

## STATEMENT OF NON-DISCRIMINATION FOR EMPLOYEES

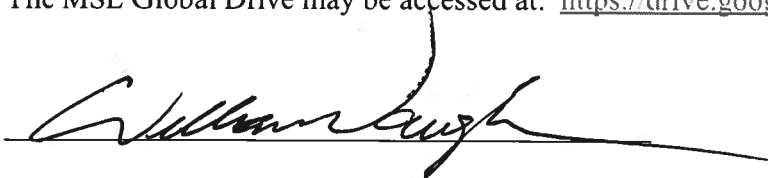
Mainstream Living, Inc. is committed to maintaining a workplace in which people are hired, trained, transferred, promoted, and afforded every other benefit and opportunity that comes with employment at the organization without regard to race, color, religion, sex (including pregnancy), age, national origin, ancestry, marital status, disability or veteran status, sexual orientation, gender identity and expression, genetic information, and any other legally protected characteristic. It is the policy of Mainstream Living not to discriminate on the basis of any protected characteristic. As a private, nonprofit entity, we reaffirm these commitments in our Equal Employment Opportunity Plan. This plan is designed to provide employment opportunities for individuals based on their qualifications and abilities, and prohibits the practice of any type of discrimination, or harassment, including sexual harassment. Further, whether related to race, ethnicity, age, sexual orientation or any other protected characteristic, Mainstream Living stresses the importance of equity and inclusion of all employees. It is expected that all employees treat others with acceptance and respect and work to find intentional ways to grow in the understanding and support of others.

Mainstream Living has a grievance procedure providing for prompt and equitable resolution of complaints alleging any actions prohibited by law. Any person who believes they or someone else has been subjected to discrimination on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, disability or veteran status, sexual orientation, gender identity and expression, or any other legally protected characteristic, may file a grievance under this procedure. The Grievance Procedure is further detailed in the Mainstream Living Personnel Policy Manual located on the Global Google Drive. Grievances related to issues outlined in the policy, must be submitted to the Director of Human Resources within 30 days of the date of the incident or knowledge of alleged discriminatory action. The grievance must be written and include the name and contact information of the person filing it and include a statement of the problem or action alleged to be discriminatory and the remedy or relief sought. All complaints will be promptly and discreetly investigated by Human Resources or designee. Within 30 days, a disposition of the complaint will be made that is designed to address the concern and establish a plan for resolution. Measures will be taken to protect the confidentiality of employees who report discrimination or participate in a discrimination investigation, to the greatest possible extent.

We expect every employee to help maintain a workplace free of bias and to avoid and disapprove of behavior, words, and actions that contribute to exclusion, discriminatory treatment or harassment. Employees will not be punished for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination. Retaliation will not be tolerated.

Additional information related to the Equal Employment Opportunity, Nondiscrimination, Harassment, and Affordable Care Act is available in the Personnel Policy Manual. The handbook and Grievance Forms may be accessed in the Global Google Drive, at the Ames or Des Moines offices of Mainstream Living or by contacting the Human Resources Department. The designated Equal Employment Opportunity Officer and Civil Rights Coordinator for Mainstream Living, Inc. is the Director of Human Resources.

The MSL Global Drive may be accessed at: <https://drive.google.com/drive/folders/0AAyOn6D85ZyPUk9PVA>



3/28/2023

William Vaughn, Chief Executive Officer