

Business Management System Policy		Document No: JJ-EB-PL-6014-JJ	Page: 1 of 5
Dr. Joseph J. Jacobs Global Scholarship Program		Effective Date:	Rev. No: 2
Issuing Process: Human Resources	Process Owner: Global Human Resources Process Owner	Date Last Reviewed: 25-FEB-2021	

1.0 PURPOSE:

To provide the Company Policy regarding the Dr. Joseph J. Jacobs Global Scholarship Program ("Program") managed and administered through Jacobs Collectively/Global Giving and Volunteering Program.

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: Legal.

2.1.2 Sub-Processes: None.

2.2 Individuals/Organizations:

2.2.1 Internal: Employees of Jacobs Engineering Group Inc. and all of its subsidiaries, unless otherwise excluded below.

2.2.2 External: None.

2.3 Exclusions:

2.3.1 Internal: None.

2.3.2 External: None.

3.0 REFERENCES:

3.1 [GPS01-103-15, Whistleblower.](#)

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

3.3 [JJ-EB-PL-6014-JJ-G-01, Dr. Joseph J. Jacobs Global Scholarship Program Answers to Frequently Asked Questions.](#)

3.4 [JJ-EB-PR-6800-JJ, Performance and Behavior Improvement Discussions.](#)

3.5 [JJ-QL-PR-0050-JJ, Deviations.](#)

4.0 DEFINITIONS:

4.1 Jacobs: Jacobs Engineering Group Inc. and its subsidiaries (collectively, "Jacobs" or "the Company").

4.2 Policy (capitalized): Used within a given Jacobs policy document (e.g., "this Policy") refers to that specific policy document, as amended from time to time.

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5.0 INTRODUCTION:

This Program includes scholarship amounts determined and under selection criteria approved by the Jacobs Collectively Global Oversight Committee.

6.0 POLICY:**6.1 General.**

6.1.1 Any requests for exceptions or deviations to this Policy must be submitted to the process owner as per procedure [JJ-QL-PR-0050-JJ, Deviations](#).

6.1.2 This Policy does not change the terms and conditions of an employee's employment relationship with Jacobs. The Company may amend this Policy at any time in its sole and absolute discretion, and without prior notice.

6.2 Eligibility.

To be eligible for a scholarship award, an applicant must meet the following criteria:

6.2.1 Be a dependent of an employee (Vice President and below) when the scholarship is initially awarded. The employee must have completed at least one year of continuous service as of the application deadline date and be actively employed by Jacobs on the date the scholarship is initially awarded.

6.2.2 Be:

- a. a graduating student of a high school, secondary school, or similar institution (or equivalent, such as a GED);
- b. a graduate of a high school, secondary school, or similar institution; or
- c. a postsecondary undergraduate currently enrolled or planning to enroll in a full-time course of study for the upcoming academic year at a four-year accredited college or university or the international equivalent located in any country.

6.2.3 Four-year accredited college or university or the international equivalents curriculum relevant to the Jacobs business are to be approved by the Jacobs Collectively Global Oversight Committee.

6.2.4 Apply to (and ultimately be accepted by) or be enrolled in a four-year accredited college or university or the international equivalent. (Note: If the recipient is not enrolled full-time when the school year begins, the recipient's award will lapse. However, if student returns to school within 12 months, their scholarship will be reinstated upon their confirmed re-enrollment.)

6.2.5 Major in any of the science, technology, engineering, art, or mathematics (STEAM), finance, legal, IT, or human resources fields of study.

6.2.6 To continue eligibility for the scholarship award after the initial award, a student must maintain a satisfactory academic record of at least a 3.0 grade point average on a 4.0 scale (or the local equivalent) in a full-time curriculum in one of the enumerate fields of study determined by the Jacobs Collectively Global Oversight Committee. There is no guarantee of renewal of an award, and all awards are contingent upon continuation of the Program by Jacobs.

6.2.7 In no case may a dependent of a member of the Jacobs Collectively Global Oversight Committee be eligible to receive or renew a scholarship award.

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6.3 Number of Awards.

Up to 20 new scholarships per year may be awarded (provided there are sufficient qualified Applicants), allocated regionally to ensure inclusivity of the recipients. Changes to the number and allocation of awards shall be approved by the Jacobs Collectively Global Oversight Committee.

6.4 Amount of Awards.

Scholarship awards will range up to an annual maximum of \$3,000 (USD) (or the local economic equivalent) and will be paid in the local currency. Scholarship awards may be renewed for up to three years or until an undergraduate degree is awarded, whichever comes first. All awards are for undergraduate study only.

6.5 Payment of Awards.

6.5.1 The external administrator will pay the award in single lump sum amount, with checks made payable to the accredited college or university but mailed to the recipient's permanent home address. Recipients outside the U.S. may request payment of the full award to their bank account via a wire transfer. Notification letters informing recipients of their status will include a form requesting the recipient's bank information. Extenuating circumstances affecting an award payment must be communicated in writing to the external administrator.

6.5.2 Each recipient is responsible for any taxes that may be imposed on the scholarship award.

6.5.3 To verify that awards are used for their intended purpose and that award recipients continue to meet the eligibility requirements, recipients shall be required to provide an official transcript (or the international equivalent) from the educational institution for each semester, quarter, or other applicable term of study. Upon completion of their courses of study, recipients shall be required to provide a final graduation transcript (or the international equivalent).

