

# ETHICSPOINT (Whistleblower Hotline)

EthicsPoint is a simple way for employees and other interested parties to anonymously report to the Audit Committee of the Board of Directors for John B. Sanfilippo & Son, Inc. (JBSS), any actual or suspected questionable accounting or auditing matters. EthicsPoint may be utilized to communicate human resource related matters, as well. You can access EthicsPoint 24 hours a day 7 days a week from any computer that has internet access or by calling the toll free Hotline. Contacting EthicsPoint is easy - their website is <a href="https://www.ethicspoint.com">www.ethicspoint.com</a> and their toll free Hotline number is 1-866-292-2074

# WHO SHOULD CONTACT ETHICSPOINT?

Anyone who has information regarding actual or suspected questionable accounting or auditing matters as well as human resources related matters should report that information to a Senior Manager. Those who are uncomfortable contacting Senior Management directly or who want to remain anonymous may use EthicsPoint via the toll free number (1-866-292-2074) or the website (www.ethicspoint.com).

### WHAT HAPPENS AFTER A REPORT IS FILED?

Once a report is filed with EthicsPoint, either via the toll free number or on the website, an EthicsPoint communication specialist will forward the report to the Audit Committee if it pertains to questionable accounting and auditing matters. Or if it is a human resource related matter, the report will be directed to the Company's Human Resources Senior Management. Once the report is received, a thorough investigation will be conducted. All reports that are sent to the Audit Committee may be done so anonymously, if you desire.

#### WHY SHOULD I REPORT?

It's your obligation. JBSS management along with the Board of Directors is committed to conducting business in accordance with the highest ethical and legal standards. Reporting systems like EthicsPoint have proven to be an effective tool in reducing losses from financial, accounting and auditing misconduct and fraud, as well as human resources matters and therefore can help to protect JBSS' financial strength, its reputation in the investment community and its shareholders.

## WHAT SHOULD I REPORT TO ETHICSPOINT?

Call the EthicsPoint's toll free Hotline or visit Ethicspoint.com to report actual or suspected violations related to:

- JBSS' Code of Ethics Applicable to the Principal Executive, Financial and Accounting Officers
- False or misleading financial or accounting practices, record-keeping or documentation.
- False or misleading reporting of accounting or financial matters
- Violations of Securities laws or Nasdaq Rules
- Fraud
- Any other questionable accounting or auditing matter
- Or human resources related matters.

Contact EthicsPoint even if you are not sure or do not have all the information. JBSS will review and investigate the information and take appropriate action.

# **CAN I REMAIN ANONYMOUS?**

Yes, EthicsPoint is a third party communication specialist that is not part of JBSS. You never have to give any identifying information, unless you wish to. Once a report is filed, the filer will receive a unique user name and will be asked to choose a password so that the filer can return back to EthicsPoint to follow up on the report. JBSS after reviewing the report may have questions and could pose them on the EthicsPoint system. JBSS may also update you with the status of their investigation. It is strongly suggested that a filer return to the site 48 hours after filing the report.



# HOW DO I CONTACT ETHICSPOINT?

Contacting EthicsPoint is easy. There is a direct link to them on the JBSS website or you can go direct to their website at <a href="www.ethicspoint.com">www.ethicspoint.com</a>. You can also reach EthicsPoint by calling the toll free telephone number at 1-866-292-2074.

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