



MTS SYSTEMS CORPORATION – Procedure

TITLE:**Harassment-free Workplace Complaint Procedure****NUMBER:****HR-013.01****REVISION:****5****EFFECTIVE DATE:****2/10/2021****PAGE:****1 of 3**

1.0 Purpose

MTS is committed to promptly investigating all possible violations of its Harassment-free Workplace Policy and swiftly implementing appropriate responses including corrective action. This Procedure sets out the steps to follow when MTS receives a report of conduct that potentially violates its Harassment-free Workplace Policy.

2.0 Scope

This Procedure applies to all employees at MTS' North American locations.

3.0 Definitions

See HR-013 Harassment-free Workplace Policy

4.0 Policy

MTS strictly prohibits and does not tolerate harassment on the basis of membership in a Protected Class. Engaging in harassment is considered a form of employee misconduct that could result in discipline up to and including termination.

MTS prohibits retaliation against anyone who reports a possible violation of this policy or participates with a related investigation. Retaliating against individuals who report sexual harassment or who testify or participate in any proceeding related to sexual harassment is unlawful.

5.0 Process

5.1 Any employee who believes s/he has experienced or witnessed conduct that potentially violates MTS' Harassment-free Workplace policy must promptly report the conduct to one of the following resources:

- His/her supervisor;
- Any other MTS supervisor or manager;
- Human Resources Business Partner;
- Human Resources Manager or Director;
- His/her local MTS Ethics Committee;
- The MTS Office of Risk and Compliance;



MTS SYSTEMS CORPORATION – Procedure

TITLE:**Harassment-free Workplace Complaint Procedure****NUMBER:****HR-013.01****REVISION:****5****EFFECTIVE DATE:****2/10/2021****PAGE:****2 of 3**

- The MTS AlertLine for North America: 888-321-5562 or <https://mts.alertline.com>; or
- The MTS Office of General Counsel

- 5.2 Any manager who receives a complaint or is otherwise made aware of a potential violation of MTS' Harassment-free Workplace Policy must immediately notify Human Resources or the Office of Risk and Compliance ("ORC"). Failure of a manager to notify Human Resources or the ORC will result in potential violation of MTS' Harassment-free Workplace Policy to continue without investigation. Therefore, any manager must immediately make the report or s/he may be subject to discipline, up to and including termination.
- 5.3 Human Resources or the ORC will immediately initiate an immediate review of the complaint, and in most instances, a confidential, fair, timely and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Confidentiality of the investigation will be kept by MTS to the greatest extent possible, however, the investigation will not be kept completely confidential. The investigation will be conducted by Human Resources, the ORC or a third-party investigator who will conduct interviews of all necessary witnesses and review any relevant documentation and other available information or evidence.
- 5.4 Human Resources or the ORC will only share information regarding the investigation with individuals who have a need to know about it. Any individuals interviewed as part of the investigation will be instructed not to discuss the interview with anyone other than Human Resources, the ORC or the appropriate managers. A violation with regard to discussing the matter with others may result in disciplinary action up to and including termination.
- 5.5 When a complaint is made, Human Resources or the ORC will evaluate whether additional protective measures are needed, and if they are, it may issue them. For example, Human Resources may determine that one or more of the parties needs to be placed on a leave of absence, or individuals may need to be separated in the workplace until the investigation is completed.
- 5.6 Human Resources or the ORC will analyze the evidence collected during the course of the investigation and determine the appropriate course of action.
- 5.7 Human Resources or ORC will follow up with the employee making the complaint to inform them the investigation has been completed and appropriate action has been taken. Information regarding disciplinary action taken as a result of the investigation is confidential and will not be disclosed.
- 5.8 Any employee who feels s/he is subject to retaliation as a result of participating in the investigation should immediately contact Human Resources or the ORC.



MTS SYSTEMS CORPORATION – Procedure

TITLE:**Harassment-free Workplace Complaint Procedure****NUMBER:****HR-013.01****REVISION:****5****EFFECTIVE DATE:****2/10/2021****PAGE:****3 of 3**

6.0 Policy Owner

Human Resources and the ORC.

7.0 References

HR-013 Harassment-free Workplace Policy
HR-001 Equal Employment Opportunity
ORC-004.01 Handling of Ethics and Compliance Matters

REVISION HISTORY

Rev	Description of Change	Effective Date
2	Update reporting mechanisms	8/1/2013
3	Changed procedure title. Rewrote procedure.	6/1/2015
4	Update policy section 4.0, 5.2 and 5.3	8/1/2018
5	Updated procedure based on legal review	2/10/2021

VERIFY REVISION BEFORE USE
PRINTED COPY IS NOT CONTROLLED

Proprietary – Use pursuant to instruction per MTS Systems Corporation