



Security Engineers, Inc.

Security Field Operations

Operations Employee Handbook

Version: 1.0

Policy Effective Date: 04/01/2023



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FORWARD

Security Engineers, Inc. (hereinafter “Company”) is a Contract Security Services provider headquartered in Birmingham, AL that operates in many areas within the United States. The goal of Company Leadership and Management is to employ premium personal, to provide premium Contract Security Services, to premium Clients.

This Handbook does not, nor is it intended to, provide detailed guidance on every situation you may face or answer every question you may have during your employment with the Company.

Other Company documents may contain more detailed instructions about your roles and responsibilities while you are working. If you have any questions about those roles and responsibilities, please contact your Supervisor, Operations Manager, or Branch-/Job-Manager. Should you have any questions regarding your employment with the Company after you read this Handbook, please contact your Supervisor, Operations Manager, Branch- or Job-Manager, or the Company Human Resources Department.

The Company is an ‘at-will’ Employer and you are an ‘at-will’ Employee. This means that your employment with the Company can be terminated – with or without cause – at any time by you or the Company. By accepting employment with the Company, you are required to always conform to the policies, procedures, practices, and instructions of the Company while working. The Company reserves the right to make changes to your employment status, your assigned job-site, assigned post, assigned work shift, and/or pay rate at the complete discretion of the Company.

This Handbook does not intend to and does not form, express, or imply a contract regarding the duration, terms, or conditions of employment. Only the Company Chief Executive Officer has authority to enter into any contract or agreement for employment with the Company or to make any changes to the ‘at-will’ nature of employment with the Company.

This Handbook contains summaries of Company Policy that are relevant to your work. To view the actual Policy Documents that the summaries are based upon, please contact your Branch-/Job-Manager.

The Company is the final authority on the proper interpretation and application of the provisions of this Handbook, and all other Company documents, Policies, Procedures, Practices, and Instructions. Should any provision of this Handbook be found to be unenforceable or invalid, such a finding only invalidates the subject provision and all other provisions of the Handbook remain valid and enforceable.

Nothing in this Handbook prohibits Employees from reporting possible violations of federal, state, or local law or regulation to any government agency or entity and any agency inspector general or making other disclosures that are protected under the 'whistle-blower' provisions of federal, state, or local law or regulation. While Employees are encouraged to bring any such possible violation to the attention of the Company, Employees do not need the prior authorization to make such reports or disclosures to those entities.

Nothing in this Handbook is intended to, nor shall be interpreted as interfering with, constraining, or preventing Employee activities protected by the National Labor Relations Act or other applicable local, state, or federal laws, including, but not limited to, communications and protected concerted activities regarding wages, working conditions, and any other terms and conditions of employment.

The Policies, Policy Summaries, Guidance, and any other material in this Handbook may be changed at any time with or without notice.

Scope:

The provisions of this Handbook apply to all *Operations Employees* of the Company.

Operations Employees are any Employee assigned to provide Security Services at any Client Service Location or Work Site. This term includes Employees in related positions, such as Shift Lead, Shift Supervisor, Site Lead, Site Supervisor, Job Supervisor, Field Supervisor, etc., and any other comparable title/position at any specific Client Service Location/Work Site.

Ownership:

The information contained in this Handbook, and any other Company Governance Document¹, consists of proprietary information, intellectual property, and trade secrets of Security Engineers, Inc., intended only for use by Employees, of the Company, subsidiaries, and any affiliated company that chooses to use this Handbook. The information cannot be copied or reproduced without the express written permission of a member of the Company's Chief Executive Officer or General Counsel.

Employees are required to return any/all copies of this Handbook or other Company Governance Documents upon termination of employment.

All rights are reserved, and any transfer or disclosure of this material is prohibited without prior written consent of Company's Chief Executive Officer, General Counsel, or as otherwise required by law.

¹ A *Company Governance Document* is any document that defines, explains, or describes any Policy, Procedure, Process, Practice, or Instruction produced by, or on behalf of, Security Engineers, Inc.

ESSENTIAL INFORMATION FOR YOU

How You Make a Difference:

The Importance of Your Job:

No matter what your particular role and/or responsibility you may have when you are on the job, you are helping to provide a safe, secure, and welcoming environment for the employees, customers, visitors, and guests at the location where you work. Whether you are working a busy Main Entrance to a facility or watching over a parking lot at the back of the property – your role and responsibility is important to others. Your being there, fulfilling your role and taking care of your responsibilities, helps others at the location, feel safe, secure and welcome...and that is important to everyone.

You are part of a Team:

There is something you should always remember as an Employee of the Company:

You may be working by yourself, but you are never working alone.

When you are at work, there is a Company-sized Team working-with and supporting you.

Your fellow Employees are working other posts on other sites. Some may be nearby, others may be many miles away, but they are there 24-hours a day, 7-days a week, every day of the year.

They are also working as Supervisors, Managers, and Executives of the Company. Some may be on the same job as you, in the Branch Office that supports you, within the Region where you work, or at the Field Support Center in Birmingham, AL.

All of them – just like you – have a role and responsibility to assist other Employees to help keep each other safe and able to perform their individual roles and responsibilities while working.

You are also part of a Team that provides Security Services for the location(s) where you work. Another Team you are part of is the Team of Client and other Company Employees who assist each other in keeping the Client's people and property safe, secure, and welcoming.

Never forget that you are part of many Teams and

You may be working by yourself, but you are never working alone.

Intentions and Goals of Company Leadership:

It is the intention and goal of Company Leadership that the Company operates in a lawful manner at all times.

It is the intention and goal of Company Leadership that all Employees are treated with dignity and respect while they work in a welcoming and harassment-free workplace.

Company Leadership believes these goals and intentions can be realized through a process of constant improvement of the business operations of the Company.

‘At-Will’ Employment Relationship:

Employment-At-Will:

Your employment with the Company is “at will” and conditionally based on you completing training requirements and, where applicable, achieving and satisfying the requirements of state licensing. There are no probationary periods for employment.

Assignment-At-Will:

Your work assignments (including work location, shifts, schedules, etc.) are at the will of the Company and are made based on business needs.

While the Company endeavours to collaborate with Employees as much as practicable, The Company reserves the right to change your work location, work shift, workdays or hours, and pay rate without notice.

“Probation”/“Probationary Periods”:

The Company does not have, offer, or authorize any form of “Probation” or “Probationary Period” related-to employment with the Company.

Equal Employment Opportunity:

Security Engineers, Inc is an Equal Opportunity employer and does not tolerate any discrimination based on race, gender, age, sex, national origin, religion, disability or any other protected status in hiring, promoting, compensation, benefits, retention, termination or any other employment activity.

The Company also forbids retaliation against any employee who has engaged in a protected activity or lodges a complaint based on his or her protected status.

Ownership of Work Output²:

Your Work Output is the property of the Company. You should not have any expectation of privacy in, or ownership of, any of your Work Output.

² “Work Output” is any result of any work activity.

Terms and Conditions³ of Employment:

Some of the rules and policies that make-up the Terms and Conditions of your employment with the Company are in this Handbook. Others will be communicated to you during training, through Security Post Instructions/Orders, through the Company's online Employee Self-Service Portal, the Company-sponsored, Employee Email platform, through written memoranda, or verbally by Supervisors and/or Managers.

It is your responsibility to conform to the rules, policies, and other Terms and Conditions of your employment with the Company. It is also your responsibility to ask your Supervisor or Manager for clarification or explanation of any rules or policies you do not understand, or that you believe conflict with each other.

General Terms and Conditions of Employment:

Recognition of the Rights and Prerogatives of the Company, and your agreement to abide by all Company Policies, Procedures, Processes, Practices and Instructions are Terms and Conditions of both your initial and ongoing employment.