6.6 Application Steps.

6.6.1 The applicant will need to complete a Jacobs Global Scholarship E-Application Form online at <https://learnmore.scholarsapply.org/jacobs>. The applicant must gather the following information for the application process:

6.6.1.1 The employee number and work location information for the Jacobs parent(s), grandparent(s), or guardian(s) who is (are) a Jacobs employee.

6.6.1.2 Home residence information for the applicant and parent(s), grandparent(s), or guardian(s) who is (are) a Jacobs employee.

6.6.1.3 Email addresses and phone numbers for the applicant and the parent(s), grandparent(s), or guardian(s) who is (are) a Jacobs employee.

6.6.1.4 The applicant's work experience, leadership positions, and school and community activities.

6.6.1.5 The applicant's transcript of high school, secondary school, or college/university grades.

6.6.1.6 A copy of the applicant's college entrance test results (if applicable).

6.6.1.7 A personal narrative concerning the intended field of studies.

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6.6.1.8 Grade reports are not accepted. Transcripts (or the international equivalents) must display the applicant's name, school name, grades, and credit hours for each course and term in which each course was taken.

6.6.1.9 Such other information required by the external administrator.

6.6.2 See [JJ-EB-PL-6014-JJ-G-01, Dr. Joseph J. Jacobs Global Scholarship Program Answers to Frequently Asked Questions](#), for further information.

6.7 Selection of Awards.

6.7.1 The Dr. Joseph J. Jacobs Global Scholarship Program is a competitive program; consequently, not all applicants will be recipients. If an applicant is not selected as a recipient, the applicant may reapply each year so long as the applicant continues to meet the eligibility requirements.

6.7.2 The external administrator will select scholarship recipients based on information contained in applications and accompanying documentation and taking into consideration an applicant's academic records (converting academic records from different countries to a common grading scale for evaluation and comparison), leadership positions, school and community activities, work experience, career and educational aspirations, and a personal narrative. Recipients are selected by the external administrator. In no instance will personnel of Jacobs participate in the selection process except to verify eligibility, with the restriction that personnel of Jacobs may not add to any scholarship recipients selected by the external administrator but may remove a recipient recommended by the external administrator due to failure to meet the applicable criteria.

6.8 No Obligations.

The Jacobs Collectively Global Oversight Committee reserves the right to periodically review and modify the general conditions and procedures under which awards are made or to suspend or terminate the Program in whole or in part at any time.

6.9 Application Submittal.

6.9.1 The employee and applicant are strongly encouraged to thoroughly review the application before submitting it through the Jacobs Global Scholarship E-Application Form online (see [6.6 Application Steps](#)). It is also recommended that the applicant print a copy of the application for their records. The application must be submitted to the external administrator in accordance with the annually published time schedule.

6.9.2 Please note that the applicant is responsible for gathering and submitting all required information. Applications are evaluated on the information supplied, so each applicant should answer all questions as completely as possible. Once an application is submitted, it may not be revised or supplemented. All applications are considered confidential and are reviewed only by the external administrator. Late submissions and incomplete application packages will not be considered.

6.10 Employee Awareness and Reporting of Suspected Violations.

6.10.1 The Dr. Joseph J. Jacobs Global Scholarship Program and award of the scholarship is subject to the Jacobs global [JJ-CE-PL-9000-JJ-H-01, Code of Conduct](#), which provides guidance to employees who have questions or concerns about, or who become aware of, potential violations of this Policy, its applicable process, or other Jacobs policies, practices, and procedures.

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6.10.2 The Company will not tolerate retaliation or reprisal against any employee for having reported suspected violations of this Policy. Employees are encouraged to report any suspected violations of this Policy to their Human Resources representative, or any appropriate Company manager or supervisor (see policy [GPS01-103-15, Whistleblower](#)). Reports of actual or apparent violation of this Policy will be investigated, and employee cooperation in investigations is required.

6.10.3 Employees may also contact:

- a. The employee's supervisor or line management at any level unaffected by the violation;
- b. The employee's Human Resource representative;
- c. The Human Resources Employee Relations group;
- d. The Legal Department; and/or
- e. The Jacobs Integrity Hotline:
 - Call: +1 844.543.8351 (available toll-free 24 hours a day, 7 days a week) or refer to the [Integrity Hotline: Toll-free international calling codes](#).
 - 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
Portland, Oregon 97223
United States of America

6.11 Compliance.

Failure to comply with this Policy may result in disciplinary proceedings, which may lead to disciplinary action up to and including termination of employment (see the global procedure [JJ-EB-PR-6800-JJ, Performance and Behavior Improvement Discussions](#)).

6.12 Responsibilities.

Responsibility for compliance with this Policy rests with every Company director, officer, manager, and employee.

6.13 Questions.

See the [JJ-EB-PL-6014-JJ-G-01, Dr. Joseph J. Jacobs Global Scholarship Program Answers to Frequently Asked Questions](#).

7.0 DESCRIPTION OF REVISIONS:

Rev #	Date	Reason for Changes
0	1-Jan-19	Initial release.
1	13-APR-2020	Rebranded. 6.7 – Updated Web address for E-Application Form. 6.10.1 – Updated. 6.11 – Updated.
2	25-FEB-2021	1.0, 5.0, 6.0 - Revised.