

ALERT SECURITY ASSET PROTECTION ALERT GUARD SERVICES HANDBOOK FOR SECURITY OFFICERS

PURPOSE OF HANDBOOK

It is our firm belief that it is good business to maintain a relationship with our employees of mutual respect and fair consideration. We recognize the future of our operation is dependent on a work force that is willing to perform better than average. We believe the only way a company such as ours can successfully compete and survive is to provide jobs with competitive wages and benefits and to consistently provide superior service to our clients. In order to accomplish such a goal, it is necessary for all of us to cooperate and communicate fully.

The purpose of this handbook is to provide you with a summary of Company policies. The policies described herein are in effect at the present time. They are, however, regularly reviewed and subject to revision when they can be improved upon, or when the law requires, to maintain compliance with new regulations. The Company reserves the right to change any policies described herein at any time, without notice, at the Company's discretion. **This handbook is not a formal or exhaustive statement of policy and is not to be construed as a contract of employment.** I understand that personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President of Alert Security has the authority to make any such agreement, which is binding only if it is in writing. This handbook supersedes any other written or oral provisions, descriptions or understandings of the Company's policies and procedures. No employee may become entitled to any benefit, procedure or right greater than provided in this handbook without express written approval by an officer of the Company.

You are responsible for reading this handbook carefully and seeking clarification from your supervisor if you do not understand any part of this handbook.

A large amount of our success now and in the future will be due to our ability to talk, learn and grow together. Maintenance of a close relationship at all times is our primary objective. Any suggestions or comments about the operation or your job are welcome and encouraged.

WORKING SCHEDULES, CONDITIONS AND OVERTIME

As a general rule, the Company's workweek begins on Friday and ends on Thursday for non-exempt employees. The Company makes no guarantee of minimum or maximum hours per day or week. The Company reserves the right to change wages, hours and working conditions as deemed necessary. The Company guarantees that at no time will wages less than minimum wage be paid and that all time worked by non-exempt employees in excess of 40 hours per week paid at straight time wages (Friday through Thursday) shall be paid at the rate of time and one half their regular rate of pay. In the event of multiple pay rates during a workweek, a weighted average will be used to compute overtime. In the event an employee is asked to work overtime, he or she will be notified with as much advance notice as possible. It is understood that because of untimely call offs very little notice can sometimes be given; that hours, pay, shift and/or benefits are controlled by the Company's contract with each client

and may change depending on the client's contract and employees may be transferred at any time, for any reason, to various client sites.

So as not to interfere with our Client's needs, some employees may be required to work a varied schedule. The Company makes all scheduling decisions in its sole discretion. You are expected to report to work promptly at the start of your shift, but at no time more than 5 minutes before the start of your shift, to start work promptly at the beginning of your shift and to stay at your work site during working time, unless excused by your supervisor. You are not permitted to sign in prior to the start of your shift, unless authorized by a supervisor. No loitering before or after your shift and no visiting the site on your days off. In case it is necessary for you to leave your work site during working time, you must notify your supervisor before leaving.

If a worker is called to the work site other than his or her regularly scheduled shift to perform work that was not anticipated in advance, the employee shall be paid at straight time for two (2) hours of work if the employee works less than two (2) hours. If the employee works two hours or more, the employee will be paid for actual hours worked. The Company will administer the program in such a way as to prevent overtime, i.e., "if call in" pay is made, hours of work during the same work week will be adjusted if possible to avoid exceeding 40 hours.

Meal periods of not less than 30 minutes will be provided to employees who work shifts of six or more hours. For work periods of seven hours or less (but at least six), the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period must be taken between the third and sixth hour worked. Alert Security Asset Protection/Alert Guard Services and the Employee agree that the nature of the Employee's work may prevent the Employee from being relieved of all duty during his/her meal period. When an Employee is required to remain on duty during the meal period or performs any tasks, the employee will be paid for the meal period.

WAGES AND PAY PERIODS

The Company seeks to compensate employees at levels that are competitive within the industry and in the area. The pay rate for your job classification and site is available from your supervisor. All non-exempt wages are controlled by our client contracts.

Our pay periods are 14 days, two consecutive weeks running from Friday through Thursday. Payday is after 3pm on your states payday following the end of a pay period.