Maintaining Confidentiality:

As a Security Professional, you are trusted with access to many areas at your work location(s) that may be restricted and/or may contain confidential and/or proprietary business information, data, practices, processes, and/or work of the Company itself or of a Client of the Company. It is a term and condition of your employment that you protect the confidentiality of information, data, practices, processes, and/or work of the Company itself or any Client of the Company.

All such confidential and/or proprietary information, data, practices, processes, and/or work of the Company itself or any Client of the Company must be kept confidential during your employment with the Company, *and after!*

You may not divulge any information, data, practices, processes, and/or work of the Company itself or any Client of the Company to any non-Employee, including family and friends, without prior written consent from a Company Regional Manager.

Both the Company and its Clients may take whatever legal actions necessary to protect their confidential and/or proprietary information, data, practices, processes, and/or work from disclosure to unauthorized persons, and/or to punish anyone who does.

³ "Terms and Conditions of Employment" are provided to help ensure you understand your obligations/responsibilities when employed by the Company. Failure to meet the Terms and Conditions of your employment may result in for-cause termination from employment with the Company. No contract of employment is intended or should be inferred or implied from the Terms and Conditions of employment.

Specific Conditions of Employment:

Training: Successfully completing and maintaining all training as required to work for the Company is a term and condition of employment.

Individual License/Permit/Certificate/etc.: When required, obtaining and maintaining a required license, permit, certificate, etc. is a term and condition of employment.

Qualification and/or Certification: Successfully obtaining and maintaining all required qualification(s) and/or certification(s) necessary to work for the Company, or as required for a particular work assignment, is a term or condition of employment.

Licensing & Training Requirements

In many areas where the Company provides security services, as an Employee, you may be required to obtain and maintain a license, permit, certificate, etc. issued by a Regulating Authority (a Board, Commission, Agency, etc.) to work for the Company.

It is your responsibility to successfully complete any required training, then obtain and maintain any required license, permit, certificate, etc. for the area(s) where you work. Should you fail to successfully complete all required training and/or fail to obtain and maintain any required license, permit, certificate, etc. in an area where you work, the Company will be required to remove you from any work assignment(s) in the area until you successfully complete the necessary training and obtain any required license, permit, certificate, etc.

The Company has several Employee Assistance Programs that may provide any required training at low-to-no cost, and to assist you with paying for any required license, permit, certificate, etc. for the area(s) where you work. Be sure to ask your Branch- or Job-Management Staff what Employee Assistance Program is available to you.

Employee Communications & Engagement

The Company utilizes many different forms-of and forums-for Employee Communications and Engagement.

Company-provided Employee Email Account:

The primary method used by the Company for Employee Communications and Engagement is the company-provided Employee Email System. The @SEITeam.com email domain is used by the Company to provide every active Employee with a no-cost, personal email account and the Company sends all work-related communications to Employees on this system.

From a weekly all-hands 'News' bulletins, to policy additions and updates, to reminders and information about important work-related subjects (e.g., the annual Employee Insurance Benefit Open Enrolment period), to exclusive Current Employee-only Job and Promotion Opportunities...all are shared with you through your personal @SEITeam.com. Instructions for accessing the system are included in the Appendix of this Handbook.

Company email messages sent to your @SEITeam.com email account are important work communications. It is your responsibility to read the messages *while you are at work* and abide by them. You are not required to read company email messages when you are not at work. Should you choose to do so however, any time reading or responding to Company emails will not be counted as 'hours-worked' for pay purposes.

Accessing your company-provided Employee Email Account (e.g., <your employee#>@SEITeam.com) at least weekly is a term and condition of employment with the Company.

Texting:

The Company may also utilize texting to your cell phone as a quick means of communication about job openings, work opportunities, and other important work-related information and/or safety warnings. Company text messages will be brief, concise, and to-the-point. Given the brief nature of text messages, any time spent reading them when not working will not be considered 'hours-worked' for pay purposes.

Note: The Company will never text offers to sell any product or service to you.

Other Official Communication Methods:

Messages on Pay Stubs: On occasion the Company will send messages/reminders as text on your pay stub. These will be brief and will commonly be reminders of upcoming important work events.

Direct Mailings: You may receive postal mailings from the Company. These mailings will commonly be either printed documents/material you have requested, or other printed documents/material related to an upcoming important work event (such as reminder cards related to, or Insurance Benefit Guides for Employee Insurance Benefit Open Enrolment).

Other Important Communication Methods:

The Company regularly posts on social media – with a focus on Facebook and Twitter – about significant 'News of the Day' items, company highlights, and Employee Recognition/Appreciation. Please feel free to 'Friend' or 'Follow' the Company Social Media accounts.

EMPLOYMENT BASICS

Company Pay Practices:

Work Periods Defined:

Workday: the 24-hour period between 12:00 Midnight -to- 12:00 Midnight on the same calendar day.

Work Week: From 12:00 Midnight on Sunday morning-to- 12:00 Midnight on Saturday night of the same week.

Pay Period: From 12:00 Midnight on Sunday morning-to- 12:00 Midnight on Saturday night two (2) weeks later.

Note: Every Pay Day, you are paid for all hours worked during the Pay Period that *ended* at Midnight on the Saturday night *prior to* the day you were paid.

Method of Payment:

You will receive your pay by Direct Deposit. This is a term and condition of your employment.

It is your responsibility to keep your Direct Deposit banking information current.

Pay Rate:

Your pay rate is determined by your work assignment. Your pay rate may change as your work assignment changes.

Overtime Pay:

On occasion, it may be necessary for you to work overtime. Your agreement to work overtime when required is a term and condition of your employment. You will be paid at time and a half for all overtime hours worked.

Should you have been paid different pay rates during a Work Week, your Overtime Pay Rate will be determined using the *weighted average* of all rates paid in order to calculate the overtime premium due for hours worked over 40 in the work week or as otherwise required by law.

Pay Day:

Pay day is every two (2) weeks on Friday.

Clocking-in and Clocking-out from work:

The Company utilizes an electronic timekeeping system to assure accurate pay for Employees.

All Operations Employees are expected to make use of the Company Electronic Timekeeping System to Clock-in and Clock-out from work.

The Company may require Employees to install a Company selected application to their personal smart-phone/-device to facilitate clocking-in/clocking-out. This requirement is a term and condition of employment.

Pay Discrepancies:

The Company takes Pay Discrepancies very seriously and works hard to avoid them. However, Pay Discrepancies can occasionally occur despite best efforts to avoid them.

A Pay Discrepancy is typically the result of one of two issues:

- Underpayment or Overpayment of wages due to incorrect hours or pay rates being entered into the work schedule.
- Incorrect deductions or compensations due to incorrect deduction or compensation entries in your pay record(s).

Should you believe you have been paid incorrectly, *tell your Supervisor immediately*. Once you have notified your Supervisor of a possible Pay Discrepancy, the possible Pay Discrepancy will be investigated in a timely manner.

If it is determined that you have been paid incorrectly, your pay will be corrected as follows;

Underpayment of Wages:

Corrections for underpayment of less than \$30.00 (thirty dollars) may be made on your next regular pay check at the Company's discretion.

Corrections for underpayments of \$30.00 (thirty dollars) or more, will be paid no later than the Monday following a pay day *with proper notification*.

Overpayment of Wages:

Repayment of Overpayment of Wages are due immediately. You may be asked to repay the overpayment by personal check or cash.

NOTE: The Company may initiate a Reverse Direct Deposit Transaction at any time to recover overpayment of wages without notice to the affected Employee. In instances where overpayment of wages has been recovered by the company by means of a Reverse Direct Deposit Transaction, the Company shall not be responsible for any financial institution fines or fees incurred by the Employee.

