

## **MIMEO.COM, INC.**

### **HUMAN RIGHTS & SOCIAL PERFORMANCE POLICY**

**Updated October 28, 2019**

Mimeo.com, Inc. on behalf of itself and its affiliate and subsidiary companies (“Mimeo” or “we”) is committed to protecting the health and the safety of our employees and neighbors, safeguarding the environment, creating a sustainable positive impact in our communities near and around our print facilities and corporate offices, and respecting all human rights where we operate. We provide training to employees, as appropriate, to enhance our compliance with these frameworks. This policy requires that we recognize and respect human rights and conduct business in a manner consistent with the United Nations Universal Declaration of Human Rights and protect any employee who reports suspected violations.

While governments have the principle role in protecting human rights, Mimeo believes respecting and advancing human rights and workplace rights is fundamental to our corporate culture and imperative for a sustaining business. Our workplace practices and policies on providing fair compensation, equal opportunity, safe and healthy workplaces and other commitments to human rights practices and performance reflect our belief that the success of our company is linked with employee satisfaction and well-being.

- We are committed to high standards of health and safety in our activities.
- We do not discriminate based on race, ethnicity, caste, national origin, religion, disability, gender, sexual orientation, political affiliation, marital status, physical appearance, age, disability, or any other applicable basis in the workplace.
- We do not tolerate any form of workplace harassment, including sexual harassment of an employee or employee candidate.
- We do not permit the employment of underage children in our workforce or the use of forced compulsory labor in any of our global operations.

Mimeo routinely monitors, assesses and reports on our conformity with this policy. We require all of our employees to comply with this Policy and related directives and policies, and are working to ensure that our contractors and suppliers respect this policy. Implementation of the many policies, guidelines, and practices that inform our commitment to human rights is managed by the relevant business group functions.

For more information on Mimeo’s supporting policies, guidelines and statements on our human rights commitments, see:

- Policy of Business Conduct
- Equal Employment Opportunity Policy (Employee Handbook)
- Employment and Labor Laws and Policies
- Privacy & Confidentiality
- Environmental Performance Health & Safety Policy