



Engage2Excel

**Turning Every Recognition Moment
into Business Success**

Annual Communication on Progress

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Period covered by our Communication on Progress (COP)

From: April 2020

To: July 2021

1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER (OWNER OR PRESIDENT IN THE CASE OF SMALL BUSINESSES)

Statement of Support

July 15, 2021

To our Stakeholders:

Rideau first signed on to the UN Global Compact in 2005, and now as part of Engage2Excel, Inc. we remain highly committed to being socially and ecologically responsible in our business operations and in our interactions with employees, suppliers, clients, and the community. Engage2Excel fully supports the UN Global Compact and will persistently seek to go further in maintaining our commitment to respecting and upholding human and labor rights, promoting sustainable development and fighting against corruption.

Engage2Excel is dedicated to following the Global Compact's 10 principles and we truly see these as an extension of our own corporate initiatives. The UN Global Compact acts as both a policy platform and as a practical framework to help our business and our clients' businesses achieve their goals of being responsible and sustainable. Many of our clients continue to add sustainable initiatives into their recognition programs. We strongly encourage our clients to move as many program communications as possible online to reduce paper use. For clients with employees that may not readily have access to a computer, we still create printed program brochures; however, these are printed on 100% post-consumer recycled paper with FSC certification. Another green initiative is the use of reusable gift bags in place of classic paper gift bags. These bags can be used again and again by recipients as a symbol of their recognition moment.

Engage2Excel's environmental reach extends to our partners and suppliers as well. We actively seek suppliers who can guarantee responsible sourcing of their materials and metals. Engage2Excel has signed on to No Dirty Gold's Golden Rules of Responsible Mining, a voluntary campaign that encourages its participants to re-examine gold and metal sourcing and promotes responsible mining worldwide. We also continue to plant trees through a Canadian not-for-profit organization. Engage2Excel planted 26,430 trees in 2020.

For all of our employees, we have comprehensive rules and a code of conduct. Every new hire receives training on the Employee Handbook to remind them of their rights, obligations, and recourses in the matters of equal opportunity, human rights, reasonable

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accommodations for people with disabilities, harassment and preventive discrimination at work, health and safety, privacy, gifts, and gratuities, amongst others. Engage2Excel is dedicated to nurturing a positive work environment where employees feel safe and can thrive.

As an honored member of the UN Global Compact, I hereby uphold that Engage2Excel, Inc. (including its subsidiaries) will continue to improve our business practices in compliance with the 10 UN Global Compact's principles.

Sincerely yours,
Jeff Gelin
President, Recognition & Engagement

2. DESCRIPTION OF ACTIONS

Human Rights

Please use the box below to describe actions your company has taken in the area of human rights. Examples include:

Engage2Excel believes that, although governments have the primary duty to protect and ensure the fulfillment of human rights, we have a responsibility to respect human rights and play a positive role in the communities where we operate. Our corporate policies, management processes and participation in voluntary fundraising initiatives are complementary and are intended to work together and reinforce our commitment to respecting human rights. Our Non-discrimination and Equal Employment Opportunity, Labor Practices, Freedom of association and the right to engage in collective bargaining as well as our Harassment at Work policies ensure that we respect the Human Rights principles.

Ensure workers are provided safe, suitable and sanitary work facilities

Health and Safety: Engage2Excel is committed to providing a safe, suitable and sanitary work environment. We are in compliance with all health and safety regulations and have implemented processes and programs that improve our employees' knowledge about health and safety.

The company makes every effort to provide and maintain a safe and healthy occupational environment, including protecting employees from injury or occupational disease and the company's facilities and job locations against fire and/or damage. All supervisors and employees are dedicated to the goal of reducing risk of injury and Engage2Excel encourages its entire staff to get involved in safety awareness activities and recognizes employees for safety accomplishments and ideas. We encourage our employees to take an active role in keeping an injury-free workplace.

We want to maintain a safe and pleasant environment for all of our employees. To help us meet this goal, we have an open-door policy, by which all of us are encouraged to discuss work-related concerns.

Protect workers from workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats

Harassment at work: Respect and dignity among people is a core value of the company and as a result, Engage2Excel is committed to maintaining a harmonious workplace and an environment conducive to its mission. Physical, verbal, sexual or psychological harassment of employees is not only prohibited at the company, it is a violation of www.engage2excel.com

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provincial, federal and state laws. All our employees have been trained on harassment and preventive discrimination.