Pay Advances/Early-Pay:

At this time, the Company does not offer 'pay advances' or any other form of early payment of earned wages.

Recognized Holidays and Holiday Pay:

The Company recognizes and pays time and a half for all hours actually worked on the following Holidays;

- New Years Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holiday Premium Pay is only paid for Hours Worked *on the Actual Holiday*

NOTE: Certain work assignments recognize different Holidays than the Company does. If you are assigned to one of those locations, you will receive time and a half pay only for those hours worked on the Holidays recognized at the work assignment.

Withholding Orders:

On occasion, the Company receives formal withholding orders from a Court for individual Employees. The Company has no choice but to comply with such orders.

If the Company receives a withholding order directing the Company to withhold your pay, and you believe the withholding order is incorrect, it is your responsibility to communicate with the Court to get the error corrected and the withholding order withdrawn. The Company must, and will, comply with the withholding order until the Court notifies the Company differently.

The Company is not a party to the action that lead to the withholding order, and the Company has no standing to discuss the withholding order with the Court.

Time Off and Leave Options:

The Company provides the following Employee Time-Off and Leave option:

Paid Time Off (PTO):

To be eligible for PTO in a given year, you must work a minimum average of 32-hours per week in the prior year.

PTO is awarded as explained below:

- From your 1st Employment Anniversary through your 5th Employment Anniversary:
 - You will be awarded between 32-and-40 hours of PTO based upon your average of hours worked per week in the prior year.
- From your 6th Employment Anniversary until your 10th Employment Anniversary:
 - You will be awarded 80-hours of PTO
- From your 11th Employment Anniversary until your 20th Employment Anniversary:
 - You will be awarded 120-hours of PTO
- From your 21st Employment Anniversary and beyond:
 - You will be awarded 160-hours of PTO

PTO is calculated based-upon your *most recent hire-date*.

Unused PTO does not 'roll over' into the next year. Any PTO not used during a given benefit year is lost.

Requests to take PTO must be submitted in writing two weeks prior to the date that the PTO will begin.

- Requests to take PTO on an emergency basis with less-than 2-weeks notice will be evaluated on a case-by-case basis.
 - The Company may request proof of the basis for an emergency request for PTO.
- PTO may or may not be approved based on business needs and staffing requirements of the Company.

Unpaid Time Off (UTO):

Unpaid Time Off (UTO) may be granted on a case-by-case basis.

Requests for UTO must be submitted in writing two weeks prior to the date that the unpaid time off will begin.

UTO may or may not be approved based on business needs and staffing requirements of the Company.

You will be responsible for paying any amounts due for any Employee Insurance Benefit coverages you have during UTO. Should you take more than 90-days UTO, you will be considered as a “New Hire” employee when you return.

Sick Leave:

The Company does not offer paid *Sick Leave* except where required by state/local laws or Client Contract.

You may be permitted either *Paid-Time-Off* or *Unpaid-Time-Off* on emergency short-notice when you are sick. To be permitted PTO/UTO, you must properly call-off from work as provided in the *Work Attendance Policy* section of this manual.

Bereavement Leave:

You will be granted up to 3-days of Unpaid-Time-Off following the loss of an immediate family member. You may also take any available Paid-Time-Off with short-notice instead.

Longer periods of Unpaid-Time-Off Bereavement Leave, or Bereavement Leave for someone who is not an immediate family member, may be granted on a case-by-case basis. Contact your Branch- or Job-Manager to obtain approval.

NOTE: The Company reserves the right to require proof of the need for Bereavement Leave.

Civic Leave:

Jury Service (sometimes called ‘Jury Duty’):

The Company recognizes your civic responsibility to serve on a jury when summoned to do so by a court of competent jurisdiction.

To be excused for Jury Service you must do the following:

- When you receive a summons to report for Jury Service, contact your Supervisor or Manager immediately.
 - Have your summons available because they may need to make a copy of it to send to the Company HR Department.
- You must return to work on your next scheduled shift after you are released from Jury Service.
 - When you are released from Jury Service, contact your Supervisor/Manager as soon as practical to notify them that your Jury Service is complete and to determine the date and time you are to report to work.

- Be sure to keep all documents you were given when your Jury Service is complete and make arrangements to allow your Supervisor or Manager to make copies of them.
- *Pay for Jury Service:*
 - You will be paid for Jury Service time as required by the relevant laws in the jurisdiction where your Jury Service was performed.

Time-Off to Vote:

While the company encourages you to fully participate in the civic process of voting, the Company does not provide time-off to vote (unless required by law).

Military Leave:

The Company grants Unpaid Leave of Absence to Employees obligated to serve in the U. S. Military for active duty or as a member of the reserve components in accordance with the *Military Selective Service Act* and/or the *Uniformed Services Employment Re-Employment Rights Act*. Contact your Job- or Branch-Manager, or the Company HR Team for additional information.

NOTE: Please provide a copy of any orders you have received with any request for Military Leave.

Family and Medical Leave Act (FMLA) Leave:

FMLA Eligibility Requirements: Employees who have completed twelve (12) months of continuous service with the Company and have performed a minimum of 1,250 hours of service (see note below) during that period, and at least 50 Employees are employed by the Company with 75-miles of your regular work assignment, are eligible to receive an unpaid family/medical leave in accordance with the Family and Medical Leave Act of 1993 (“FMLA”).

NOTE: The Company calculates unpaid Family/Medical Leave on a *rolling twelve (12) month period*.

You must provide 30-days advance notice of your intent to take Family Medical Leave when the need is foreseeable. When 30-days advance notice is not possible, you must provide notice as soon as practical and you must follow the Company Call-Off procedure.

To take unpaid Family/Medical Leave:

1. You must contact the Company Human Resources Department to determine your eligibility for FMLA Leave.
2. If you are eligible for FMLA Leave, the Human Resources Department will provide the necessary form(s) to formally request FMLA Leave.

3. You must complete the FMLA Leave Request form, to include have any attending physician attestations documentation.
 - a. The Company reserves the right to request additional information and employees must provide additional information to substantiate that the requested leave meets the requirements of FMLA.

Expectation of Privacy while working:

In general, you should not have any *Expectation of Privacy* while working.

The Company reserves the right to conduct searches on Company or Client property at any time, for any reason. Searches of Company or Client facilities, vehicles, other property (such as; desks, cabinets, files, lockers, etc...), or electronic devices (such as; computers, tablets, cell phones, etc...) may be conducted at any time, with or without notice.

Searches of your person, vehicle, electronic devices, or other property may be conducted only under the following conditions;

- As required for all visitors/guests by Client rules, or...
- With reasonable suspicion.

NOTE: Employees are required to fully cooperate in any search performed under the conditions outline above. Consent to search under the conditions outline above is a term and condition of employment. Refusal to permit a search under the conditions outline above may result in disciplinary action, up to and including termination of employment.

Employees are encouraged to keep in mind that even the most casual search of a container, pack, or bag they bring to the workplace may reveal sensitive personal information contained therein. Employees are encouraged to assure that they are not bringing sensitive personal information to the workplace to help assure it is not disclosed to the Company, a Client, or others.

Privacy of Company Vehicles and Other Equipment:

You have no right to privacy when using Company or Client vehicles and other equipment. Company or Client vehicles and other equipment are subject to use by others at any time. The contents of Company or Client vehicles and other property – including personal items, containers, bags, packs, etc. inside – are subject to invasive search and disclosure to the Company, the Client, and others at any time.

Privacy of Your Personal Vehicle on Company- or Client-Property:

Anytime your personal vehicle is on Company- or Client-Property, it is subject to search based upon the rules in-effect on the property.

