

**Guideline:**

The Agency will not tolerate any type of harassment or discrimination toward or by any member of the Agency that targets an individual because of his or her race, color, religion, sex, age, national origin, disability, genetic information, military status, sexual orientation, gender identity, creed, ancestry, marital status or any other characteristic protected by law. It is illegal to harass others by fostering a hostile work environment on the basis of such protected characteristics.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the Agency premises, and business-related travel. This policy extends to all work-related interactions, whether in person, via telephone, in writing or through electronic communications such as e-mail, text messages, instant messages, blogs, electronic conferencing and social media postings regardless of whether they are made through a computer, cell phone, pager or other electronic device or medium.

Approval and Responsibilities: This rule is maintained by the Human Resources department and approved by the Vice President of Human Resources.

Scope: CFI and Affiliates

Definition:

Harassment or discrimination may include but is not limited to physical or verbal interactions, electronic communications, or visual representations. It exists whenever:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Harassing behavior involves a pattern of abusive and degrading conduct directed against a protected class member that is sufficient to interfere with their work or create an offensive and hostile work environment.
- Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, the display or circulation of offensive written materials, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. This may include:
 - Subtle or blatant requests to engage in sexual relations and/or pressures for dates.
 - Unwelcome or unwanted sexual advance, such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar contact.
 - Sexual harassment includes unwelcome sexual behavior by either men or women toward either men or women. It also includes sex-based harassment directed at someone because of their gender.

- Unwelcome kidding of a sexual nature such as dirty jokes and comments about body parts, appearance or clothing that goes beyond socially appropriate compliments.
- Social media, email or any other electronic communication that fosters a hostile work environment through any of the activity prohibited under this section of the work rule, including but not limited to sexually suggestive jokes or images.

Rules:

- Harassment by or toward any member of the Agency community, on the basis of any protected characteristic such as age, race, gender or disability, is prohibited.
- Anyone found to have engaged in harassing behavior will be subject to discipline up to and including termination of employment.
- The Agency will not tolerate retaliation against an employee who, in good faith, cooperates in an investigation involving harassment or makes a complaint regarding harassment. Anyone who retaliates against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination will be subject to discipline, up to and including discharge.
- Intentionally filing false reports of harassment or discrimination is prohibited and will result in disciplinary action.
- All employees will be held responsible and accountable for avoiding or eliminating prohibited conduct.
- The Agency requires all employees to attend training on recognizing and preventing illegal harassment.
- All managers and supervisors are responsible for the implementation of this rule, and for ensuring that employees know and have an understanding of this rule. Supervisors will work with HR and Compliance to ensure that a prompt investigation is initiated.

Complaint Procedure:

Employees are encouraged to report harassment and discrimination to EthicsPoint, as well as to their supervisor or Human Resources. When a supervisor receives a harassment complaint, or observes harassment, the supervisor must immediately report the matter to Human Resources.

Any employee who has a question or concern regarding this policy is encouraged to bring it to the attention of any member of management, a member of the HR team, a member of the Compliance Team or through the EthicsPoint Hotline www.mcfi.ethicspoint.com.

Employees experiencing harassment or any employees who become aware of possible sexual or other unlawful harassment of others are encouraged to *immediately* report the harassment to their supervisor or Human Resources so that rapid and constructive action can be taken.

- All complaints of such behavior are confidential and will be taken seriously and will be investigated promptly and thoroughly.
- Depending on the nature of the alleged harassment, interim measures may be taken including, separating the alleged harasser and complaining employee. If the investigation reveals that an employee has engaged in harassment, that employee will be subject to disciplinary action, up to and including discharge.

- Complaints of this nature will be investigated in a manner that strives to preserve the privacy of the persons involved, consistent with the need to conduct a full and fair investigation. No information will be shared with other parties except as may be necessary to adequately investigate the matter and collect facts.

References:

- Policy 03: Human Resources
- Procedure 307: Equal Employment Anti-Harassment