

## Code of Conduct

Mass aims to provide a safe, comfortable and pleasant working environment, and expects employees to follow rules of conduct that will protect the interest and safety of all employees and the business.

The following is a list of behaviors that the business considers unacceptable. Any employee found engaging in these behaviors will be subject to disciplinary actions including reprimand, warning, suspension or dismissal:

- Willfully damaging, destroying, or stealing property belonging to fellow employees or the company
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Working under the influence of alcohol or drugs
- Using threatening or abusive language toward a fellow employee
- Violation of health and safety rules
- Failing to wear clothing conforming to standards set by Mass
- Using company equipment in an unauthorized manner
- Excessive absenteeism or any absence without notice

### Attendance and Punctuality

To maintain a safe and productive work environment, Mass expects all employees to be reliable and to be punctual in reporting for work. In the exceptional instances when employees cannot avoid being late to work or are unable to work, they should notify their Line Manager/Team Leader as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness is disruptive and unprofessional, and may lead to disciplinary action.

### Return of Property

Employees are responsible for all Mass property and material. Employees must return all property immediately upon request or upon termination of employment.

### Disciplinary Action

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Serious misconduct may result in instant suspension or dismissal.

Such reasons may include:

- Conduct that causes serious and imminent risk to the health and safety of another person
- Conduct that causes risk to the reputation and profitability of Mass
- Deliberate behaviour contradicting to the Employment Agreement
- Conduct that engages in unlawful acts such as theft, fraud or assault
- Refusal to carry out reasonable instructions and/or duties that are consistent with the role

### Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at Mass will be based on merit, qualifications, and abilities. Mass does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline and termination.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Line Manager or HR. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



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