



Business Management System Policy		Document No: PL-CE-PL-9010-PL	Page: 1 of 4
Whistleblower Protection		Effective Date:	Rev. No: 0
Issuing Process: Legal Ethics & Compliance	Process Owner: Global Legal Ethics & Compliance Process Owner	Date Last Reviewed: 3-MAR-2022	

1.0 **PURPOSE:**

To provide the Company Policy for the whistleblower protections specific to Poland as required by applicable European Union (EU) and Polish laws, and to thereby 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 Other BMS processes that interact with, are impacted by, or interrelate with this Policy:

- a. Accounting;
- b. Business Development (BD)/Sales;
- c. Engineering and Technical Services (E&TS);
- d. Finance;
- e. Global Field Services (GFS);
- f. Global Security and Resilience (GS&R);
- g. Global Supply Management (GSM);
- h. Health, Safety, and Environment (HSE);
- i. Human Resources;
- j. Information Technology (IT);
- k. Internal Audit;
- l. Legal Ethics and Compliance;
- m. Mergers and Acquisitions.
- n. Project Controls;
- o. Project Management;
- p. Quality;
- q. Records and Information Management (RIM);
- r. Risk;
- s. Sustainability;

2.1.2 Sub-Processes: None.

2.2 Individuals/Organizations:

2.2.1 Internal: Employees of any Poland

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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.](#)

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6.4 Where to Report.

Concerns should be reported to:

- a. A manager or line management at any level unaffected by the violation;
- b. The Human Resource Department;
- c. The Human Resources Employee Relations group;
- d. The Legal Department;
- e. The Legal Ethics and Compliance Department; and/or
- f. The Jacobs Integrity Hotline:
 - Call: +1 844.543.8351 (available toll-free 24 hours a day, 7 days a week).
 - Email: askaquestion@jacobs.com.
 - Submit a report online <https://secure.ethicspoint.com>.
 - Mail inquiries to:
Jacobs Integrity Hotline
C/O EthicsPoint
P.O. Box 230369



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- 6.6.2.3 Reports may be made anonymously; however, this may impede our ability to investigate the concern.
- 6.6.2.4 Reports may also be made externally to a public authority designated to receive whistleblowing complaints of the type set out in 6.6.1 [Subject Matter of Reports](#), for example, the Ombudsman or President of the Office of Competition and Consumer Protection. External reports may be made at any time but particularly where no action has been taken by Jacobs within the deadlines set out at 6.6.3 [How Reports will be Handled](#); the reporter has reasonable grounds to believe that the alleged breach of law