you find it offensive and that you ask that it stop immediately.

Human Resources will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, the company will take appropriate corrective action, up to and including termination of employment.

The company prohibits any form of reprisal against a plaintiff for reporting discrimination or harassment or for participating in an investigation of a complaint of discrimination or harassment. If you believe you have been subject to reprisal, you can use any of the resources described above to report your concern.

Anthony Prom
President & CEO