



## **Non-Associate Complaint Procedure for Assignment at JM Family Enterprises, Inc. (JMFE)**

### **Procedure**

Individuals who believe they have been exposed to harassing or discriminatory behavior resulting in a hostile work environment or believe they themselves have been harassed or discriminated against, are encouraged to inform the offender that the conduct/behavior is offensive. Individuals must, in all cases of suspected harassment and discrimination, immediately notify their employer and their reporting manager within JMFE.

Members of JMFE management who receive reports or become aware of alleged harassment or discrimination must immediately contact JMFE's Human Resources department for assistance in investigating and addressing the complaint.

For situations that are not life threatening, and to remain anonymous, non-associates may contact the JM Family Ethics Line at [www.jmfamilyethicsline.com](http://www.jmfamilyethicsline.com).

Prompt reporting of complaints or concerns is encouraged so that appropriate action can be taken. Confidentiality will be maintained throughout the investigatory process to the extent possible.