



MTS SYSTEMS CORPORATION - Policy

TITLE:

Harassment-free Workplace Policy

NUMBER:

HR-013

REVISION:

6

EFFECTIVE DATE:

2/10/2021

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1.0 Purpose

MTS Systems Corporation is committed to providing a safe, productive and harassment -free work environment for employees, those on the premises of MTS, and those who attend MTS-sanctioned events. Furthermore, MTS complies with all applicable federal, state and local laws relating to fair employment practices.

2.0 Scope

This policy applies to all North American employees of MTS, individuals who conduct business at MTS' North American locations and those who attend events sponsored by MTS. This policy includes contractors, vendors, and consultants of MTS or any of MTS' subsidiary organizations located in North America.

3.0 Definitions: Harassment is any unwelcome conduct that creates an intimidating, hostile or offensive work environment that unreasonably interferes with an employee's work performance. Harassment includes but is not limited to:

- 3.1 **Sexual Harassment:** Offensive verbal or non-verbal comments or behavior about an individual's gender as well as unwelcome sexual comments or behavior, advances or requests. "Quid pro quo" harassment and hostile work environment harassment are both prohibited at MTS.
- 3.2 **Verbal Harassment:** Slurs, jokes, epithets and other derogatory statements or comments regarding an individual or group's membership in a protected class (defined below). The above actions can still be considered harassment even if the speaker did not intend for the statements to be offensive or inappropriate.
- 3.3 **Physical Harassment:** Unwanted touching, hitting, pushing or other inappropriate physical contact. Physical harassment also includes inappropriate gestures or expressions towards an individual or group relating to a protected characteristic.
- 3.4 **Visual Harassment:** Displaying derogatory or offensive posters, cartoons, drawings, notes or other media regarding an individual or group's protected class status. Visual harassment also includes use of the internet, e-mail or other electronic media to access and/or distribute derogatory or offensive material regarding an individual or group's protected characteristic.



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3.5 Protected Class Harassment: No protected class shall be harassed because of their membership in a protected class. A protected class includes an individual's race, color, ethnicity, ancestry, religion, creed, gender (including pregnancy), gender identification or expression, sexual orientation, national origin, physical disability, mental disability, medical condition, age, marital status, current or prospective military service, veteran status, genetic information or any other characteristic protected under applicable federal, state or local law.

3.5.1 Protected Class (Michigan): In addition to the protected classes described above, for employees working in the state of Michigan an individual's weight and height shall be considered protected characteristics under applicable state or local law.

3.5.2 Any other state specific categories: While not all protected classes in each state will be listed here, to the extent that a state recognizes an additional protected class, MTS will prohibit any such harassment based on that protected class for employees who live or work in that state.

4.0 Policy

MTS strictly prohibits and does not tolerate harassment in any form. MTS considers harassment to constitute employee misconduct. Appropriate corrective action will be taken against individuals engaging in harassment and against supervisory and managerial personnel who knowingly allow such behavior to occur or continue.

MTS prohibits retaliation against anyone who reports a possible violation of this policy or participate with a related investigation.

5.0 Process

Any employee who believes s/he has experienced or witnessed conduct that violates this 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 AlertLine for North America: 888-321-5562 or <https://mts.alertline.com>;
- The MTS Office of Risk and Compliance; or
- The MTS Office of General Counsel;

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Employees are encouraged to either make their report orally or in writing, or by submitting the online “Report a Concern” form available at <https://mts.alertline.com>.

All reports regarding possible violations of this policy will be promptly and thoroughly reviewed, and in most instances complaints will be investigated in a timely manner pursuant to MTS’ Harassment-free Workplace Complaint Procedure. MTS will conduct all investigations in a fair, timely, and thorough manner 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.

If MTS determines a violation of this policy has occurred, it will take prompt and appropriate corrective action, up to and including terminating the employment of an individual or individuals who have violated the policy.

6.0 Policy Owner

Human Resources and the Office of General Counsel

7.0 Legal Remedies for Harassment (New York Employees Only)

For employees working for MTS in the State of New York, such employees should be advised that sexual harassment is expressly prohibited by Title VII of the Civil Rights Action of 1964 – 42 U.S.C. § 2000e *et seq.* and by the New York Human Rights Law § 296.1 (codified as N.Y. Executive Law, Article 15). Remedies available under Title VII include back wages, future lost wages, emotional distress damages, punitive damages, and the recovery of attorney’s fees and costs, as well as injunctive relief. Remedies available under the New York Human Rights Law include back wages, future lost wages, and injunctive relief. Additional local laws may also apply.

8.0 Acknowledgment of Receipt

All individuals covered by this Policy must be given a copy of this policy to review, and must sign and return an Acknowledgement of Receipt of Harassment-free Workplace Policy Form.

9.0 References

HR-013.01 Harassment-free Workplace Complaint Procedure
HR-001 Equal Employment Opportunity Policy

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ORC-004.01 Handling of Ethics and Compliance Matters

ACKNOWLEDGEMENT OF RECEIPT OF HARASSMENT-FREE WORKPLACE POLICY

MTS is committed to providing a workplace free of sexual harassment as well as harassment based upon an individual's membership in a class protected by relevant federal, state and local law. MTS does not tolerate violations of its policy prohibiting harassment.

By signing below, I acknowledge that I have received and read MTS' Harassment-free Workplace Policy and that I have received information on behaviors which constitute sexual and unlawful harassment. I understand it is my responsibility to conduct myself in accordance with this policy and the education I received. I also understand that if it is found that I have engaged in behavior which is contrary to this policy, I can be subject to disciplinary action up to and including discharge.

Employee Name (print)

Employee Signature

Date

REVISION HISTORY

Rev	Description of Change	Effective Date
3	Changed Policy Title; Re-worded content to reflect change in policy title; updated reporting mechanisms	8/1/2013
4	Changed policy title. Rewrote policy.	6/1/2015
5	Updated and included information specific to MI and NY. Added "ACKNOWLEDGEMENT OF RECEIPT OF HARASSMENT-FREE WORKPLACE POLICY."	8/1/2018
6	Updated legal review to identify current state laws	2/10/2021

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