Those who believe that they are the target of inappropriate or malicious acts or behaviors, can contact our Human Resources Department in confidence to ask them to intervene, in order to resolve the situation within a reasonable amount of time. If they still consider themselves victim, they can also file a written complaint with upper management. Any employee is subject to disciplinary action for violation of this rule. In conformance with this policy, Engage2Excel ensures fair and impartial investigations that protect the rights of both the person(s) filing the complaint as well as the person(s) complained against. Furthermore, retaliation against anyone who makes a complaint of harassment or who is involved in a complaint process is not tolerated.

Take measures to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during manufacturing, usage or disposal of products

Safety and environmental responsibility: Our modern manufacturing facility in Montreal uses the latest environmental technologies and procedures and is equipped with anti-pollution equipment and alarm systems. We are fully compliant with all provincial and federal laws and we have a government issued permit to operate an electroplating system.

To ensure safety in our workplace, Engage2Excel has an implemented Workplace Hazardous Materials Information System (WHMIS) program. Employees working in the manufacturing department have received WHMIS training and are certified. This workplace specific training on handling, storing, and disposing of hazardous material keeps everyone safe.

Since 2005, Engage2Excel has seen the elimination of Tri-chloroethylene from 2547 kg to 0, the reduction of Sulphuric Acid from 10 gallons per week to 0.5 gallon per week, and the reduction of Nitric Acid from 5 gallons a month to 0.5 gallon a month. Engage2Excel continues to recycle all gold, silver, pewter, and brass excess material used in our manufacturing processes.

Engage2Excel keeps a log of all water testing, chemical and waste disposal, digital metering of the PH in the plating department, and records the testing and maintenance of the PH and ORP probes continuously to monitor our pollution control.

Throughout our facilities, heating units are set on timers to reduce consumption and we recycle our gray water to reduce our annual consumption.

Engage2Excel's head office features a full-scale recycling program designed to reduce waste throughout the company. This program includes the recycling of paper and light

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cardboard materials as well as plastics, glass, and metal products. Engage2Excel also recycles used batteries and electronics.

We are proud of the considerable improvements made to our factory operations and facilities and we endeavor to continue to reduce or eliminate hazardous chemicals with environmentally friendly, and newer products as they become available in the supply chain.

Labor

Please use the box below to describe actions your company has taken in the area of labor. Examples include:

Ensure that the company does not participate in any form of forced or bonded labor

Labor Policy: Engage2Excel is fully committed to protecting children from economic exploitation and from performing any work that is likely to be hazardous, interfere with their education, or is harmful to the child's physical or mental health or moral development. The company believes that their future development and that of the communities and countries in which they live are best served through education, NOT child labor.

Our policy supports international efforts against children and forced labor, in conformance with our Code of Business Conduct and Ethics, by prohibiting child or forced labor use or involvement by the company. Engage2Excel is committed to having sufficient management systems in place to ensure we comply with this policy. If our employees suspect forced labor, they are to report their concerns immediately to their direct manager and/or their Human Resources Department.

Student educational work experience that has been approved by Engage2Excel in accordance with international standards is not considered child or forced labor. No children below the age of 15 can be employed in our facilities. If the law states a higher age, the law must be followed. Young workers between 15-18 years old can only undertake light work and all procedures concerning the treatment of young workers must be followed.

Comply with minimum wage standards

Minimum Wage: Engage2Excel complies with local legislation regarding labor and employment practices, including working hours, wages and benefits, equal opportunity, and freedom of association. Salary is paid at an hourly rate or as an annual salary within the grade set forth in the pay scale that applies to the type of position.

Ensure that employment-related decisions are based on relevant and objective criteria

Equal Opportunity: Engage2Excel is committed to equal employment opportunity in every aspect of the employment policy and practice, including, selection, placement, training, and career advancement. Engage2Excel celebrates diversity, and practices employment equity by participating in the Federal Government's Contractors Program for Employment Equity for Canada and have an Affirmative Action Plan for the US. In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, Engage2Excel shall not discriminate on the grounds of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, or veterans' status in employment, education, and all other areas.

