

**ALERT SECURITY ASSET PROTECTION  
ALERT GUARD SERVICES  
HANDBOOK FOR SECURITY OFFICERS**

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

**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 workforce 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; those 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 at 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, even 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 state's payday following the end of a pay period.

Paydays are as follows:

Tuesday: Oklahoma, Wisconsin, and New Mexico

Wednesday: Washington, Hawaii, and Nevada

Thursday: Minnesota, Colorado, and Arizona

Friday: Oregon, Texas, and California

Requests for pay advances will not be honored.

## WORKPLACE GUIDELINES

### ATTENDANCE

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. 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. A call must be made at least four (4) hours in advance of your report time and explain the reason(s) for your absence. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

#### **Job Performance:**

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually, when time permits. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

#### **Outside Employment:**

Employees are permitted to work a second job as long as it does not interfere with their job performance with Alert Security. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and/or including termination.

### **Social Media Acceptable Use:**

Alert Security encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

**Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

### **On-duty use of social media:**

Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

### **Respect:**

Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Alert Security confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

### **Post disclaimers:**

If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

### **Competition:**

Employees should not use social media to criticize the company’s competition and should not use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

### **New ideas:**

Please remember that new ideas related to work or the company’s business belong to the company. Do not post them on a social media site without the company’s permission.

Links. Employees may provide a link from a social media site to the company's website during employment (subject to discontinuance at the company's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the company's site and to register the site with the company.

**Trademarks and copyrights:**

Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, copyright, trademark, and harassment laws.

**Discipline:**

Violations of this policy may result in discipline up to and including immediate termination of employment.

**Note:** Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

**HOURLY VACATION POLICY**

Alert Security recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. 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 at time of payout. If a non-exempt employee quits or is terminated prior to his payout date, no vacation pay shall be earned or paid. Vacation Pay Out will be computed by averaging the rates of pay the employee has earned over the previous twelve (12) months. The employee needs to be employed at time of pay out! Vacation earnings will be paid out on the first full pay period following the anniversary month in which the vacation is earned.

**Service Period Monthly Vacation Accrual**

Calendar Years 1 to 5	1 weeks of vacation or 40 hours
Calendar Years 6 to 9	2 weeks of vacation or 80 hours
Calendar Years 10 or more	3 weeks of vacation or 120 hours

**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 (8) holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas Day.

**Religious observances:**

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may

also be able to switch a scheduled day with another employee, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

### **Time Off and Leave of Absence:**

Important Note: Many states and municipalities have laws related to leaves of absence and paid time off that include family and medical leave, paid sick leave, small necessities leave, leave for victims of domestic violence, etc. The provisions below only address federal law.

## **FAMILY AND MEDICAL LEAVE**

Alert Security complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. [Note: Check state and local laws for any additional requirements as some states have family and medical leave laws, and paid sick leave laws that may be more generous for the employees in that state or city]

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave. The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

### **Basic Leave Entitlement:**

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

### **Military Family Leave Entitlements:**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember

medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Benefits and Protections During FMLA Leave. During FMLA leave, the Company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the Company's employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Employee Eligibility:**

The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave:**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. Accordingly, the Company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with the Company's normal paid leave procedures found in its Vacation and Sick Leave policies.

**Employee Responsibilities:**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. The Company may delay leave to

employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Company also may require a second, and if necessary, a third opinion (at the Company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Company also may delay or deny approval of leave for lack of proper medical certification.

**Company Responsibilities:**

The Company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

**Other Provisions:**

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Company has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

**Unlawful Acts by Employers:**

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Additional information is available through the Human Resources Department. **Additional State FMLA may have specific allowances. Contact Human Resources for an additional list.**

## MILITARY LEAVE

Alert Security supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide



details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

### **MILITARY SPOUSE LEAVE**

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.

### **TIME OFF FOR VOTING**

Alert Security recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations. [NOTE: CHECK STATE AND LOCAL REQUIREMENTS SINCE SOME REQUIRE SPECIFIC TIME OFF FROM WORK TO VOTE.]

### **ORIENTATION AND EMPLOYEE PERFORMANCE**

A new employee can expect orientation, training, and help from his or her supervisor 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 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**

### **Definition of Sexual Harassment:**

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Alert Security.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR manager, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report.

Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, Alert Security will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

## **EQUAL EMPLOYMENT OPPORTUNITY**

### Equal Opportunity and Commitment to Diversity

Alert Security provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. [NOTE: There may be state or local laws with different requirements that must be considered] Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Alert Security expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of Operation Manager or Human Resources Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

#### **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, Alert Security will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result

Employees who may require reasonable accommodation should contact the Human Resources Department.

#### **Commitment to Diversity:**

Alert Security is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Alert Security and is an important principle of sound business management.

#### **Harassment and Complaint Procedure:**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race,

color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited. [NOTE: There may be state or local laws with different requirements that must be considered]

It is Alert Security's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Alert Security's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Alert Security will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment:**

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**AFFIRMATIVE ACTION POLICY**

It is the policy of Alert Security Asset Protection and Alert Guard Services to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Alert Security Asset Protection and Alert Guard Services will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Alert Security Asset Protection and Alert Guard Services. A notice explaining the company's policy will remain posted.

### **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 ask to speak with the Human Resources 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. Footwear to be an all-black solid shoe. No open toe or sandals 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:**

A. When on duty, all Alert Security employees will maintain personal hygiene as well as a clean, neat, and well-groomed appearance.

