



Non-Associate Anti-Harassment Guidelines for Assignment at JM Family Enterprises, Inc. (JMFE)

Overview

JM Family Enterprises, Inc. and its subsidiaries ("JMFE") are firmly committed to maintaining a work atmosphere free of workplace harassment based on age, race, religion, color, gender, national origin, marital status, physical or mental disability, pregnancy, citizenship, military status, sexual orientation, genetic information or any other characteristic protected by applicable federal, state, provincial or local law.

Scope

All JMFE associates, management, other workers on site, applicants, vendors, and customers are expected to adhere to these guidelines at all times and in all dealings.

Details

The Equal Employment Opportunity Commission has issued guidelines defining workplace harassment as verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, mental or physical disability, marital status, citizenship, military status, sexual orientation, genetic information or any other characteristic protected by applicable federal, state or local laws; and unwelcome behavior of a sexual nature. Such conduct violates these guidelines, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Harassing behaviors are unacceptable in the workplace and in any work-related settings such as business trips and JMFE-sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition, harassment based on any protected characteristic as defined by applicable federal, state, or local laws and ordinances is unlawful.

Prohibited forms of verbal and physical harassment include but are not limited to:

- Name-calling, slurs, negative stereotypes, jokes or insults;
- Acts of unwelcome touching or threats of unwelcome touching;
- Written or graphic material, including electronic communications that degrades or shows hostility;
- Aversion toward an individual or group that is placed on walls or elsewhere on the company premises, circulated in the workplace, sent electronically, or displayed on clothing; and
- Persistently engaging in words, gestures, and actions which tend to annoy, alarm, offend, embarrass, intimidate, demean, or verbally abuse another person.

Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different gender. It also can include all of the above actions, as well as other unwelcome



conduct, such as unwanted sexual advances, requests for sexual favors or other visual, verbal or physical conduct of a sexual nature.

Depending upon the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances or demands, threats or requests for sexual favors;
- Sexual jokes, lewd stories and innuendo;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual prowess or sexual deficiencies;
- Leering, whistling or unwelcome physical contact;
- Insulting or obscene comments or gestures;
- Possession or display of sexually suggestive objects or pictures (including clothing, files, websites, etc.) in the workplace and/or other physical, verbal or visual conduct of a sexual nature;
- Use of entertainment which may be construed as sexually explicit or harassing in nature;
- Sending or forwarding any electronic communication (i.e., email, instant messaging, social media, etc.) that could be construed as sexually explicit or harassing such as cartoons, calendars, displays/images, pictures, jokes, etc.

Violation of these guidelines will result in an end of assignment.

Reporting incidents immediately protects you and others from further unwelcome conduct and promotes the healthy and respectful environment that JMFE intends to create. Please review the Non-Associate Complaint Procedure for instructions on how to report a violation of these guidelines.