

ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

The MDA and its subsidiaries are committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, MDA and its subsidiaries expect that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of the MDA and its subsidiaries to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran.

The MDA and its subsidiaries encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the MDA to promptly and thoroughly investigate such reports. The MDA and its subsidiaries prohibit retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an

individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and innuendos; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the MDA and its subsidiaries (e.g. and outside vendor, consultant or member).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Executive Director/President or Director of Human Resources.

The MDA Executive Director/IFG President and Director of Human Resources are designated as the organization's complaint officers for purposes of the implementation and enforcement of this policy in relation to the staff. For MDA members or non-MDA/IFG employees, the complaint officers are the MDA president, president elect and the immediate past president. Any employee of the company who is subjected to harassment in violation of this policy by any other person may make a formal complaint* of such violation to the extent possible to the complaint officer or their supervisor by completing a "Complaint of Harassment" form located on the intranet of the company computer system under HR forms. Should the employee prefer to file a complaint with their supervisor, the supervisor should inform the complaint officers of the matter. The complaint officers are responsible for promptly investigating the complaint and may include the supervisor in the investigation. Investigation includes interviewing any and all parties, such as witnesses and the individual accused of harassment. An "Investigation of Complaint" form will be completed by the complaint officers on each witness. The HR department has this form on file. Once all witnesses are interviewed, the complaint officers will complete the form titled "Report of Investigation of Complaint of Harassment" which is also on file in the HR department.

*It is important to note that a formal complaint is not mandatory in order for an investigation to take place. Should any manager learn of an allegation, the manager is required to report it immediately to the complaint officers and it will be investigated **whether or not the alleged victim wishes it to be investigated.**

Anonymous harassment complaints will also be accepted by the Vice President of Professional Affairs and/or the Executive/Director/IFG President. Such complaints will be promptly investigated to the best of our abilities.

The following actions shall be taken if a complaint against an employee is found to be justifiable:

1. First complaint: An oral complaint will be taken from the complainant, and will result in a verbal warning to the offending employee to cease the harassment immediately. It will be noted in the offending employee's personnel file.
2. Second complaint must be in writing. This complaint will result in a written warning, again indicating that the behavior is to cease immediately or disciplinary action will be imposed up to and including termination of employment. The written report will be placed in the offending employee's personnel file.
3. Third complaint, also issued in writing, may result in disciplinary action up to and including termination of employment if it is determined that a violation is valid and ongoing.

An employee or member of MDA/IFG, including any supervisory or management employee who violates this policy, shall be subject to discipline by the company, and said discipline shall include reprimand, suspension, and the possibility of discharge, depending on the nature and severity of the offense. In the event that a non-employee of the organization violates this policy and the violation is brought to the attention of the MDA Executive Director/IFG President, the organization will take all the necessary steps to assure that the said violations are stopped immediately.

The MDA and its subsidiaries will not tolerate any retaliatory action taken against any employee for making a complaint or for cooperating in an investigation of a complaint.

The use of progressive discipline by MDA/IFG in no way amends any other provision in the employee handbook, including the provisions that the employee or MDA/IFG may terminate the employment relationship at any time, for any reason, with or without cause.

If a complaint against an MDA member or other non-MDA/IFG employee is found to be justifiable, the MDA president, president-elect and vice-president, acting as the complaint officers, shall take such action that they deem appropriate.

