

<b>Business Management System Policy</b>		Document No: JJ-CE-PL-9010-JJ	Page: 1 of 3
<b>Whistleblower Protection</b>		Effective Date: 13-JUL-21	Rev. No: 0
Issuing Process: Ethics and Compliance	Process Owner: Global Ethics and Compliance	Date Last Reviewed: 7-JUN-21	

## 1.0 PURPOSE:

To promote the identification and reporting of concerns involving potential improper, unethical, or illegal conduct and to protect personnel who report those concerns or otherwise participate in an investigation.

## 2.0 SCOPE OF APPLICATION:

### 2.1 Processes:

2.1.1 Primary interacting core and/or key support processes: Business Development (BD)/Sales; Project Management; Engineering and Technical Services (E&TS); Global Supply Management (GSM); Global Field Services (GFS); Project Controls; Human Resources (HR); Health, Safety, and Environment (HSE); Accounting; Finance and Strategy; Quality; Information Technology (IT); Global Security and Resilience (GS&R); Legal; Ethics and Compliance; Risk; Sustainability; Records and Information Management (RIM); Internal Audit.

### 2.1.2 Sub-processes:

a. None.

### 2.2 Individuals/Organizations:

2.2.1 Internal: Jacobs and all of its Lines of Business (LOB), subsidiaries, operations, and departments.

2.2.2 External: Jacobs majority owned or controlled Joint Ventures.

### 2.3 Exclusions:

2.3.1 Internal: None.

2.3.2 External: None.

## 3.0 REFERENCES:

3.1 [JJ-CE-PL-9000-JJ-H-01, Code of Conduct](#)

## 4.0 DEFINITIONS:

4.1 None.

## 5.0 INTRODUCTION:

Jacobs' continued success depends on all employees conducting business professionally, ethically, and in compliance with the law. To achieve our vision and mission and maintain our values, we hold ourselves accountable to the highest standard of corporate citizenship and ethical behavior.

The [Code of Conduct](#) sets out the standards of behavior expected of all of us in all countries in which Jacobs operates. Jacobs has an open-door policy for all employees to encourage open communication and discussion. Employees are expected to proactively seek interpretations or advice on the best course of action when in doubt regarding

conducting business professionally, ethically, and in compliance with the law. If you become aware or are concerned about departures from, or an attempt to depart from, the [Code of Conduct](#), or other improper, unethical, or potentially illegal conduct, confidential forums are available to report any behavior which you believe fails to meet Jacobs' standards.

## 6.0 POLICY:

6.1 **Principle:** We shall conduct business with integrity and ethics worldwide in accordance with our [Code of Conduct](#). We encourage all personnel who, reasonably and in good faith, have concerns that improper, unethical, or illegal conduct has occurred, is occurring, or is about to occur, to immediately report those concerns. Employees should report concerns to a manager, the Human Resources Department, the Legal Department, and/or the Ethics and Compliance Department. You may also contact the Integrity Hotline at [integrity.jacobs.com](mailto:integrity.jacobs.com) or at the telephone number +1 (844) 543-8351, and/or [askaquestion@jacobs.com](mailto:askaquestion@jacobs.com). Alternatively, reports related to concerns about retaliation in violation of this Policy may be reported to the Board of Directors/Lead Director ([leadindependent.director@jacobs.com](mailto:leadindependent.director@jacobs.com)) or the Audit Committee ([audit.committee@jacobs.com](mailto:audit.committee@jacobs.com)).

6.2 **Protection for Whistleblowers:** We prohibit any form of retaliation against any person who reasonably and in good faith reports any improper, unethical, or illegal conduct or participates in an investigation. Any person retaliating against a whistleblower will be subject to discipline, up to and including termination.

*Note: Any person making a deliberately false report will be subject to discipline, up to and including termination. A person making a report is not automatically protected from the consequences of being a party to any improper, unethical, or illegal conduct they report under this Policy.*

6.3 **Where to Report:** Any person who is concerned that they have been retaliated against should report that concern to a manager, the Human Resources Department, the Legal Department, and/or the Ethics and Compliance Department. If you are concerned that you have been retaliated against, you should report that concern to a manager or you may also contact the Integrity Hotline at [integrity.jacobs.com](mailto:integrity.jacobs.com) or at telephone number +1 (844) 543-8351, and/or [askaquestion@jacobs.com](mailto:askaquestion@jacobs.com). Alternatively, reports related to concerns about retaliation in violation of this Policy may be reported to the Board of Directors/Lead Director ([leadindependent.director@jacobs.com](mailto:leadindependent.director@jacobs.com)) or the Audit Committee ([audit.committee@jacobs.com](mailto:audit.committee@jacobs.com)).

6.4 **Confidentiality and Nondisclosure:** To the extent possible, we are committed to preserving the confidentiality and privacy of the identity of the person making the report, the nature of the report, and any investigation regarding the report. In some instances, disclosure may be required by law, or by the need to prevent a threat to life, health, safety or property, or attendant to an investigation. The person making a report must maintain confidentiality of any information they report as well as what might be provided to them by Jacobs in relation to the report and any investigation. However, nothing in this Policy prohibits a person from reporting possible violations of federal law or regulation to any governmental agency or entity, including but not limited to the United States Department of Justice, the Securities and Exchange Commission, Congress, and any agency Inspector General, or making other disclosures that are protected under the whistleblower provisions of any law or regulation.

**7.0 DESCRIPTION OF REVISIONS:**

Rev #	Date	Reason for Changes
0	13-JUL-21	Initial release.