Privacy of Electronic Devices:

You have no right to privacy when using Company- or Client-provided electronic devices - such as computers, tablets, cell-phones, etc. Company- or Client-provided electronic devices are subject to use by others at any time. The contents of Company- or Client-provided electronic devices are subject to invasive search and disclosure to the Company, the Client, and others at any time.

There is no promise, assurance, or guarantee that the contents of any Company- or Client-provided electronic device cannot or will not be recovered and disclosed, even if deleted.

Privacy of E-mail and Voice Mail:

You have no right to privacy when using Company- or Client-provided e-mail or voice mail. Company- or Client-provided e-mail or voice mail is subject to access, invasive search and disclosure to the Company, the Client, or others at any time.

There is no promise, assurance, or guarantee that the contents of any Company- or Client-provided e-mail or voice mail cannot or will not be recovered and disclosed, even if deleted.

GENERAL WORKPLACE RULES

This section contains workplace rules that are important for you to know.

Smoking/Vaping/Tobacco Use

In General:

Smoking, vaping, and other tobacco product use is prohibited while working, *except*;

- During *scheduled* work breaks...
- In designated smoking areas on the property – OR – on public property where smoking/vaping/other tobacco product use is permitted.

All Employees are required to follow local and state laws regarding smoking, vaping and/or the use of tobacco products inside or near the entrances to buildings.

Client Property, Buildings, Vehicles:

You are required to comply with the Client's smoking/vaping/tobacco produce use policies when working on Client property or in a Client building/vehicle.

Company Property, Buildings, Vehicles:

Smoking, vaping, and other tobacco product use is prohibited in Company buildings or vehicles.

Smoking, vaping, and other tobacco product use is prohibited on Company property *except* during scheduled work breaks in designated smoking areas on the property – OR – on public property where smoking/vaping/other tobacco produce use is permitted.

While Working in Public Spaces:

When assigned to work in public spaces, smoking, vaping, and other tobacco product use is prohibited while working *except* during scheduled work breaks when you must move to a location not readily visible from your assigned post where smoking/vaping/other tobacco produce use is permitted.

Personal Use of Company or Client Property

Company and Client property - such as telephones/cell-phones, computers, internet/email systems, fax machines, office supplies, other office equipment, or other supplies - are to be used for the business-purposes of the Company or the Client or for emergency use (such as calling 911).

No Company or Client property may be used for personal or monetary gain at any time or for any reason.

The Company reserves the right, at all times, to inspect and review the contents of all Company- or Client-provided computers and other electronic devices – to include opening any electronic files, opening e-mails, reading texts or other messages, listening to voice-mails, etc. at any time for any reason.

Company or Client Vehicles

Company and Client vehicles are to be used only for Company or Client business by authorized Employees. Employees required to drive Company or Client vehicles must be an *Authorized Driver* under the rules of the Company Authorized Driver Program. If you are not an *Authorized Driver*, you may not operate a company or Client vehicle at any time, for any reason.

NOTE: Employees who use their personal vehicle for any work-related reason must have authorization to do so from a Company Manager. Reimbursement for personal vehicle mileage only be made in accordance with the Company Personal Vehicle Mileage Reimbursement policy and practices.

Motor Vehicle Safety:

Any time an Employee is operating a Company or Client vehicle, or a personal vehicle for work-related reasons, all relevant state and local laws and ordinances, as well as Company and Client rules, must be followed.

Seatbelt Use: Regardless of any other law, ordinance, or rule, all occupants of a Company or Client vehicle, or a personal vehicle used for work-related reasons, must wear a seatbelt at all times the vehicle is in motion, whether on the public roadway or private property.

Vehicle Inspection: It is the responsibility of the Employee who will be driving a Company or Client vehicle to inspect the vehicle prior to driving it to assure the vehicle is safe for use. If any component, assembly, or part of the vehicle is believed to be unsafe, the vehicle is not to be driven and the unsafe condition of the vehicle is to be immediately reported to a Supervisor or Manager.

Traffic Violations: The Employee driving a Company or Client vehicle is responsible for paying all fines and/or fees for all traffic violations and/or parking infractions while they are using the vehicle. Drivers shall report any traffic violation or parking infraction received to a Supervisor or Manager no later than the end of their work shift when the violation/infraction occurred. “Camera Tickets” – traffic violations documented by camera where the violation ticket is mailed to the vehicle owner at a later date– are the responsibility of the Employee driving the vehicle at the time of the violation.

Traffic Accidents: The Employee driving a Company or Client vehicle is responsible for immediately and properly reporting any traffic accident they are involved in, regardless of fault or level of damage, whether on public roadways or private property. Failure to immediately and properly report a traffic accident may result in disciplinary action, up to and including termination of employment.

NOTE: Traffic Accidents should be reported to the Supervisor or Manager of the job where the Employee is assigned, the local Branch Management Team if the Job Supervisor/Manager is unavailable, or the Company *Dispatch and Scheduling Center* if the Branch Manager is unavailable.

Dispatch & Scheduling Center Direct Line: (205) 251-3050

Any Employee determined to be at-fault in a traffic accident involving a Company or Client vehicle may be required to pay for the damages to the involved vehicle(s) and/or the medical care of any involved person(s).

Reporting Work-Related Accidents, Injuries, or Illnesses

NOTE: In cases of Medical Emergency, call 911 immediately!

- *Medical Emergency* is defined as any potentially life-threatening medical condition, or injury/illness more severe than can be properly treated with a common workplace first-aid kit.

Reporting work-related accidents, injuries and/or illnesses – no matter how seemingly minor or insignificant – is an important part of the Company Safety Program and Worker’s Compensation Insurance benefits for yourself or your beneficiaries.

You should report any work-related accidents, injuries and/or illnesses to your Supervisor or Manager by the end of your work shift when the injury or illness occurred.

You must report any work-related accidents, injuries and/or illnesses to your Supervisor or Manager within 24-hours of being injured/becoming ill.

NOTE: Report work-related accidents, injuries and/or illnesses to the Supervisor or Manager of the job where you are assigned, the local Branch Management Team if the Job Supervisor/Manager is unavailable, or the Company *Dispatch and Scheduling Center* if the Branch Manager is unavailable.

Dispatch & Scheduling Center Direct Line: (205) 251-3050

Your Rights:

Under federal law(s), you have a right to report work-related injuries and illnesses. Those same laws and Company policy prevent the Company from retaliating against you in any way for reporting a work-related injury or illness.

Worker's Compensation Insurance:

The Company carries legally mandated Worker's Compensation insurance to cover any work-related injuries or illnesses of Employees. You are covered by Worker's Compensation Insurance any time you are working. The Company pays the full cost of Worker's Compensation Insurance.

Should you experience a work-related injury or illness, you will be eligible for mandated Worker's Compensation benefits from the day your injury occurs or your illness begins. All payments for lost wages due to a work-related injury or illness, and any other Worker's Compensation benefit you receive, will be paid by the Company's Worker's Compensation Insurance Carrier as required by law.

It is a term and condition of employment that you agree to only seek coverage and compensation under the relevant Worker's Compensation Insurance coverage for any work-related accident and/or injury, and that you will not seek any compensation of any kind – to include making any civil claim or filing any cause of action - from any Client of the Company.

If you fail to report a work-related injury or illness as required, the Worker's Compensation Insurance benefits for yourself or your beneficiaries may be delayed or denied.

"Work-Related" vs "Not Work-Related":

Not all injuries or illnesses that may occur at work are "work-related".

For an injury or illness to be "work-related", there must be a clear link between your injury/illness and the work you are assigned to do (commonly called "scope of employment").

Also, if you are not wearing required Personal Protective Equipment (PPE) and/or are not following Company Safety Rules and are injured or become ill, and it is deemed that wearing the required PPE or following the Safety Rules would have prevented or lessened the injury/illness, your injury/illness may be deemed to not be work-related.