Paydays are as follows:

Tuesday:	Oklahoma, Wisconsin, New Mexico and Hawaii
Wednesday:	Washington and Nevada
Thursday:	Minnesota, Colorado and Arizona
Friday:	Oregon, Texas and California

Requests for pay advances will not be honored.

ATTENDANCE

Each employee is required to be on the job ready for work promptly at the starting time of each of the employee's scheduled shift.

Absenteeism and tardiness will not be tolerated. Should you find it impossible to be on the job at the designated time, you must contact your supervisor (the call off must be made by the employee, may not be done by text or by email, leaving a voicemail to your supervisor is not acceptable) at least four

(4) hours in advance of your report time and explain the reason(s) for your absence. Separate notice must be given for each day that you will be absent or late unless you have received advance permission to be absent or late. Notifying the Company of an absence or tardiness does not excuse the absence or tardiness. Upon request, an employee must furnish proof satisfactory to the Company to substantiate the reason for absence or tardiness. Failure to immediately correct an absenteeism or tardiness problem is grounds for discharge.

HOURLY VACATION POLICY

Regular, full time non-exempt employees become eligible to receive a vacation pay benefit after having been in the continuous employ of the Company and having worked at least one (1) year and at least 1664 hours during that year. An employee will be considered to be full time when he or she works an average of no less than 32 hours per week. To be eligible for vacation pay, an employee must be working for the Company on his or her anniversary date. If a non-exempt employee quits or is terminated prior to his or her anniversary date, no vacation pay shall be earned or paid.

Computation of vacation pay: Employees who meet the minimum qualifications set forth above shall receive vacation pay on the following schedule:

If an individual has one (1) to five (5) years of service, he or she will receive one week of vacation or 40 hours.

If an individual has six (6) to nine (9) years of service, he or she will receive two weeks of vacation or 80 hours.

If an employee has ten (10) or more years of service, he or she will receive three weeks of vacation or 120 hours.

Vacation pay will be computed by averaging the rates of pay the employee has earned over the previous twelve (12) months. Vacation pay will be paid out the first payday following the anniversary month in which the vacation is earned.

PAID HOLIDAYS

Allocated employees, who work one or more of the following holidays, shall be paid time and one half for the hours worked on the holiday(s) even if no other hours are worked during that work week.

Unallocated employees, who work one or more of the following holidays, shall be paid time and one half for any hours worked (up to 8 hours) on the holiday(s) even if no other hours are worked during that work week. All hours worked over 8 hours on the holiday(s) shall be paid at the officer's straight time pay. The Company recognizes the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

FAMILY MEDICAL LEAVE ACT

Employees may be entitled to leave under the terms of the federal Family Medical Leave Act (FMLA). In general, FMLA entitles qualified employees to up to twelve (12) weeks of unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or when the employee is unable to work because of a serious health condition.

Employee desiring leave under FMLA must give notice 30 days in advance or, if such notice is not possible, as soon as practicable to the human resources department. The human resources department will determine whether or not an employee is entitled to family leave. Under normal circumstances, an employee returning from leave under FMLA would be entitled to reinstatement to his or her former position or to an equivalent position.

Health insurance coverage will be continued for an employee on an approved FMLA or state leave. The employee will be responsible for paying his or her share of the cost. Such leave will be without pay except to the extent an employee has vacation time available.

Family leave may be available under state law.

Additional information is available through the human resources department.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact your supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

MILITARY SPOUSE LEAVE (25 or more employees)

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from military deployment.

Employees must request this leave in writing to their supervisor within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

ORIENTATION AND EMPLOYEE PERFORMANCE

A new employee can expect orientation, training, and help from his or her supervisor in order to learn the initial job and critical safety practices. During the course of an employee's employment we will observe and evaluate how we can best employ his or her services to develop a mutually beneficial and satisfactory work relationship. Immediate discharge may result from ignoring Company rules or engaging in an unacceptable work practice.

If there is a higher-level job in the operation that an employee is interested in learning, he or she should tell the immediate supervisor or the training manager. He or she will help the employee learn more about the job. Our objective is to promote from within as much as it is possible to do so.

SENIORITY

The employee's ability and qualifications to efficiently perform certain duties will be considered and evaluated in all advancements to a higher job qualification. A good work and attendance record go hand in hand with ability in advancement and job security. It is the Company's policy that the best-qualified person be selected for each vacancy.

