

COMPANY POLICIES

Workplace Practices

All employees are expected to maintain the highest degree of integrity and honesty during their work assignments with MGA clients.

Contract employees are subject to workplace policies of MGA and of the companies to which they are assigned, including discrimination, harassment, and drug/substance abuse policies.

Discrimination and Harassment

Discrimination harassment of any form, including sexual harassment, is absolutely prohibited and may be reason for immediate termination of employment. Discrimination harassment means slurs, epithets, and other verbal comments or physical actions regarding race, national origin, age, religion, disability, or any other reason prohibited by law. Harassment can be verbal, physical, or visual and may include conduct such as inappropriate comments, advances, displaying of offensive posters or drawings, making obscene or suggestive gestures, or offensive jokes. All employees are responsible for maintaining an appropriate and businesslike manner at work.

Employees who feel they have experienced discrimination harassment, including sexual harassment, are responsible to immediately contact either the General Counsel or the President of MGA. Any complaint or report of discrimination harassment or sexual harassment will be promptly investigated, and MGA will take whatever necessary and corrective action is warranted, including discipline and discharge. All complaints will be treated as confidentially as circumstances permit in order to fully and fairly investigate and resolve them. Reprisals and retaliation are absolutely forbidden. The General Counsel is responsible for investigating all complaints.

Family Leave of Absence

MGA provides Family Leave of Absence to qualified employees as required by the Family & Medical Leave Act. A Family Leave is an unpaid leave. Unused, earned Sick Time will be applied to time off for Family Leave. If additional time is needed, it will be unpaid.

An employee must have worked 1250 hours in the past twelve months to be eligible for a Family Leave of Absence.

A Family Leave may be requested under the following circumstances:

- Birth of your child, and to care for the newborn child;
- Placement with you of a child for adoption or foster care;
- To care for your spouse, child, or parent with a serious health condition; or
- Because of your own serious health condition that makes you unable to perform the functions of your job.

If you are eligible and wish to request a Family Leave, the request must be submitted to the General Counsel. If you know about the need for a Leave in time, the request must be submitted 30 days in advance. Otherwise, the request must be made as soon as the need is known. Failure to submit the request within the required time frames may lead to a denial. A physician's certification is required to be eligible for leave. If you believe you may be requesting a Family Leave of Absence, please see General Counsel for details of your rights and obligations.

I have read and understand the company policies stated on this one page document and agree to comply with these policies.

Employee Signature: _____

Date: _____

Employee Printed Name: _____