NOTE: Nothing in this section should be interpreted to mean that you should not report any/all injuries/illnesses that may occur while you are at work. REPORT ALL INJURIES AND ILLNESSES THAT OCCUR WHILE YOU ARE AT WORK!

Company Directed Medical Care:

In cases of work-related injury, the Company reserves the right to direct and/or manage medical care where and when allowed by applicable law.

Such direction or management may be performed by the Company, by the Company's Worker's Compensation Insurance carrier, or by a 3rd-party retained for the purpose, to ensure prompt and effective treatment to return the Employee to work as soon as possible.

Drug and/or Alcohol Testing Following Work-Related Accident or Injury:

The Company reserves the right to require an Employee to be drug/alcohol tested following any accident or injury. Refusal to submit to such testing is considered insubordination and may result of termination of employment.

Investigations of Work-Related Accidents and Injuries:

It is Company policy to investigate all work-related accidents, injuries, and/or illnesses as part of the Company Safety Program regardless of whether a Worker's Compensation Claim is filed or not.

The purpose of the investigations is to determine a cause so preventive measures can be researched, identified and put into place where appropriate. The investigation may be performed by Company personnel, personnel from the Company's Safety Program partner, the Company's Worker's Compensation Insurance Carrier, or 3rd parties retained for the purpose (to include government investigators and/or law enforcement where appropriate). All Employees are expected to openly and honestly comply with any investigation that may be conducted and assist as requested.

Filing a false or fraudulent Worker's Compensation Claim, or knowingly providing false or misleading information related to a work-related accident, injury or illness is a violation of Company Policy and may be a crime. Suspected Worker's Compensation fraud will be reported to the appropriate authorities.

Temporary 'Light Duty' Assignments:

The Company engages in a pro-active process to assist you in returning to work following a work-related injury and/or illness. The Company will work with the Company's Worker's Compensation Insurance Carrier and your medical care providers to try to identify a reasonable accommodation that will allow you to be actively employed during any recovery period.

EMPLOYMENT POLICIES

This section contains specific policies that are important that you know and follow at all times.

Work Attendance Policy:

In General:

You are employed by the Company and your work schedule is determined by the Company. Your work assignment, work schedule, and pay rates are determined by the individual contracts the Company has with its Clients and can be changed at the Company's discretion at any time, with or without notice.

You are expected to know your work schedule and you are expected to work the days, times, and posts assigned to you as part of your employment with the Company.

Reporting to Work:

You are expected to report for work as scheduled, on-time, rested, in good health, not drug-or alcohol-impaired, in proper uniform, with the proper equipment, and ready to satisfactorily perform the roles and responsibilities of your Post.

You are not considered to not be "at work" until you are physically on your assigned Post.

You shall not report to work more than 15-minutes prior to the start of your scheduled work shift or remain at work more than 15-minutes after the end of your scheduled work shift.

If you are not able to work your assigned schedule, you must follow the procedures outlined below.

NOTE: For purposes of this policy, an "emergency situation" means: an unexpected circumstance where the health, safety, or physical well-being of a person is at risk.

NOTE: Under no circumstances are you to contact a Client to Call-off/Call-In Late!

Calling-Off/Calling-In Late:

You may not Call-Off from work less than four (4) hours prior to the beginning of your scheduled work time in a non-emergency situation. In an emergency situation, you must Call-Off as soon as possible.

In a non-emergency situation you must not Call-In Late for work less than 1-hour prior to the beginning of your scheduled work time. In an emergency situation, you must Call-In Late for work as soon as possible.

In either case, if you claim an “emergency” as the reason for Calling-Off/Calling-In Late, you may be asked to provide proof of the emergency before you are allowed to return to work.

When Calling-Off/Calling-In Late, you must personally call by telephone as follows;

1. Call the Site Manager/Supervisor
 - a. DO NOT call non-Management/non-Supervisory Personnel on-site
2. If a Site Manager/Supervisor is not available, call your Branch Office
3. If no one is available at your Branch Office, call the Company *Dispatch and Scheduling Center @ (205) 251-3050*

NOTE: You cannot “Call-Off/Call-In Late” through text message, social media post, or any other means of communication.

Leaving Work Early:

You may not leave work early unless you have prior authorization (24 hours prior in a non-emergency situation). In an emergency situation, contact your Supervisor or Manager to explain the circumstances so they can arrange your relief. If you request to leave work early more than once in any two-week period, you may be subject to disciplinary action up to, and including termination of employment.

NOTE: The Company reserves the right to require proof of any ‘emergency’ circumstance you claim exists when you Call-Off/Call-In Late or need to leave work early for an “emergency”.

Accepting Relief:

You may not accept relief from another Employee who has not had sufficient rest, who is ill, who is drug or alcohol impaired, who is not properly uniformed, not properly equipped, not properly trained, or who is otherwise not ready to satisfactorily perform the Roles and Responsibilities of the Post.

You should contact a Manager/Supervisor immediately if you believe that your relief is not ready to stand duty. If you accept relief from an Employee who is not prepared to satisfactorily perform the Roles and Responsibilities of the Post, you may be subject to disciplinary action.

Sickness/Illness:

Absenteeism or Leaving-Work-Early due to sickness, illness, or injury may be excused only if proper notification is given prior to the absence. A physician’s excuse may be required before you are allowed to return to work.

Harassment-Free Workplace Policy

The Company intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Any kind or type of harassment of any person, by any Employee, is specifically prohibited and will not be tolerated.

Additionally, any form of harassment directed at any Employee, by any other person(s) will not be tolerated.

Definitions related to this section:

Harassment: Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail, Internet postings, pranks, intimidation, unwanted physical contact, or threatened/actual violence. Harassment is not limited to harassment of a sexual nature but instead includes harassment based on race, gender, age, national origin, religion, disability, pregnancy and statements of a non-sexual nature.

NOTE: *Workplace Bullying* – defined as, conduct that a reasonable person would find hostile or offensive, and that is not related to the business operations of the Company or a Client – is considered a form of workplace Harassment.

Sexual Harassment: Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature, when such conduct creates an offensive, hostile or intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejection of such conduct.

NOTE: Sexual harassment cannot be stereotyped. Both the victim and harasser can be any gender/gender role and it can involve those of the same gender.

Responsibility & Reporting:

All Employees have a responsibility for keeping the Company work environment free of any form of harassment.

While the Company encourages an Employee who feels harassed to communicate directly with the (alleged) Harasser to make it clear that the Harasser's behavior is unwanted, unacceptable, and/or inappropriate, it is not required that the employee experiencing harassment do so. Employees feeling

harassed should notify Company HR Team in writing as soon as practical but not later than two business days, even if they are not sure the offending behavior is considered harassment.

Additionally, any Employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, *must* report the (alleged) incident to the Company HR Department within 24-hours of the (alleged) incident.⁴

Reporting (alleged) Harassment: To assure proper reporting and documentation of (alleged) harassment, it is required that (alleged) harassment reports must be filed in writing (or by email).

- When reporting (alleged) harassment: Prepare a written report or email containing all known critical information about the (alleged) incident;
 - Who: Who was (allegedly) Harassed? Who was the (alleged) Harasser? Who were any witnesses to the (alleged) Harassment?
 - Include Names, Employee Numbers (if known), and contact information (if known)
 - What: What was the (allegedly) harassing behavior.
 - Described in detail, to include any profanity or other inappropriate words used verbatim.
 - When: When did the (alleged) harassment occur, to the best of recollection and belief.
 - Where: Where did the (alleged) harassment occur.
 - Why: Why did the (alleged) harassment occur (if known)

Delivering your (alleged) Harassment Report:

E-Mail: Send your report to hr@securityengineersinc.com

- Enter “Harassment Complaint” in the Subject Line of your message
 - If your report is a separate written document, it is acceptable to scan the document and attach it to your email.