#### **B. Fingernails**

1. Fingernails will be clean and trimmed so that they do not extend more than one-quarter inch beyond the fingertips.
2. Fingernails will not be filed to a sharp point.
3. Only a clear polish, neutral color, or traditional French manicure may be worn on the fingernails.
4. No objects will be affixed to fingernails.

#### **C. Hair**

1. Hair will be clean and neatly groomed. The bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. If officers opt to wear authorized headgear, their hairstyle must permit its proper wear per Alert Security policy.
2. Hair at the front of the scalp line will be combed so that it does not descend below either eyebrow when the head is uncovered or below the sweatband when wearing headgear. Hair will not cover the tops of the ears. Hair will not extend below the bottom edge of the uniform collar.
3. Longer hair may not fall loosely in a ponytail or braid and will be pinned up against the head. Items used to hold the hair in place (e.g., bobby pins, hair pins, etc.) will be concealed as much as possible, and will be of a color that blends with the hair.

4. Lines or designs will not be cut into the hair or scalp.
5. Ornamental hair accessories (e.g., flowers, combs, etc.) are prohibited.
6. If officers use dyes, tints, or bleaches, they must result in a natural hair color.
7. Wigs and hairpieces must conform to above standards for natural hair.

#### D. Facial Hair

##### 1. Sideburns

- a. will be neatly trimmed to one-half inch in length, not bushy or shaggy in appearance;
- b. may not extend below the lowest part of the ear;
- c. will be a constant width of no more than one and one-half inches (not flared); and
- d. will end with a clean-shaven, horizontal line.

##### 2. Mustaches

- a. will be trimmed to no more than one-half inch in hair length;
- b. will not extend more than one-quarter inch beyond, below, or above the corner of the lips;
- c. will not cover any part of the lips; and
- d. will not have waxed or twisted ends.

##### 3. Beards and goatees

- a. will be neatly trimmed to a uniform length, no longer than one-half inch;
- b. will be neatly edged below the base of the jaw; and
- c. will not cover any part of the lips.
- d. An officer suffering from a facial skin condition exacerbated by shaving may seek a waiver from Human Resources. All memoranda of this type will be considered applicable to the entire face and neck. Thus, when wearing a full beard is permitted as a result of a certified medical condition, it will be neatly trimmed to within one half inch of the skin but will not be shaped in any way, particularly edging cheek and neck lines.

##### 4. Prohibitions

- a. Patchy or spotty clumps of facial hair
- b. Designs such as a handlebar mustache, beards with no mustaches, and partial beards that are not goatees

#### E. Cosmetics

1. Make-up worn will be minimal, appearing natural.
2. False eyelashes are prohibited.

#### F. Personal Jewelry

1. Items of personal jewelry, such as watches, rings, and identification or memorial bracelets may be worn provided they do not detract from the uniform.
2. Exceptionally large or gaudy items of jewelry will not be worn.
3. Pendants, chokers, medallions, necklaces, etc., will not be worn so as to be visible.
4. Earrings
  - a. A single stud earring may be worn in each ear.
  - b. Stud earrings will not exceed 6 mm. in size.
  - c. Only one earring may be worn in each ear, in the lobe.
  - d. Ear clips, loops, rings, and dangling earrings are not permitted.
5. Jewelry or other ornamentation will not be worn on the face or inside the nose or

mouth. Alert Security may authorize clear piercing retainers that are subtle in appearance and in no way affect speech.

### G. Tattoos and Brands

1. Tattoos or brands anywhere on the head, face, and neck above the uniform collar may limit job site posting.
2. Tattoos or brands that are indecent or violate Alert Security harassment policy must be covered at all times while at work. Alert Security does not discriminate based on race, color, religion, sex, national origin, disability, age, parental status, sexual orientation, or gender identity. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety or that shock the moral sense because of their vulgar or disgusting nature.
3. Potential violations of the tattoo orders will be addressed individually.

### II. Exceptions to the Order

- A. If a medical condition necessitates their deviation from any part of this order, officers must obtain from a medical doctor a memorandum that states the type of condition and the length of treatment or recovery. For chronic conditions, officers must obtain another memorandum every 12 months. Officers must submit these memoranda to Human Resources for a waiver from Alert Security. Alert Security has a right to request relevant, supplemental medical information if the information submitted does not clearly explain the nature of the condition or substantiate the need for reasonable accommodation. In accordance with the Privacy Act, regional supervisors may share the existence of a waiver on a need-to-know basis. In accordance with the Americans with Disabilities Act, supervisors must store separately from other personnel records any medical information that must be maintained.
- B. Officers may request exceptions to grooming requirements for sincerely held religious beliefs or practices to Alert Security, who will review the request.

## **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 need to 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, Walkman's, 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 photos match 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 wherever 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 PROCEDURE**

The Company expects employees to comply with the Company's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the Company endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company's right to bypass the disciplinary procedures suggested.

- 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 Guard License on your person when at work.
- Failure to maintain your Guard License 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, 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.

**WORKERS' COMPENSATION**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Alert security pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

## **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.

## **CONFLICTS OF INTEREST AND CONFIDENTIALITY**

Alert Security expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Alert Security recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Alert Security.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.



**Confidential Information:**

The protection of confidential business information and trade secrets is vital to the interests and success of Alert Security. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business. An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to Christopher Wright, President

## 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 agree 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: \_\_\_\_\_