

**MEN'S HEALTH NETWORK DOCUMENT RETENTION  
AND  
DESTRUCTION POLICY  
Adopted September 28, 2019**

It is the policy of the Men's Health Network that necessary records and documents shall be adequately protected and maintained. Equally, records that are no longer needed by the Men's Health Network or are of no value are to be discarded when they are no longer needed.

During internal or external investigations of potential misconduct or unethical behavior or in the event of threatened or actual litigation, the Men's Health Network's business records may be critical to the inquiry. It is against the Men's Health Network's policy for any employee to destroy or delete business documents in an attempt to thwart or influence an investigation or litigation.

In the event the Men's Health Network is served with any subpoena or request for documents, in the event any employee becomes aware of a governmental investigation or audit concerning the Men's Health Network or the commencement of any litigation against or concerning the Men's Health Network or any internal investigation by the Men's Health Network, or in the event an investigation, a claim, or litigation is reasonably foreseeable, such employee shall inform Ronald Henry or Ana Fadich-Tomsic or any Board of Directors member immediately. In any such circumstance, any hard copy or electronic documents, including web site materials, that are related to such matters must be kept, and any further disposal of documents pertaining to such matters shall be suspended until advice of counsel is obtained. All staff responsible for disposal of records shall be so informed. Employees and others who destroy, delete, or alter documents in violation of this policy will be subject to disciplinary action up to, and including, suspension and termination as well as possible legal action. Any employee of, agent of, or contractor with, the organization, who believes that this exception to the organization's usual document retention and destruction policy may apply, or who might have any question regarding its possible applicability, should contact a member of this organization's audit committee.

As used in this policy, a “record” is anybody of information that has been documented from the business activities of the Men’s Health Network, whether in written, electronic, or otherwise recorded form. “Records” stored electronically also include records that are stored using equipment located within the Men’s Health Network’s property or on other devices (whether or not owned by the Men’s Health Network) such as cellular telephones, laptops, tablets or other portable computers or other similar personal communication devices.