



## PO-HR-102: EEOC Harassment, Diversity and Discrimination

### Purpose:

1. Equal employment opportunities benefit both MPW and its employees. Therefore, the company aims to employ the most talented people available to ensure continuing success.
2. MPW specifically prohibits discrimination against any individual for reasons of race, color, religion, sex, pregnancy, national origin, age, sexual orientation, marital or veteran status, or the existence of a medical condition, disability, genetic information, or any other characteristic protected by applicable law.

### Applies To:

This policy applies to managers, supervisors, non-supervisory employees, and applicants.

### Definitions:

N/A

### Roles/Responsibility:

It is the responsibility of all managers, supervisors, non-supervisory employees, and applicants.

### Policy:

#### 1. Race/Color Discrimination

- a. It is unlawful to discriminate against a person because of that person's race or color. Race discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.
- b. MPW forbids race/color discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

#### 2. Accommodation of Disabilities

- a. MPW complies with all federal and state disability laws and is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations as necessary and required by law. MPW will not discriminate against any qualified applicant or employee because of the individual's disability, perceived disability or record of disability.
- b. MPW will provide reasonable accommodation to a qualified individual who has notified the company of his or her disability, so long as the accommodation does not place an undue hardship on the company. Please contact MPW's Human Resources Department if you have any questions or concerns about the company's accommodations of disabilities.

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### 3. Sexual Harassment

- a. MPW is committed to maintaining a professional work environment in which all individuals are treated with respect and dignity.
- b. Sexual harassment (harassment based on sex, gender or sexual orientation) is strictly prohibited. Sexual harassment includes harassment of women by men, of men by women, and same-sex harassment. Sexual harassment is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Company.
- c. Sexual harassment does not include a casual compliment of a socially acceptable nature, but refers to behavior which is not welcome, which is personally offensive, which damages morale, and which interferes with MPW's effectiveness and productivity. Examples of prohibited sexual harassment include, BUT are not limited to, sending sexually explicit e-mails or text messages and, depending upon the circumstances, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, or conversation about your own or someone else's sex life.

### 4. Other Unlawful Harassment

- a. MPW prohibits conduct by any employee, non-employee (e.g., contractor, client, vendor) or applicant that harasses another employee, non-employee or applicant, disrupts or interferes with another individual's work performance, discriminates based upon a protected characteristic, or creates an intimidating, offensive, or hostile environment.
- b. MPW recognizes that unlawful harassment or creation of a hostile work environment can be based on race, color, religion, sex, pregnancy, national origin, age, sexual orientation, marital or veteran status, or the existence of a medical condition, disability, genetic information, or any other characteristic protected by applicable law.
- c. Unlawful harassment can be verbal, physical, visual, or retaliatory. It can occur in the workplace, after hours, or on social media.

### 5. Retaliation

- a. MPW will not retaliate against any individual who opposes or makes a report of discrimination, sexual or other unlawful harassment, or permit any employee to do so. Employees shall not be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of discrimination, sexual or other unlawful harassment, provides information, or otherwise assists in any investigation
- b. Retaliation is a serious violation of these policies and should be reported immediately.

### 6. Complaint and Conflict Resolution

- a. MPW values each of its employees and adheres to all company policies and applicable government regulations. The company aims to create a safe environment where individuals are not afraid to discuss concerns and complaints or to seek general information about discrimination, harassment, and retaliation.
- b. If you have reason to suspect that a violation of these policies may be taking place, or have a conflict with a co-worker, supervisor or manager, you must:

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- i. Report the incident confidentially either online at [mpw.ethicspoint.com](http://mpw.ethicspoint.com) or call MPW's 24-hour toll- free telephone number: (844) 406-6229; AND
- ii. Make a reasonable effort to prevent and promptly correct any harassing behavior if applicable.
- c. Your complaint will be promptly and thoroughly investigated by qualified personnel in an impartial manner that provides all parties with an opportunity to be heard. Confidentiality of identities, reports and investigations will be maintained to the fullest extent possible.

**Any employee found to have violated these policies or who fails to cooperate in an investigation will be subject to immediate and appropriate disciplinary action, up to and including termination of employment.**

### Related Documents:

N/A

### Revision History:

1. 01/14/2019 – Original issuance.
2. 01/14/2019 – This is a combination of disability-harassment and diversity policies

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