If a general, site or shift layoff should become necessary, work performance and attendance of each employee will be evaluated and will be the relevant factors in determining who will be laid off and in what order. In the recall procedure, qualifications and ability of the individual and the efficiency of the Company operations will be controlling.

SITE CHANGES AND/OR MULTIPLE SITE ASSIGNMENTS

Employees will be paid according to the pay rate for the position worked assigned by the contract. This may result in multiple pay rates being earned by an employee in one workweek or it might result in a lower average pay rate being paid in any workweek. (See Working Schedules, Conditions and Overtime for an explanation of how overtime is computed.)

SEXUAL HARASSMENT

Alert Security Asset Protection/Alert Guard Services is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
Submission or rejection of the conduct is used as a basis for making employment decisions; or,
The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace; report it immediately to your supervisor. If the supervisor is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Mark Witt, Operations, or Christopher Wright, President, at 503-629-1029 or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality, that of any witness, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is complete, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise any member of management so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is the intent and the policy of our Company that there will be no discrimination against any employee in hire, promotion and tenure of employment on account of race, color, religion, national origin, sex, age, disability, and or any other status or characteristic protected by applicable local, state, and federal laws. Any employee who believes that this policy may have been violated should report the situation to his or her immediate supervisor, site supervisor, and human resources department.

ALCOHOL AND DRUG POLICY

Out of concern for the safety of its workers, the Company prohibits the buying, selling, transportation, possession, providing or using intoxicants or any controlled substances, as defined by law (but excluding any substance lawfully prescribed for the employee's use), while on Company property or during work hours, including rest periods and meal periods, or reporting for work showing any signs of the use of intoxicants or under the influence of intoxicants or reporting to work after having used any controlled substance (but excluding any federally lawful substance lawfully prescribed for the employee's use).

An individual is considered to be "under the influence" when, in the Company's determination The Company may require employees to take a medical examination including a blood and/or urine test, to detect drug usage. Such test(s) may be required regardless of whether the Company suspects on-duty impairment or off-duty drug use. Post-Accident Testing will occur following any workplace accident involving any injury or property damage, or a "near miss," the involved employees will be tested. Any employee who refuses to cooperate with any such examination is subject to immediate discharge. Detection of the presence of controlled substances as defined by law (excluding any substance lawfully prescribed for the employee's use) is grounds for discharge.

Any employee taking a controlled substance prescribed by his or her physician must immediately inform his or her supervisor.

MEDICAL EXAMINATION

The Company may require, consistent with applicable law, an applicant or employee to be examined by a physician selected by or acceptable to the Company at Company's expense whenever it has a question regarding that person's mental or physical ability to perform the duties of the job. Whenever it believes it is necessary, the Company may obtain further medical opinion on an applicant's or employee's mental or physical condition related to the performance of the job. This policy may include requiring a second, or more medical opinion from a physician selected by or acceptable to the Company at Company expense.

NON SOLICITATION POLICY

Solicitation of or by employees during duty hours of any employee is prohibited.

Distribution of literature by employees during the duty hours is prohibited on Company or client property at all times.

Distribution of literature or solicitation of employees on Company or client property by non-employees is prohibited at all times.

OPEN DOOR POLICY

If an employee has a suggestion, question, problem, or any other matter that they wish to call to the attention of the Company, usually a short, friendly talk with your supervisor will resolve most matters. Every effort should be made to resolve all matters utilizing the chain of command. If an employee feels that he or she has not received a proper hearing, he or she should speak with the general manager after notifying his or her immediate supervisor of his or her intent to do so.

CURRENT ADDRESS

It is mandatory that an employee keep the Company informed, through the human resources department, of his or her current address, contact telephone number and any changes in their emergency contact information.

WORK RULES AND PENALTIES

Rules and regulations of the Company are designed for the best interest of all concerned and must be followed. Reasonable grounds to believe that there has been a violation of any of the following rules will form the basis for disciplinary action, which may vary from an oral warning to discharge depending on the specific nature of the offense.

UNIFORMS

All officers must report to work in proper, full, clean and neat uniform. Proper uniform consists of the designated uniform for the site where the officer is assigned. Black, unadorned, low heeled, shined shoes or boots with black socks must be worn. No tennis shoes are allowed. Uniforms should only be worn when going to work, while working and when going home from work. Personal weapons of any kind are not allowed on Company property or on the client's site, regardless of any permits you may hold, i.e. concealed weapons permit.