Postal Mail: Send your report to this address:

Security Engineers, Inc., HR Team
P. O. Box 10231
Birmingham, AL 35202

⁴ If the (alleged) Harasser is a member of the Company HR Department, any (alleged) harassment should be reported to the Director, Field Support Group. If the (alleged) Harasser is a member of the Company Leadership Team, any (alleged) harassment should be reported to the Company CEO or CFO.

Deliver In-Person: in a sealed envelope to a member of the Company HR Team at:

Security Engineers, Inc.
1617 3rd Avenue North
Birmingham, AL 35203

-OR-

Deliver in-person, in a sealed envelope, to your local Branch Office and request that they send it to the Company HR Team.

- If you request your local Branch Office send your report on your behalf, either email or call the Company HR Team to let them know your report is on-the-way.

Investigating (alleged) Harassment:

NOTE: All reports of harassment will be investigated with due regard for the privacy of those involved. However, confidentiality cannot be guaranteed.

When a written report of (alleged) harassment of any form is received by the Company HR Team, the investigation into the matter will begin immediately upon receipt of the report. Any investigation of (alleged) harassment will be conducted under the Company's *Serious Incident Investigations Guidelines*.

Should the investigation into the (alleged) harassment determine that the allegation of harassment is true beyond a reasonable doubt, the Company will take appropriate action under the Company *Disciplinary Action Policy*, up to and including Termination of Employment, For-Cause.

Retaliation is Prohibited: Retaliation, of any kind, against an Employee making a good-faith report of (alleged) harassment of any person, or for participating in an investigation of (alleged) harassment (e.g., as a witness) is also prohibited.

Any Employee found to have retaliated against another Employee for a good-faith reporting of (alleged) harassment or for participating in an investigation will be subject to disciplinary action under the Company *Disciplinary Action Policy*, up to and including Termination of Employment, For-Cause.

Should a report of (alleged) harassment be determined to not have been submitted in good-faith during the investigation of the (alleged) harassment, the investigation team shall end their investigation into the allegation and report their determination to the Director, Field Support Group for appropriate follow-up.

Employee Names, Gender Identity, and Pronouns Policy

Employee Name and Personal Gender Identity in Everyday Interactions and Usage:

For everyday interactions and usage, Managers, Supervisors, and co-workers are encouraged to use the name and pronouns appropriate to the gender identity of an Employee as expressed by the Employee. Further, Managers, Supervisors, and co-workers should take care to use the Employee-requested name and pronouns in communications with others regarding the Employee.

The requested name and pronouns to be used in the workplace are established by the Employee with no additional documentation (such as legal name change or medical information) required.

An acceptable alternative to gender-specific pronouns, is to use non-binary gender pronouns in the workplace to refer to other persons regardless of gender and/or gender identity. Acceptable gender-neutral pronouns are They/Them/Their. It is also acceptable to use phrases that do not imply a gender, such as “The person...”/“That person...”/“This person...”.

Potentially insulting and/or derogatory terms – examples: “It”, “That”, “Those”, etc. – or even acceptable terms when used in an insulting and/or derogatory manner, are explicitly prohibited.

Repeated, intentional refusal to use the Employee's requested name and pronouns or acceptable-alternatives and/or repeated reference to the Employee's former gender by Managers, Supervisors, or co-workers is contrary to the goal of treating all Employees with dignity and respect. Such intentional conduct also may be inconsistent with the Employee's decision to keep certain aspects of the Employee's gender identity private. It should be noted that in some circumstances, such intentional conduct could be viewed as creating an unwelcoming work environment.

Employee Name and Personal Gender Identity in Company Employment Records:

Contract Security companies, and Employees of those companies, are uniquely regulated in many jurisdictions where Employees work. As such, company employment-related records *must* reflect the name and gender identity of individual employees of the company that is consistent with the individual Employee's Primary Identification Document(s)⁵.

Should you obtain Primary Identification Documents that indicate a change in your Name and/or Gender Identity during your period of employment with the Company (regardless of reason), you must provide the changed documents to the Company

⁵ “Primary Identification Document”: Driver's License or Non-Driver Identification Card issued by a State or possession of the United States provided it contains a photograph or information such as Name, Date of Birth, Gender, Height, Eye Color, or Residential Address

HR Dept. to assure your Name and Gender Identity is properly entered in your employment-related records.

- Submit any updated documents to the HR Dept. by;
 - Scan the Document and email to: hr@securityengineersinc.com, or...
 - Present the Document to your local Branch Office to be scanned and emailed.

When the HR Department receives your updated Document(s), your Company Employment Record will be changed to reflect the Name and/or Gender Identity reflected on your Primary Identification Document.

Historical employment records *will not be changed*, however.

Fraternization and Nepotism Policy

It is not the Company's intent to interfere in the personal lives of Employees. The Company does have a clear and significant interest in promoting good order and proper workplace discipline when it comes to certain relationships between Employees.

The basis of the Company's interest in these matters is that certain workplace relationships may create an actual or potential conflict of interest, discord or distractions, may interfere with productivity or work activities, or in extreme cases, may lead to claims of unlawful sexual harassment or hostile work environment.

Fraternization and Nepotism in General:

Employees of the Company are encouraged to develop and maintain professional relationships in the workplace, so long as these relationships do not interfere with the effective functioning of the workplace and goals of the Company. This policy does not prevent the development of friendships or even romantic relationships between Employees and any other person, but it does establish boundaries as to how relationships are conducted during working hours and within the workplace.

This policy applies to all Employees without regard to the gender or sexual orientation of the individuals involved.

Fraternization:

Employees are prohibited from having a romantic, sexual or other physically intimate relationship with any other person(s) while working.

Employees who are engaged in even consensual romantic, sexual, or other physically intimate relationships with another person(s) must conduct themselves in an appropriate professional manner in the workplace and not engage in any

professionally inappropriate behavior that may cause others to feel embarrassed, awkward or uncomfortable.

Romantic, sexual, or other physically intimate relationships between Executives, Managers and/or Supervisors and any subordinate Employee is prohibited. Should an Executive, Manager and/or Supervisor intend to enter into a consensual romantic, sexual or other physically intimate relationship with a subordinate, the Executive, Manager and/or Supervisor must contact the Company HR Department to arrange an acceptable reassignment for themselves or their subordinate.

Nepotism:

For the purpose of this Policy, “*Relative*” means a member of an Employee’s immediate family, as established by blood, marriage, or legal action. This term includes, but is not limited to;

- An immediate family member of an Employee, defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt or uncle, cousin, niece or nephew, or an equivalent ‘step-’ or ‘in-law’ family member, or...
- A Domestic Partner/Cohabitant⁶/Codependent⁷ or equivalent family member of the domestic partner/cohabitant/codependent.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, no Executive, Manager, or Supervisor may;

- Directly supervise a *relative*, or...
- Permit a relative to be assigned in the same line of authority in which the Executive, Manager, or Supervisor can initiate or participate in decisions involving a direct benefit to the *relative* (e.g., decisions include hiring, retention, transfer, promotion, termination, wages and leave requests, etc.).

Reporting:

Employees may report violations of this policy by contacting the Company HR Team by telephone or email to: hr@securityengineersinc.com

NOTE: You will not be penalized for reporting inappropriate behavior.

Penalties:

Failure to comply with this policy may result in disciplinary action up to, and including, Involuntary Termination – For Cause.

⁶ “Cohabitant”: a person residing in the same household with whom you are having an on-going intimate relationship with.

⁷ “Codependent”: unmarried persons who are financially dependent-upon and/or indebted-to each other to a degree that is material to either person’s living conditions, transportation options, or personal finances.

