



## Non-Associate Workplace Violence Prevention Procedures for Assignment at JM Family.

### Purpose

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, “the Company”) are committed to providing a safe and productive work environment and relies on all its associates, non-associates, vendors, customers and guests to help ensure this environment is maintained.

### Procedures

Any individual who makes threats, exhibits threatening behavior or engages in violent acts on Company property will be removed from the premises as quickly as safety permits and may be required to remain off Company premises pending the outcome of an investigation. At the conclusion of the investigation, appropriate disciplinary action will occur, up to and including termination of assignment. If a violation of the law is involved, law enforcement authorities will be notified.

Non-associates are responsible for notifying their employer and Corporate Security of any threats they have witnessed and/or received. They are encouraged to report any threats they have been told that another individual has witnessed or received. In addition, non-associates should report any behavior they witness that is perceived as concerning, threatening or violent behavior. Such incidents should be reported regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was the victim of the threatening behavior.

In the event an active assailant is on Company premises, every individual should determine the option that will provide the greatest degree of security by applying the “Run. Hide. Fight.” protocol.

#### Run:

- Have an escape route and plan in mind;
- Leave your belongings behind;
- Keep your hands visible;
- Help others escape if possible; and
- Follow instructions of law enforcement and first responders.

#### Hide:

- Hide in an area out of immediate harm and remain calm;
- Block entry to your hiding place, lock the doors and turn off the lights;
- Silence your cell phone and other devices; and
- Stay aware – critical incidents are dynamic and changing all the time.



### Fight:

- Fight as a last resort and only when your life is in imminent danger;
- Attempt to incapacitate the shooter;
- Arm yourself with an improvised weapon if possible;
- Commit to your actions and be physically aggressive; and
- Have a survivor mindset – your life depends on it.

Any individuals who apply for or obtain a protective or restraining order, which lists Company locations as protected areas, must provide their employer with a copy of the petition, declarations used to seek the order and a copy of any temporary protective or restraining order which is made permanent. The employer should notify Corporate Security of the order.

Reports of threats or threatening behavior to Corporate Security, can be made by calling the 24-hour Security Help-Line at (800) 488-2144 ext. #5 or notify the Security Operation Center at 954-429-2112.

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).