GROOMING

Men: Only conventional hair styles (to be determined by management) can be worn, no longer than collar length in the back, no more than half an ear covered on side, and length cannot interfere with vision or headgear. No unconventional hair coloring may be used. No beards are allowed except if medically necessary (verifications of medical necessity for facial hair will be required), and then the beards must be neatly trimmed close to the skin. Conventional moustaches are allowed but cannot extend downward past the corners of the mouth. Sideburns cannot be longer than the bottom of the earlobe. No earrings are allowed. . Nails must be clean and neatly trimmed. If a T-shirt is worn under the uniform shirt, the T-shirt must be white without decals or logos. No jewelry, pins or any other non-uniform items can be worn unless approved by management.

Women: A conventional hairstyle must be worn. No unconventional hair coloring may be used. If hair is longer than two inches past the shoulder it must be tied back or braided. Hairstyles cannot interfere with vision or headgear. No earrings are allowed. Nails must be clean and neatly trimmed. Only clear nail polish may be worn. No jewelry, pins or any other non-uniform items can be worn unless approved by management.

EMAIL, COMPUTER AND ELECTRONIC PRIVACY POLICY

Computerized and electronic equipment ((such as electronic mail (“e-mail”), pagers, computer hardware and software)) are business resources, owned or leased by the company. This equipment is intended to be used by employees for business purposes only (not for personal use). Alert Security has the right to audit any company equipment and records on such equipment at any time. Programs which are discovered to be in violation of this policy will be immediately removed from company equipment. Employees should not have any expectation of privacy regarding any information or data contained in the company equipment (including e-mail, voice mail and computer memory), even if the employee is provided with a personal access code or password. Passwords are to be kept strictly confidential, and not shared with co-workers without manager approval for any reason, or as requested by management. Passwords should not be written on anything in or around the workstation. Employees using company equipment expressly consent to company reviews and audits of any material entered or stored there.

Incidental and occasional personal messages are permitted, but personal use should be confined to appropriate and respectful communications. Employees are expressly prohibited from sending any messages that may be interpreted as harassing, discriminatory, obscene, or defamatory.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Alert Security Asset Protection’s property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Alert Security Asset Protection may provide an employee a company vehicle. This vehicle is only to be used in accomplishing assigned job duties. At no time shall a company vehicle be parked outside of an establishment of an adult nature, including but not limited to a club or bar. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

PERSONAL USE OF CLIENT PROPERTY AGREEMENT

Security involves a large amount of trust and respect for other people’s property; to confirm that respect, we ask all employees to abide by the following statement:

I agree not to use client telephones, computers or any other client property without written permission. I understand that unauthorized use of client property may result in criminal charges and/or disciplinary action up to and including termination and that I will be liable to pay for all costs incurred.

POST ORDERS

All sites will have post orders written to the client's specifications detailing the special orders for that site. It is important that the post orders be read and understood. Each time an officer is assigned to a new post, he or she should become familiar with the post orders for that site. These orders will list the emergency contact numbers, client contact numbers, where and when to patrol, and other procedures the client wants the officer to perform while on duty.

STANDARD PROCEDURES

While each site will have its own post orders, the following procedures are standard and should be read carefully and followed. Always know your post orders, know your site, know who to call when, and pay special attention to the training you will receive when assigned to a site.

KEY CONTROL

When you come on duty and are given keys, follow the procedure as outlined below:

- Count the keys
- Enter the number of keys in your logbook
- Never let the keys out of your sight
- Do not take possession of keys you do not need
- If you are given keys you do not need, notify your supervisor
- Only release keys to authorized individuals. If you do not know if a person is authorized or not, ask your supervisor
- Never take keys from the premise, unless authorized
- If a key is misplaced, notify your supervisor immediately
- Do not duplicate keys, unless authorized
- If, when you come on duty, and you are not given the correct number of keys, note this in your log book and notify your supervisor immediately.

YOUR POST

Keep your post clean and neat. Store personal belongings in their designated place. Do not bring unnecessary high value items to your work site. i.e., televisions, radios, walkmans, gameboys, computers, computer games, credit cards, or excess money. Books, magazines, CDs, and any other non-essential items should not be brought to your work site. Do not invite personal visitors to your site or allow personal visitors to come on your site. Personal telephone calls are not allowed. Use of other client property is not allowed except as outlined in your post orders.

