

TRAVEL SAFETY POLICY

In order to safeguard the company from losing its professional talent in a common disaster, it is important to have some basic travel precautions in place.

In an ideal world, we might attempt to make sure that no two members of the MDA Insurance & Financial Group professional team travel in the same plane, train, automobile or other form of transportation. However, upon thorough investigation, this proved to be logistically unfeasible and financially unattractive. Instead, this travel safety policy is designed to support two major tenets.

1. That the corporation remain protected by assuring that at least one professional employee with the proper insurance licensing, credentials and knowledge is separate from others who may be traveling.
2. That the corporation remain protected by assuring that at least one professional employee who is familiar with MDA Services, their products, vendor contacts and contracts is separate from others who may be traveling.

In March 2005, we received an opinion from MDA legal counsel that commissions could still be paid and new policies could be bound, as long as people were employed in the business who held the proper licenses. In the event the person designated as the company's licensed producer responsible for compliance with Michigan's Insurance Code is no longer working for the company for any reason the Company shall immediately designate another licensed producer that is working with the company to be responsible for compliance with Michigan's Insurance Code. All filings with the State of Michigan shall be made to reflect this change.

Based on this, as long as tenet 1 is adhered to and there is no disaster that decimates all licensed employees at our actual business location, then the company should have no immediate problem with cash flow. Insurance commissions can and will be paid to the organization as long as one of the remaining licensed producers is designated responsible for compliance with the insurance code. Proper filing should be made with the State of Michigan to reflect this change.

It is also important that the organization be protected for institutional knowledge, sales and customer service. With this in mind, we suggest the following travel safety guidelines.

Executive Council

Positions impacted - president, director member services, director life & health, director property & casualty.

At least one member of the executive council should travel (or remain behind) separately from the rest of the group. The person traveling separately should not be the director of member services. At no time should all five travel by the same transportation.

Life & Disability Group

Positions impacted – president, director life & health, manager life & disability, account executive life & disability.

At least one member of the group above should travel (or remain behind) separately from the rest of the group. At no time should all four travel by the same transportation.

Health Group

Positions impacted – president, director life & health, BCBS program manager, health account executive 1, health account executive 2.

At least one member of the group above should travel (or remain behind) separately from the rest of the group. Ideally, the president, director life & health and BCBS program manager, should not travel by the same transportation.

Commercial Lines P&C Group

Positions impacted – president, director property & casualty, account executive property & casualty, account coordinator commercial lines.

At least one member of the group above should travel (or remain behind) separately from the rest of the group. At no time should all four travel by the same transportation.

Personal Lines P&C Group

Positions impacted – president, director property & casualty, manager personal lines.

At least one member of the group above should travel (or remain behind) separately from the rest of the group. At no time should all three travel by the same means of transportation.

Services Group

Positions impacted – president, director member services, member services representative.

At least one member of the group above should travel (or remain behind) separately from the rest of the group. At no time should all three travel by the same means of transportation.