



## Non-Associate Safe & Responsible Driver Operating Standards for Assignment at JM Family Enterprises, Inc. (JMFE)

### Overview

It is in the interest of JM Family Enterprises, Inc. and its subsidiaries (“JMFE”), and our associates and non-associates to ensure the safety of those who drive vehicles for business purposes, as well as to provide guidance on the proper use of Company Motor Vehicles.

### Scope

This applies at all locations including:

- Individuals who drive for business purposes; and
- Individuals who utilize JMFE’s Company Motor Vehicles.

### Definitions

Company Motor Vehicles include:

- JMFE owned and/or provided vehicles (for example, pool, demo, fleet and leased cars);
- Customer vehicles; and
- Inventory vehicles.

### Details

JMFE expects drivers to obey all applicable state and local motor vehicle laws and regulations relating to driver responsibility. Anyone with a revoked, suspended or expired driver’s license may not operate a Company Motor Vehicle or drive a vehicle on company business. It is the responsibility of the driver to maintain a valid driver’s license and to comply with any restrictions on their driving privileges.

### Distracted Driving

JMFE recognizes that mobile devices and other technology have become important tools for managing our professional and personal lives. However, these devices can raise issues involving safety while driving. JMFE strongly discourages the use of mobile devices while operating a Company Motor Vehicle or while driving for business purposes unless the hands-free feature is enabled. Eating, reading, personal grooming and other distracting behaviors are also discouraged while driving.

### Driving Records

Should a non-associate be assigned into a role that requires driving, his/her employer will conduct a Motor Vehicle Record (MVR) review of the most recent three years of driving records prior to placement on assignment and on a regular basis thereafter to ensure that non-associate remains qualified to drive



for or on behalf of JMFE and are driving safely.

## *Driver Definition*

- Individual for whom driving is a primary function of their assignment (30% or more); and
- Individuals who drive Company Motor Vehicles as a part of their assignment.

*Notes: Drivers must be at least 18 years of age **OR** the minimum age required by the business unit.*

Drivers must authorize their employers to examine their MVR to ensure they satisfy the driving requirements of JMFE. If a Driver refuses to sign the MVR release form, they will not be placed on assignment with JMFE.

Drivers with moving violations and/or accidents as reflected on an MVR may have their JMFE driving privileges restricted based on the number and severity of incidents during the most recent three-year period.