ACCESS CONTROL PROCEDURES

One of the most effective ways of protecting a client's property is controlling who is allowed in and out of the site and who is allowed use of the vehicles. This is done by access control procedures. Identification cards are often used for this procedure. Sometimes the ID card will have a photo of the person, other times the cards will be reader cards and the bearer must swipe the card to gain access. In the case of photo ID cards, it is important to follow the instructions listed below:

- Make sure the ID is valid
- Make certain photo matches the person in the picture.
- Do not allow people to just wave their card at you. You must be able to see the card clearly.
- If you are unable to see the card clearly, ask the person politely if you can see their card again
- Never allow an individual who has forgotten his or her card access without following the procedure in your post orders.

- Always follow your post orders

In the case of reader cards, sometimes people will try to enter as a group or someone will hold a door open for another person who has not swiped his or her card. Anyone entering the premises without actually swiping his or her own card should be asked politely to show his or her card. In a situation where access control is a continuing problem, note this in your log book and notify your supervisor. The procedure may need to be reevaluated and changes may need to be made.

PROPERTY CONTROL

These procedures are always covered in your post orders for the site. The following are some general guidelines to assist you with this process.

- Be considerate, professional, and willing to assist.
- Ask for valid identification and usually a property removal form.
- Make certain the property removal form is completed properly with authorized signatures.

Do not use force to stop someone leaving with property who does not have the proper authorization. If someone insists on leaving without the proper authorization follow the steps listed below:

1. Tell your supervisor and client
2. Write an incident report with as much detail as you can obtain
3. Note the removal of property in your log book

PATROL TOURS

Providing a visible presence and inspecting property, are two of the main duties at most security posts. You will complete this task whether by foot or by vehicle. There are several important things to remember on all patrol tours.

- Consciously use all your senses.
- Walk or drive at a moderate pace, slow enough to be thorough, fast enough to avoid appearing sluggish or inattentive to your surroundings.
- Be visible. This will deter casual trespassers.
- Avoid activities that are unprofessional such as smoking, eating, skipping, walking on curbs (like a balance beam.)
- Keep a notepad, flashlight, keys and any required safety equipment with you at all times while on patrol. It is very important that you be fully prepared before you leave for your patrol.

Accurately log the time you leave and the time you return. Do not round up, sign out ahead of time or fail to sign out prior to going on patrol. This is very important as the information will be needed should an incident occur that requires legal action. Also, if something should happen to you on patrol then investigators can have an accurate estimate of the time that the incident occurred.

SAFETY HAZARDS

Whatever you do or where ever you work, it is mandatory that you be aware of any safety hazards around you and take appropriate action. Some examples of safety hazards you may encounter are: slippery surfaces due to water or other liquids and ice, loose or frayed rugs, low overhead materials, burned out lights and exit signs, poorly lit areas, loose railings, items on ground such as nails or loose boards, and objects that might fall from above. When working around machinery, do not touch, turn on, turn off or handle the equipment or machinery unless ordered to do so by your post orders and are trained to do so. Safety regulations require sites with operating machinery to have “lock out and tag

out” procedures. Know the procedures and never touch or try to operate any piece of equipment or machine that has been tagged or locked out for maintenance or service. It is your responsibility to be alert to any safety hazards. If you find a safety hazard, follow your post orders and report it immediately.

EMERGENCIES

If you ever receive a bomb threat, you must first call 911 then immediately notify your supervisor and follow your post orders. Usually the client must also be notified.

Fire hazards are sometimes encountered while on patrol rounds. Stacks of boxes or other flammable material, oily rags, overloaded electrical outlets, frayed electrical cords, smoldering cigarettes or cigars, unaccountable smoke or the smell of smoke, and electrical equipment such as coffee pots turned on but not in use are some examples of fire hazards. Whenever you find fire hazards, follow your post orders.

Medical emergencies may be very serious when encountered. Call 911, notify your supervisor and follow your post orders.

NATURAL DISASTERS

In the event of a natural disaster, follow the client’s evacuation plan and procedures outlined. It is your responsibility to become familiar with the post orders and follow emergency procedures accordingly. Read your post orders and be familiar with your client’s evacuation plan and procedure to follow during a natural disaster. Power failures often occur during a natural disaster and sometimes unexpectedly. When a power failure occurs, your post orders will normally address this problem. If not, notify your supervisor.