Drug-Free Workplace Policy (summary)

The Company is a certified Drug-Free Workplace. To enjoy the benefits of that certification, the Company must follow requirements of the certification program.

The objective of the Company's Drug-Free Workplace certification is, but not limited to;

- To create and maintain a safe, drug-free working environment for all Employee.
- To encourage any Employee with dependence on or addiction to alcohol or other drug to seek help in overcoming the problem
- To reduce problems of absenteeism, tardiness, carelessness and/or unsatisfactory job performance.
- To reduce the likelihood accidental; personal injury and/or damage to property.

Substance abuse can be a serious threat to Employees and others, and a serious liability risk for the Company. Though the percentage of substance abusing employees may be relatively small, practical experience and research indicate that appropriate precautions by the Company are necessary.

It is the belief of the Company that the benefits derived from these policy objectives will outweigh the potential inconvenience to Employees. The Company sincerely asks for the understanding and cooperation of all Employees in the implementation and enforcement of this policy.

Prohibited Conduct:

Employees are prohibited from possessing, distributing, manufacturing, or having a detectable presence of any drug substance, abused prescription drugs or any other mind altering or intoxicating substances in their system while at work.

Employees are prohibited from possessing, drinking, or having a detectable presence of alcohol in their body while at work.

Use of drugs, alcohol or any other prohibited substances when not working, which results in impaired work performance, including absenteeism, tardiness, poor work performance, damage to the employer's reputation, or inferior quality of work, is prohibited.

The proper use of medication that is legally prescribed by a physician is not prohibited. Employees performing duties in safety sensitive functions are required to notify their supervisor or manager whenever they are taking a prescription medication that may impair physical or cognitive functioning.

- Safety Sensitive Functions include, but are not limited to, the following;
 - Working as an Armed Security Officer or otherwise being armed while working
 - Operating a motorized vehicle or conveyance while working
 - Being in close proximity to dangerous machinery or fast-moving motorized vehicles
 - Climbing ladders, standing-/walking-near water hazards, standing-/walking-near fall hazards, standing-/walking-near electrical hazards, standing-/walking-near inhalation hazards, etc.

NOTE: Failure to notify your supervisor or manager whenever you are taking a prescription medication that may impair physical or cognitive functioning when performing a Safety Sensitive Function can result in disciplinary action up to, and including, Involuntary Termination – For Cause.

Drug-/Substance-Abuse Testing Program:

As a certified Drug-Free Workplace, the Company is required to drug-test Employees as required by the certification program, which is;

- Pre-Employment Testing: All candidates for employment with the Company will be drug-tested prior to employment.
- 'Reasonable Suspicion' Testing: Drug and/or alcohol testing is required whenever there is a cause to believe that an Employee is using or has used drugs or alcohol while working. Such facts or inferences may be based upon, but not limited to, the following;
- Post Accident Testing: Conducted when an Employee *causes* or *contributes-to;*
 - Any accident resulting in any injury to any person, or...
 - Causes damage to company property, or...
 - Causes damage to client property, or the property of any employee, customer, visitor, or guest of a client.
- Random Drug Testing: The Company will conduct Quarterly drug testing of 2% of active Employees.

Specimen collection and analysis will be conducted in accordance with the Company *Drug Testing Procedure Policy*.

Uniforms, Grooming, and Appearance Standards Policy: (summary)

Uniforms:

Your assignment determines the uniform that you must wear. Only issued/authorized Uniforms may be worn. It is your responsibility to wear the appropriate uniform.

NOTE: Company uniforms may only be worn while working or traveling to or from work.

Uniforms as described below must always be properly worn. Uniform items and non-uniform items (i.e., civilian clothes) as well as Uniform styles may not be interchanged.

The Company issues three distinctive Uniform styles which must be worn in full compliance with the following rules:

Low Profile (Blazer) Uniform (as issued):

- Black Blazer w/current Crest or Logo
- Short-sleeve White 'dress' shirt
 - w/only the top button unbuttoned
- Grey trousers
- Smooth leather belt (Black)
- Officer Supplied Uniform Items:
 - Black smooth-toe shoes covering the whole foot, shined
 - Black socks
 - Undershirt is optional but recommended
 - Undershirts must be plain white, if worn
- Rank Insignia:
 - If Rank Insignia is worn on the Low Profile Uniform, the Insignia shall be worn centered on the collar of the Blazer, ½" up from the collar notch, as follows:

Standard Uniform (as issued):

- Short-sleeve Tan Uniform shirt w/black issued shoulder boards
 - Only the top button may be unbuttoned
- Black trousers w/tan stripe
- Smooth leather belt (Black)
- Black baseball-style, w/current Logo
- Officer Supplied Uniform Items:
 - Black smooth-toe shoes covering the whole foot, shined
 - Black socks
 - Undershirt is optional but recommended

- If worn and *visible* the undershirt must be plain black.
 - If worn and *not visible* the undershirt must be plain black or plain white.
- Optional Outwear:
 - Jackets/Coats:
 - Black Coaches Jacket/Windbreaker w/current SE Logo
 - Black Bomber-style jacket w/current SE Logo
 - Black Parka-style coat w/current SE Logo
 - Headgear:
 - Knitted Beanie-style hat w/current SE Logo
 - Cold Weather Option Only
 - Raingear:
 - Black full-length raincoat
- Rank Insignia:
 - Rank Insignia worn on the Standard Uniform shall be on the epaulets of the Uniform Shirt.

Polo Uniform:

- Short-sleeve Black Polo Shirt w/current Company Logo (tucked)
- Khaki trousers (BDU/Cargo Trousers are **NOT** authorized)
- Smooth leather belt (Black)
- Black baseball-style, w/current Company Logo
- Officer Supplied Uniform Items:
 - Black smooth-toe shoes covering the whole foot, shined
 - Black socks
 - Undershirt is optional but recommended
 - If worn and *visible* in the collar- or sleeve-area the undershirt must be plain black.
 - If worn and *not visible* in the collar- or sleeve-area the undershirt must be plain black or plain white.
- Optional Outwear:
 - Jackets/Coats:
 - Black Coaches Jacket/Windbreaker w/current Logo, or...
 - Black Bomber-style jacket w/current Logo, or...
 - Black Parka-style coat w/current Logo
 - Cold Weather Optional Headgear:
 - Knitted Beanie-style hat w/current SE Logo
 - Raingear:
 - Black full-length raincoat

- Rank Insignia:
 - Rank Insignia worn on the Polo Uniform shall be worn centered on both collars with the centerline of the insignia bisecting the points of the collar.

Maternity Uniforms:

The Company does not supply specific “Maternity Uniforms”.

Local Managers may make individual adjustments to Uniform requirements to accommodate maternity.

Special Uniforms/Uniform Items:

Uniform styles and accessories may vary from site-to-site depending on contract requirements of the Client.

Uncommon/Unique uniform styles may be used only as required by contract with the Client.

Decorative Pins:

USA Flag Pins no larger than 1” in either width or height may be worn as follows:

- On the left lapel of the *Low Profile (Blazer) Uniform*, or...
- On the left pocket flap of the *Standard Uniform* shirt, or...
- 1” below the Left Chest Logo on the shirt of the *Polo Uniform*.

Company-Issued Anniversary Pins may be worn as follows:

- On the left lapel of the *Low Profile (Blazer) Uniform*, or...
- On the left pocket flap of the *Standard Uniform* shirt, or...
- 1” below the left chest Logo on the shirt of the *Polo Uniform*.

When both a *USA Flag Pin* and *Anniversary Pin* are worn at the same time, the *Pins* are to be worn 1” apart, edge-to-edge, with the *USA Flag Pin* placed to the RIGHT of the *Anniversary Pin* (from your/the-wearer’s perspective)

No other *Decorative Pins* may be worn on the Company Uniform.

