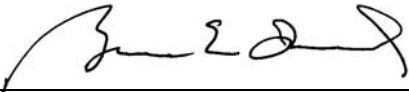


REVISION HISTORY

Revision Number	Revision Description	Revision Date	Effective Date
A	Initial Release	06/08/2012	06/08/2012

Approvals

Name	Title	Signature
Bruce Imsand	President	

1. Purpose

The purpose of this document is to identify and maintain the Corporate Responsibility throughout the company to EICC standards.

2. Scope

This procedure applies to all departments.

3. Responsibility

The operations manager or designee is responsible for this procedure.

4. References

EICC Code of Conduct

5. Procedure

The following standards are adhered to by MaxVision and its suppliers and vendors.

5.1. Labor Standards

5.1.1. Employees are voluntarily employed and are free to leave upon reasonable notice.

5.1.2. No child under the age of 15 is to be employed and all employees under the age of 18 are permitted to work by a state work permit and shall not perform hazardous work. Also workers under the age of 18 are not restricted from perusing education nor shall the work interfere with educational needs.

5.1.3. Working hours shall not exceed 60 hours per week, including overtime, except in emergency or unusual situations. One day per 7-day work week shall be taken off by each employee.

5.1.4. All employee compensation complies with all wage laws relating to minimum wage, overtime hours and benefits. There shall be no deductions from wages for discipline. A pay stub or similar documentation shall be provided to illustrate basis of pay.

5.1.5. No harsh or inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse. No threats of such behavior are permitted.

5.1.6. The workforce shall be free of harassment and unlawful discrimination.

Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability pregnancy, religion, political affiliation, union membership or marital status. This includes activities involving hiring, promotions, rewards, and training. No medical tests shall be conducted in a discriminatory way.

5.1.7. Open communication will be used to resolve workplace and compensation disputes. Workers rights are respected to associate freely, join or not join labor unions, seek representation, join workers' councils in accordance with local laws. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

5.2. Health and Safety Standards

5.2.1. Worker exposure to potential safety hazards (electricity, fire, vehicle, and fall hazards) are controlled by proper design, administration and maintenance. See building inspection report (FORM 64-01-01) and work environment (SP 64-01). Workers are not disciplined for raising safety concerns.

5.2.2. Emergency situations such as fire or other disasters are identified via employee training and notification systems are in place and inspected/tested on a regular basis, see building inspection report (FORM 64-01-01).

5.2.3. Workers shall report any injury or illness that is impairing a co-worker from performing his or her duties. All reports are sealed and is not information readily available to any employee. All files reside on a secure computer system or locked filing cabinet. Medical treatment services are called upon each and every incident that calls for it. Cases are logged by human resources and corrective actions are applied to mitigate risk of reoccurrence. Workers can return to work once proper documentation is provided that injury or illness is no longer preventative of job responsibilities. Documentation is signed by a medical doctor or representative.

5.2.4. MaxVision provides protective equipment such as nitrite gloves, breathable masks and well ventilated areas when using harsh chemicals or reagents in the assembly process. These harsh chemicals or reagents are marked appropriately and quarantined in designated areas.

5.2.5. Heavy lifting, prolonged standing and physically demanding tasks are indentified in assembly documentation and employees are trained on how to limit physical harm or fatigue.

5.2.6. Heavy machinery is located in designated zones with proper notifications to wear protective gear such as goggles or jackets.

5.2.7. Work areas are climate controlled and clean (see work environment SP 64-01). Employees also have access to clean restrooms with clean running water provided by the city. Refrigerator and freezer are located in a clean breakroom for food storage and preparation.

5.3. Environmental Standards

- 5.3.1. Permits for garbage, cardboard, and recycling are on file with the accounting department. Permits are renewed regularly and contain policies that conform to EPA standards.
- 5.3.2. Water and Electric Waste is monitored by comparing usage amounts listed on the utility bill each month. Excess usage is identified in production and corrective action is taken to ensure minimal amount of usage is maintained.
- 5.3.3. There are no hazardous material bi-products produced during the assembly of our products.
- 5.3.4. Wastewater is properly expelled via county sewer system.
- 5.3.5. There are no air emissions created during the production of our products.
- 5.3.6. MaxVision will not use any product that a customer has listed in a prohibited or restricted list due to environmental concern.

5.4. Management System Standards

- 5.4.1. MaxVision has implemented a quality management system in accordance with ISO 9000:2008 requirements. Including a designated representative, quality statements, training, corrective actions and continual improvement.

5.5. Ethical Standards

- 5.5.1. Corruption, extortion, and embezzlement are absent in all interactions at MaxVision.
- 5.5.2. Bribes or attempting to gain advantage due to improper means are not tolerated.
- 5.5.3. MaxVision adheres to a privacy policy that keeps all non-disclosed information in accordance with all non-disclosure agreements and local and federal law. This includes business activities, structure, finances, and intellectual property.
- 5.5.4. Fair advertising practices with the customer's and competition's best interest are put first and upheld.
- 5.5.5. Informant's identities of any violations of ethical business practices are protected.
- 5.5.6. Community service and engagement is encouraged and praised among employees and management.

6. Definitions

7. Appendixes

N/A

8. Records

Retention: Minimum of 1 year

Location: MaxVision Corporate Offices

Disposition: Archived upon expiration