SECURITY BREACHES

Security breaches can occur whenever a system designed to maintain security is broken, sounds, fails to sound, or in some other way fails to perform in the expected manner. Alarms that go off at your site, while you are at work, need to be responded to according to your post orders. Broken alarms, unlocked doors, doors that fail to lock, broken doors, open gates, broken gates, broken windows, doors or windows which appear to have been tampered with, unlocked windows, unauthorized entry, lost keys and inoperable closed circuit television cameras or monitors are just a few examples of security breaches. Each security breach needs to be reported immediately and handled according to your post orders.

DISCIPLINARY GUIDELINES

Rules and regulations of the Company are designed for the best interest of all concerned and must be followed. Reasonable grounds to believe that there has been a violation of any of the following rules will form the basis for disciplinary action, which may vary from oral warning to discharge depending on the specific nature of the offenses.

- Smoking outside of designated areas or violation of smoking rules.
- Removing Company or client property or any other property not your own from Company’s premises or your site without permission. (Immediate termination)
- Unauthorized use of Company’s or client’s property. (Immediate termination)
- Willfully or negligently misusing, defacing, damaging, or destroying Company or client’s property. (Immediate termination)

- Providing false or misleading information on an application for employment, resume, or other document or record. (Immediate termination)
- Failure to report an accident or injury immediately, but no later than 24 hours after the accident or injury occurred. This policy includes holidays and weekends. (Immediate termination)
- Fighting or horseplay on a Company property or a client's site. (Immediate termination)
- Unsatisfactory job performance.
- Neglect of duty, or loafing on the job.
- Gross misconduct of any kind. (Immediate termination)
- Insubordination (Immediate termination)
- Conduct which has an adverse effect on the business, or reputation of the Company.
- Violation of drug and alcohol policy as established by the Company. (Immediate termination)
- Failure to notify your supervisor a minimum of four (4) hours prior to the start of your shift that you will be absent or late.
- Discriminatory behavior or harassment based on sex, race, religion, national origin, or any other characteristic protected by law. (Immediate termination)
- Unsatisfactory attendance, failure to return to an assigned post in a timely manner after a rest or meal break, or excessive tardiness.
- Wasting time, loitering, or leaving work station without permission during any assigned shift.
- Providing false or misleading information or in any other way failing to cooperate during any official Company investigation. (Immediate termination)
- Failure to keep your DPSST certification on your person when at work.
- Failure to maintain your DPSST certification in an active status. (Immediate termination)
- Obscene, abusive and/or malicious gossip while on the job.
- Failure to be at your work site ready to begin work at the proper starting time.
- Leaving work before quitting time without authorization. (Immediate termination)
- Failure to turn in complete and accurate reports.
- Falsifying time sheets. (Immediate termination)
- Failure to comply with all safety regulations. (Immediate termination)

- Failure to follow post orders.
- Failure to wear an approved, complete uniform in a professional manner while on duty.
- Reading unapproved material or watching television while on duty.
- Removing or posting any notices without client's approval.
- Failure to accept offered work. (Immediate termination)
- Arresting any person (Immediate termination)

The above list is for purposes of illustration only and other conduct or situations may result in termination or other discipline. Employment with the Company is terminable at the will of either the company or the employee at any time. The Company reserves the right to terminate employees for any reason not contrary to law, with or without cause, notice or warning.

SAFETY POLICY

Our safety policy consists of our goals, general responsibilities, supervisory responsibilities and employee responsibilities.

Goals: It is our desire and intention to provide, and maintain for, employees a safe working site, equipment, and materials; to establish and insist upon safe work methods and practices by each employee throughout the organization. It is the continuing policy of the Company that on-the-job accidents and injuries are to be reduced or eliminated by the use of every reasonable precaution.

General responsibilities: It shall be the responsibility and an important part of every employee's job to work toward this goal regardless of the capacity in which they may function. Safety is a matter of individual attention to problems that may exist or arise, and of teamwork and communications to correct unsafe conditions immediately. Workplace accidents and injuries can be painful as well as costly to the individual involved, and also to the Company.

