

Non-Associate

Workplace Violence Prevention Standards for Assignment at JM Family Enterprises, Inc. (JMFE)

Overview

JM Family Enterprises, Inc. and its subsidiaries (JMFE) prohibit and will not tolerate acts of violence or hostility committed by or towards any individual on company owned, controlled, or leased properties, or while conducting company business at any location, including representing the company at conferences or off-site meetings, or riding in company owned or leased vehicles.

These standards apply to the personal conduct of an individual while functioning in the course and scope of employment, and to any off-duty conduct that adversely impacts an individual's ability to perform his or her assigned duties and responsibilities.

It is intended that all useful management strategies be employed to identify and prevent incidents of workplace violence and to reduce the effects of violence on victims. It is the responsibility of all to be vigilant in both prevention efforts and the reporting of violations, and individuals must not be subjected to any acts of retaliation for reporting concerns.

JMFE will use available resources such as the JMFE Corporate Security, law enforcement, Enterprise Risk Office, and applicable personnel and policies in responding to alleged threats or acts of violence.

Violations of these standards may lead to disciplinary action, up to and including termination of assignment and/or prosecution by law enforcement authorities.

Scope

These standards apply to all locations.

Definitions

- **Violence:** Includes, but is not limited to intimidation, threats, physical attacks, domestic violence or property damage and includes acts of violence committed but does not include lawful acts of self-defense or the defense of others.
- **Workplace:** Any location, permanent or temporary, where an individual performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters (parking lots, field locations, alternate work locations), as well as travel to and from work assignments. It further includes any company owned or leased vehicles.