



February 22, 2013

TO: ALL U.S. EMPLOYEES/APPLICANTS

Our company is committed to the maximum utilization of all human resources and the goals of Equal Employment Opportunity and Affirmative Action. I wish to reaffirm that commitment and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations. We will continue to recruit, hire, train, and promote in all job titles without regard to age, citizenship, color, creed, disability, genetic information, marital status, national origin, political ideology, race, religion, sex, sexual orientation, or veteran status including qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans, and other protected veterans.

Every effort shall be made to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity.

I have designated Stefon Ricard as the company's Corporate Affirmative Action Officer, and have charged her with the responsibility to maintain the necessary programs, records, and reports to comply with all government regulations, including the maintenance of monitoring procedures for our policy objectives.

Further, our Affirmative Action programs may be reviewed by employees and applicants by scheduling an appointment with the Assistant Affirmative Action Officer at any U.S. MCG office. If you wish to self-identify as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran or an individual with a disability, please contact Stefon Ricard.

Just as we all share the responsibility for meeting the challenges of our business objectives, each of us must assume a leading role in making our Equal Employment policy work effectively.

A handwritten signature in dark ink that reads 'Jon Shreve'.

Jon Shreve  
President and CEO