Supervisory responsibilities: Supervisors are charged by management with the responsibility of aggressively promoting safe work practices and effectively controlling accidents within their work group. They must make the safety of workers a part of their daily and hourly concern and as a basic responsibility shall:

- Instruct each employee on the hazards that may arise relative to the assigned work, and how to avoid such hazards. Conduct new employee safety orientation.
- Maintain safe work conditions at their sites being constantly alert to detect unsafe conditions, work habits and/or practices.
- Take immediate corrective action to eliminate unsafe conditions, work habits, practices and possible safety hazards. Enforce safety rules.
- Communicate to each employee that violations of established safety rules will not be tolerated.

- Investigate to determine the cause of all accidents and provide corrective action. The written report of the investigation will be filed with the Human Resources department for review.
- Review with each employee the cause of the accident and the corrective action to be taken to eliminate the possibility of a recurrence.
- Follow-up on every accident in which an injury results requiring medical attention and/or time loss from the job to see that a proper claim form is completed and turned in to the office within 24 hours of the accident. Provide a light duty job for any worker not released by the doctor to perform his or her regular work whenever possible.
- Impress upon all employees the need for a continued aggressive attitude regarding the cause and effect of accidents and the necessity of accident prevention.

Employee responsibilities: Unsafe practices on the part of one employee may adversely affect the well-being of another. Each employee plays an important function in accident prevention and by the establishment of this policy is directed to cooperate fully in the measures taken for safety. It shall be the responsibility of each employee to:

- Carry out each task utilizing every reasonable precaution to protect themselves and others from injury.
- Realize that each employee is so important to this Company that no job should be performed in any manner which will jeopardize the employee or fellow workers.
- Be alert to and report immediately to his or her supervisor any accidents, injuries, and any unsafe conditions or practices observed.
- Be familiar with and abide by the Company's and client's safety rules and policies.
- Cooperate fully with all measures taken to promote safe working conditions and safe working habits.
- Report no less than once a week to their supervisor when authorized by treating physician to be off work because of an on the job injury, informing supervisor of progress of recovery, anticipated date of return to work (modified or full release), and general condition.

REPORTING FOR WORK AFTER AN ON-THE-JOB INJURY

An employee wishing to be reinstated after an absence, caused by an on-the-job injury, must report to his or her supervisor with a medical release within seven (7) days after the employee knew or should have known that he or she has been released for duty. Failure to do so will be considered a resignation from your employment. An employee who has been released by his or her doctor for modified work, and who is offered such work, but fails to report without good cause will be considered to have resigned from his or her employment.

CONFIDENTIALITY POLICY

Employees may become aware of sensitive, confidential or proprietary business information of Alert Security or its clients. Employees who become aware of such information are obligated to maintain such information as confidential and private. Information should be shared only with other employees who require it for a business reason.

Non-Disclosure Agreement

I am aware that during the course of my employment, confidential information may be made available to me. This may be inclusive of, but not limited to, product designs, technologies, marketing strategies, customer lists, pricing policies and other related information. I understand that this information is proprietary and critical to the success of Alert Security Asset Protection and must not be given out or used outside of Alert Security Asset Protection or disclosed to non-employees. I hereby agree not to discuss, divulge, utilize, or exploit this information with any other individual or company during the course of my employment or in the event of my termination of employment with Alert Security Asset Protection, whether voluntary or involuntary. This agreement may not be revoked without prior written consent from Alert Security Asset Protection.

Any Alert Security Asset Protection property issued to you, such as computer equipment, keys, company credit card or any item owned by Alert Security Asset Protection must be returned to the Company at the time of your termination. You will be responsible for any lost or damaged items.

Confidential Information

Our clients and other parties with whom we do business entrust Alert Security Asset Protection with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to Christopher R. Wright, President of Alert Security Asset Protection.

ACKNOWLEDGEMENT FORM

I acknowledge that I have received the Alert Security Employee Handbook and agree to abide by the terms thereof.

I further acknowledge that my employment with the Company is terminable at the will of either the company or me at any time and that the company reserves the right to terminate my employment for any reason not contrary to law with or without cause, notice or warning. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President of Alert Security has the authority to make any such agreement, which is binding only if it is in writing.

I understand and agreed that the provisions of this Handbook may be amended or revised at any time, without notice, at the Company's discretion, and that this Handbook is not an exhaustive statement of Company rules, policies or procedures.

Signature: _____

Print Name: _____

Dated: _____