



Last Review Date: 08/12/2024

Non-Associate Safe Driver Operating Standards for Assignment at JM Family

Overview

It is in the interest of JM Family Enterprises, Inc., JM Family Holdings Group LLC, and JM Family Automotive LLC (including its subsidiaries other than JM NTP Holdings LLC (and its subsidiaries)), (collectively, “JMFE” or the “Company”) 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 Company Motor Vehicles.

Definitions

Company Motor Vehicles include:

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

Details

The Company 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 in the state in which they reside and to comply with any restrictions on their driving privileges.

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 The Company and are driving safely.

Driver Definition

- Individual for whom driving is a primary and essential 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

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

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