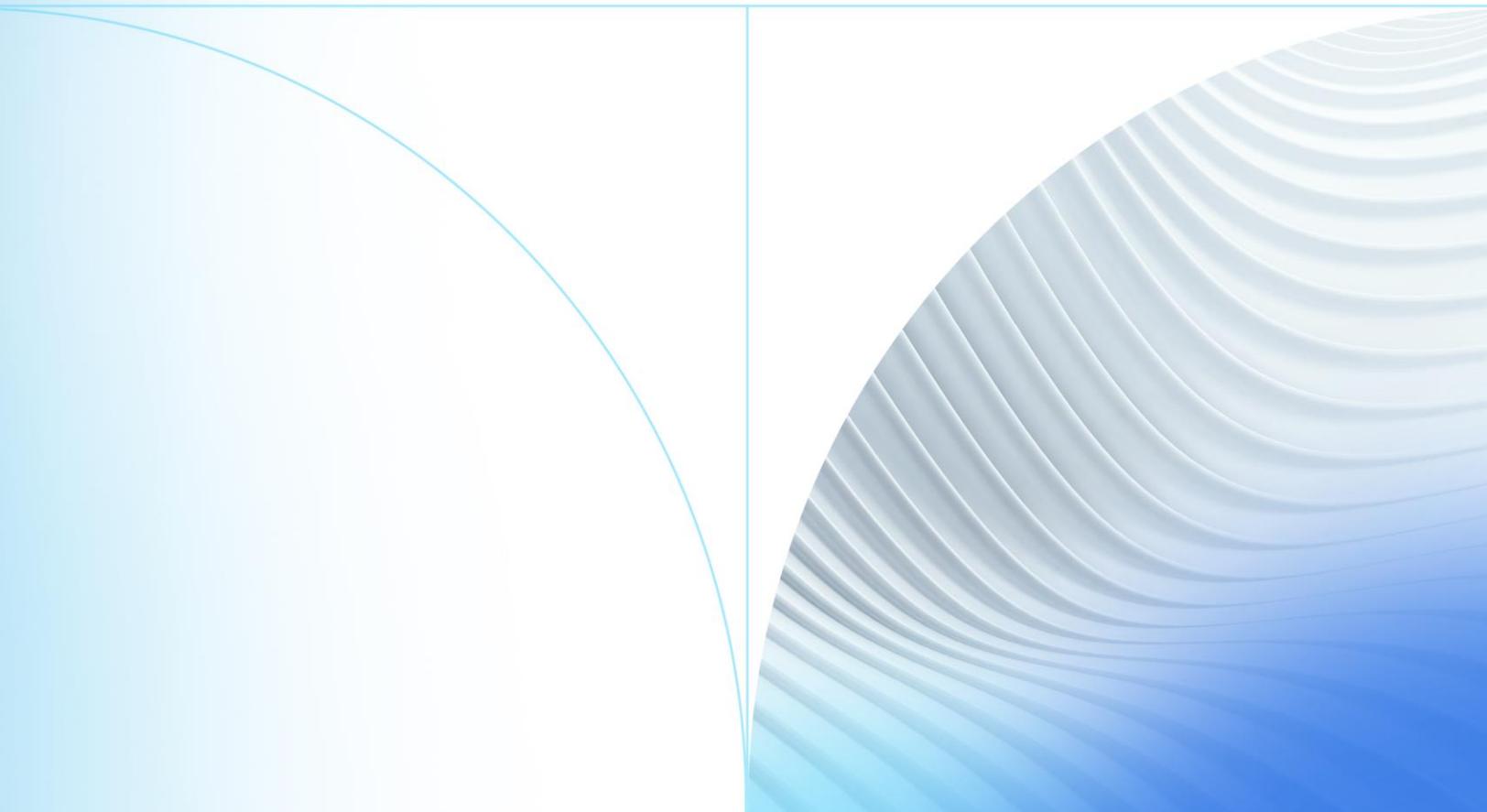




Corporate Policy
Health & Safety Management

October 2023

JH Health & Safety Policy



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Change Summary..... 4
Purpose 4
Scope..... 4
Policy 4
Roles and Responsibilities 5
Exception Process 6
Policy Implementation Timeline 6
Definitions..... 6
Related Information 6
Additional Associated Information 7
Approvals and Owners 7
Revision History..... 7

Change Summary

Description	Approved By	Date
This document replaces the previous version to comply with the new JH Policy Management Policy format. Program elements in the previous policy have been incorporated into the JH Injury & Illness Prevention Program .	Tom Anderson	10/05/2023

Purpose

The Jack Henry (JH) Health & Safety Policy establishes the foundation for safe work practices within the organization. This policy provides expectations for day-to-day safety operations, risk mitigation, and complies with applicable regulatory requirements.

