

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF
JM FAMILY ENTERPRISES NON-ASSOCIATE OPERATING STANDARDS

Please read the following statements and sign below to indicate your receipt and review of the following Non-Associate Operating Standards required in advance of assignment with JM Family Enterprises, Inc., its subsidiaries and affiliates (“JMFE”):

Acceptable User Procedure
Anti-Harassment
Code of Business Conduct
Complaint Process
Confidentiality Agreement (For assignments in HR, Legal, Accounting, Finance, and IT)
Corporate Security
Drug and Alcohol
Environmental Health and Safety Orientation Guidance
Information Security and Acceptable User
Safe and Responsible Drive
Smoking
Dress for Your Day Overview
Dress for Your Day Procedures
Pre-Employment Check
Workplace Violence Prevention Overview
Workplace Violence Prevention Procedures
Parking and Badge Procedures

- I understand that my employer, _____, must review with me the JMFE Non-Associate Operating Standards (collectively, “Standards”), which are listed above, prior to my beginning any assignment with JMFE.
- I agree that my employer, _____, did in fact review with me the Standards prior to my beginning assignment with JMFE.
- I understand that JMFE has the right to amend or modify the Standards at any time and that such modifications will be binding upon me. I agree that in the event of such modifications, upon notice from my employer, _____, I will promptly read the Standards and comply with them.
- I understand that I may contact my employer, _____, if I have any questions about the Standards.
- I understand that the Standards do not constitute or imply a verbal or written contract between JMFE and me nor do they alter the right of JMFE to request that my employer, _____, remove me from assignment with JMFE at any time for any reason, with or without cause.

Printed Name: _____

Position: _____

Signature: _____

Date: _____