Engage2Excel hires individuals based on their abilities, and not on their disabilities. The company seeks to give full and equal employment opportunities to all people capable of performing successfully in the company's position. Engage2Excel complies with international social standards, such as ILO convention and OECD guidelines. Engage2Excel employs individuals who have working permits, and regular background check processes are in place.

Environment

Please use the box below to describe actions your company has taken in the area of environment. Examples include:

Avoid environmental damage via regular maintenance of production processes and environmental protection system (air pollution control, waste, water treatment systems, etc.)

Engage2Excel supports a precautionary approach and looks to anticipate and prevent environmental problems before they occur. Our goal is to be as friendly as possible to our surroundings by reducing water consumption, chemicals, paper usage (including using recycled paper products), heating, use of clean energy, recycling of primary materials in our processes and educating our workforce. We strive to improve our own practices to lessen the impact of its daily operations on the environment.

Our modern manufacturing facility uses the latest environmental technologies and procedures and is equipped with anti-pollution equipment and alarm systems. Engage2Excel conforms to the strictest air and water quality standards set by federal, provincial, and municipal authorities. We carefully monitor all of the water waste generated in our factory operations. A sample of waste water is sent to an independent testing laboratory twice a year to ensure conformity with all laws and regulations. These reports are then sent to the local authority twice a year in compliance with local laws. Our electroplating water effluent is tested and recorded daily.

Engage2Excel keeps a log of all water testing, chemical and waste disposal, digital metering of the PH in the plating department, and records the testing and maintenance of the PH and ORP probes to continually monitor our pollution control.

Ensure emergency procedures to prevent and address accidents affecting the environment and human health

Engage2Excel has a health and safety committee in place that is comprised of employees and managers who work together to establish and maintain a healthy and safe workplace. Safety standards, rules and procedures, are reviewed regularly to ensure that all preventative actions are being taken.

Engage2Excel has a detailed emergency response plan in place. Upon the sounding of the fire, ammonia or PH alarm, employees must stop what they are doing and head for the nearest emergency exit. As part of our employee onboarding process, new employees are trained on our emergency response plan and what to do in case of an emergency.

Minimize the use and ensure safe handling and storage of chemical and other dangerous substances

Engage2Excel's electro-plating department has a full-pollution control system, and we monitor all water waste generated from our factory operations. Effluent containing acids and cyanides are neutralized in the pollution control system. To ensure protection from chemical leaks, all chemicals and plating tanks have emergency containment tanks. Hazardous waste filters and sludge from the nickel and copper solutions are stored in a secure containment area and they are sent to a qualified, certified waste disposal company for disposal twice a year.

As mentioned previously, we have a WHMIS program to ensure that we are informed of the dangers and hazards associated with the chemicals and their safe use and proper handling. Employees assigned in the plating department, as well as the management team in the manufacturing department, have received WHMIS training and are certified.

Anti-Corruption

Please use the box below to describe **actions** your company has taken to fight corruption. Examples include:

- **Assess the risk of corruption when doing business**
- **Mention "anti-corruption" and/or "ethical behavior" in contracts with business partners**
- **Ensure that internal procedures support the company's anti-corruption commitment**

Engage2Excel takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all our business dealings and relationships, wherever we operate. We are committed to complying with laws relevant to countering bribery and corruption in the jurisdictions in which we operate. Engage2Excel takes its legal responsibilities very seriously and expects all employees working for the company, its subsidiaries, and affiliates to do the same. Employees **MUST** take a cautious approach in their relations with suppliers and other businesses of the company and ensure that their independence and freedom of decision and action, including avoidance, cannot be influenced or biased by any benefit whatsoever.

As a matter of principle, Engage2Excel considers that it is an offence:

- To bribe another person
- To be bribed
- To bribe a foreign public official and
- For a company to fail to prevent bribery

Moreover, it is everyone's responsibility to report to the company or to the Human Resources Department any violations of applicable laws and regulations without fear of retaliation. Engage2Excel expects that its employees will exercise good judgment, will lead by example, and will seek guidance, when necessary, for their own conduct.

3. MEASUREMENT OF OUTCOMES

In the box below, please include the most relevant indicators to measure outcomes.

- Demographics of management and employees broken down by diversity factors (e.g., gender, ethnicity, age, etc.)
- Precious & non-precious metal materials measured for recycling
- Corrugated boxes weighed for recycling
- PH water measurements
- OSHA / CNESST accident measurements