

Criminal Proceeding Reporting

The character and reputation of MAPP employees is important. Accordingly, employees are required to immediately advise the Personnel Relations Department if the employee is arrested during his or her employment or if the employee is the subject of any criminal charges, regardless of the stage of the criminal proceeding, during his or her employment. The employee is also required to advise of the disposition of any such criminal proceedings. These disclosures will not necessarily lead to discipline. The Company will respond to the information on a case-by-case basis. However, failure to make such disclosures will result in discipline, up to and including termination of employment.