Scope

The policy applies to individuals who work for or with JH, including officers, managers, supervisors, associates, temporary workers, contract workers, and interns.

Policy

At JH, we realize that people are our most valuable resource. Therefore, the personal health and safety of each associate is of primary importance. Our objective is to have a health and safety process that reduces the number of injuries and illnesses to the absolute minimum, with zero injuries and illnesses as our ultimate goal. The prevention of occupational injuries and illnesses is such a priority that it will be given precedence over operating productivity whenever necessary.

Employee health and safety is a dynamic process, not a program. Proactive hazard assessments and incident management will be used to prevent accidents that can cause injury and property loss. To be successful in this effort, all associates must cultivate and encourage continuous improvement in injury and illness prevention. The JH health and safety process is guided by many individual programs. Each of these programs will include the following basic principles:

- Safe work practices and facilities are a condition of doing business.
- We must investigate every incident thoroughly to prevent its recurrence.

- All levels of personnel will cooperate fully with all safety programs and policies, knowing that through employee involvement and cooperation, continuous improvement can be sustained.
- A health and safety inspection program will be used to identify and eliminate unsafe work practices and conditions, control hazards, and comply fully with health and safety standards for every job.
- Health and safety policies, procedures, and guidelines will be purposefully developed and consistently enforced.
- Safety training must be practical and meaningful for all employees.

It is our philosophy that health and safety responsibilities are shared. Health and Safety Management accepts leadership responsibility for developing, implementing, and monitoring an effective process for work-related safety. Those in supervisory roles will foster and encourage the proper attitudes and behaviors toward workplace safety in themselves, their peers, and their direct reports. Associates are expected to cooperate with all health and safety programs and failure to do so can result in disciplinary action, up to and including discharge from employment.

The [JH Injury & Illness Prevention Program \(I2P2\)](#) serves as the JH framework for protecting each individual’s health and safety and provides in-depth standards regarding these measures, with the expectation of compliance.

Roles and Responsibilities

All JH associates are vital to policy management. Specific roles and responsibilities have been outlined below.

Board of Directors	<ul style="list-style-type: none"> • Delegates accountability for JH policies to the Corporate Leadership Team (CLT).
Chief Compliance Officer (CCO) (Policy Owner)	<ul style="list-style-type: none"> • Emphasize the importance of complying with this policy to all associates. • Review requests for exemptions to this policy endorsed by JH Executives. • Provide written approval or denial for exemption requests.
Jack Henry Executives	<ul style="list-style-type: none"> • Emphasize the importance of complying with this policy to all associates. • Endorse or deny requests for exemptions to this policy. • Forward exemption requests they endorse to the CRO for approval.

Enterprise Compliance Director (Policy Manager)	<ul style="list-style-type: none"> • Routinely monitor state and federal guidance to determine if changes to this policy are required. • Update this policy as necessary to ensure that it meets state and federal guidance. • Provide guidance to individual JH departments as needed, to comply with this policy. • Respond to associates' questions regarding this policy. • Investigate concerns raised by associates that may fall under the guidance of this policy.
Jack Henry Management	<ul style="list-style-type: none"> • Ensure that their business units are complying with this policy. • Budget for required training, external inspections, and other needs that must be completed for compliance with this policy.
Associate	<ul style="list-style-type: none"> • Compliance with all aspects of this policy. • Contact the Health & Safety Management Department with questions or concerns regarding this policy.

Exception Process

Exceptions to this policy will be submitted to a JH Executive. Exceptions endorsed by a JH Executive will be forwarded to the Chief Compliance Officer for approval or denial.

Policy Implementation Timeline

New acquisitions will be assessed by the JH Acquisition/Integration team to determine the appropriate timing to implement this policy.

Definitions

This section is not applicable.

Related Information

In addition to State and Federal Guidelines, resources used as the basis of this policy include the following:

- United States Department of Labor; Occupational Safety & Health Administration; www.osha.gov
- California Division of Occupational Safety and Health (Cal/OSHA); www.dir.ca.gov/dosh

Additional Associated Information

- [JH Injury & Illness Prevention Program \(I2P2\)](#)
- [JH Infectious Disease, Epidemic, and Pandemic Plan \(IDEPP\)](#)
- [JH California COVID-19 Prevention Program](#)
- [JH Associate Handbook](#)
- [Human Resource Benefit and Policy Documentation](#)

Approvals and Owners

See *Roles and Responsibilities* section.

Revision History

Description	Approved By	Date
Updated policy to replace the AED Policy, the JHA Injury/Accident/Incident Reporting Policy, and the Workplace Safety sections of the JHA Employee Handbook	JHA Legal	7/17/2019
Removed Roles and Responsibilities under Workplace Violence and Crisis Management section and added a line to reference the JHA Crisis Management Policy.	Rick Mercer	12/10/2020