Grooming:

Personal grooming standards apply to all Operations Employees and are intended to ensure Employees present a neat and professional image.

Hairstyles:

Many hairstyles are acceptable, as long as they are neat and meet the requirements of this Policy. It is the responsibility of Managers and Supervisors at all levels to exercise good judgment when enforcing this policy.

Hairstyles will be judged by the appropriateness of a particular hairstyle given the guidance in this Policy and by the ability to wear all types of approved headgear and any required Personal Protective Equipment properly.

General Rules:

- Eccentric, exaggerated, or faddish haircuts or hairstyles are prohibited.
- Hairstyles that do not allow the headgear to be properly worn are prohibited.
- Hairstyles that interfere with the wearing on any required Personal Protective Equipment are prohibited.
- Hairstyles that potentially create unsafe working conditions are prohibited;
 - Examples:
 - any hairstyle that blocks the employee's peripheral vision to either side or downward.
 - any hairstyle that may become trapped/ensnared in any moving component of an equipment/machine/object an Employee may be required to utilize and/or be near during their work.

Hair Color:

- Employee hair color(s) must be a natural human hair color

Authorized Hairstyles:

- Hairstyle Definitions:
 - Braids/plaits: Three or more portions/bunches of interwoven hair. Braids are worn free-hanging (loose) or against the scalp.
 - Cornrows: Cornrows are defined as hair temporarily rolled, twisted, or braided closely to the scalp producing a continuous, raised row of hair. Cornrows are worn against the scalp.

- Dreadlocks/Locks: Dreadlocks/Locks are defined as sections of hair that twist from or near the root to the end of the hair, which create a uniform ringlet or cordlike appearance.
- Twists: Temporarily twisting two distinct strands of hair around one another to create a twisted ropelike appearance. Twists are worn free-hanging (loose) or against the scalp.
- Hairstyles Specifically Authorized

For the purpose of this Policy, hairstyles are organized into four basic categories: bald, short length, medium length, and long length hair.

- Bald is defined as a total lack of hair on the head or hair stubble up to 1/4-inch in length.
- Short length hair is defined as hair length that extends 1 inch or less from the scalp (excluding bangs).
 - Hair may be no shorter than 1/4 inch from the scalp (unless due to medical condition or injury) but may be evenly tapered to the scalp within 2 inches of the hair line edges.
 - Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of any issued headgear or Personal Protective Equipment, must lie neatly against the head, and not be visible underneath the front of the headgear.
 - The width of the bangs may extend to the hairline at the temple.
- Medium-length hair is defined as hair length that does not extend beyond the lower edge of the collar and extends more than 1 inch from the scalp.
 - Medium hair may fall naturally and is not required to be secured.
 - When worn loose, graduated hair styles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed 1-inch difference in length, from the front to the back.
 - Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length giving a tapered appearance.

- Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of any issued headgear or Personal Protective Equipment, must lie neatly against the head, and not be visible underneath the front of the headgear.
 - The width of the bangs may extend to the hairline at the temple.
- No portion of the bulk of the hair, as measured from the scalp, may exceed 2-inches in length.
- Long-length hair is defined as hair length that extends beyond the lower edge of the collar.
 - No portion of the bulk of the hair, as measured from the scalp as styled, will exceed 2 inches, except for;
 - A single braid or 'ponytail' that is centered on the rear of the head, that falls naturally down the center of the back, and does not interfere with the wearing of any issued headgear or any required Personal Protective Equipment.
 - A bun, which is worn on the back of the head and may extend a maximum of 3 1/2 inches from the scalp and be no wider than the width of the head).
 - Long hair may be neatly and inconspicuously fastened or pinned above the lower edge of the collar
 - Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of any issued headgear or Personal Protective Equipment, must lie neatly against the head, and not be visible underneath the front of the headgear.
 - The width of the bangs may extend to the hairline at the temple.
- Hairstyles may not be eccentric or faddish and shall present a generally conservative, professional appearance.
- Additional Hairstyle Guidelines
 - Hair Holding Devices are authorized only for the purpose of securing the hair.
 - Employees shall not place hair holding devices in the hair for decorative purposes.

- All hair holding devices must be plain and of a color as close to the Employee's hair as is possible or clear.
- Authorized devices include, but are not limited to, small plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair or head bands.
- Devices that are conspicuous, excessive, or decorative are prohibited.
- Foreign material (for example, beads and decorative items) shall not be used in the hair.
- Employees may not wear hairnets unless they are required for health or safety reasons, or in the performance of duties (such as those in a dining facility).
- Braids, cornrows, twists, and locks.
 - Only *medium* and *long* hair may be styled with braids, cornrows, twists, or locks (see "*Hairstyle Definitions*" in this section).
 - Each braid, cornrow, twist, or lock shall be of uniform dimension, have a diameter no greater than a 1/2 inch, and present a neat, professional, and well-groomed appearance.
 - Each must have the same approximate size of spacing between the braids, cornrows, twists, or locks.
 - Each hairstyle may be worn against the scalp or loose (free-hanging).
 - When worn loose, such hairstyles must be worn per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles.
 - Ends must be secured inconspicuously.
 - When multiple loose braids, twists, or locks are worn, they must encompass the whole head.
 - When braids, cornrows, twists, or locks are not worn loosely and instead worn close to the scalp, they must stop at one consistent location of the head and must follow the natural

direction of the hair when worn back, which is either in general straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair

- Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines.
- Only one distinctive style (braided, rolled, twisted, or locked) may be worn at one time.
 - Braids, cornrows, twists, or locks that distinctly protrude (up or out) from the head are prohibited
- Hair extensions are permitted.
- Wigs are permitted.

Employee Facial Hair

Employees may keep their face clean-shaven or may have facial hair in compliance with the following guidance;

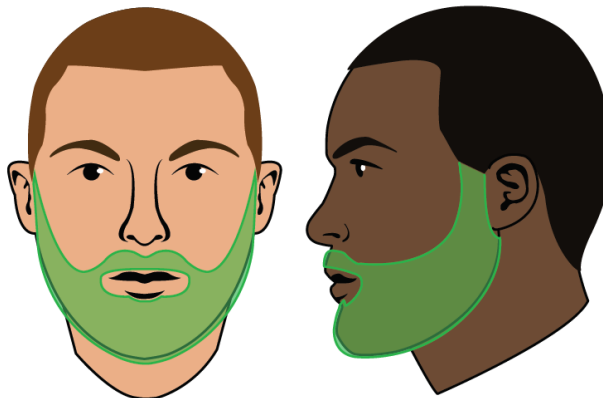
NOTE: The option of having facial hair as an Employee is a privilege, not a right.

Clean Shaven:

While not required, it should be noted that Security Officers maintaining a clean-shaven look is perhaps the most widely accepted standard for professional appearance.

Facial Hair:

Security Officers may have facial hair on any part of their face indicated by the GREEN (grey if printed in black-and-white) shaded area in the following image, subject to the guidelines in this section;



- General Guidance on Facial Hair;
 - Facial Hair in the area under the chin is authorized from the point of the chin to the juncture of the face and the neck.
 - Hair on the front or either side of the neck is not authorized.
- Beards must be worn in a neat manner that presents a professional appearance.
 - Beards must be trimmed around the top and around neckline and must not protrude more than one inch away from the face as worn.
 - Employees may use styling products to groom or hold the beard in place.
- Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head.
 - Sideburns hair may not be longer than 1/2 inch when the hair is fully extended.
 - Sideburns not part of a beard may be any style that does not extend below the lowest part of the ear lobe.
- Moustache must not protrude more than one inch away from the face as worn.
 - Moustaches must be trimmed or groomed to not cover the lips.
- Additional Notes on Facial Hair for Security Officers:
 - In general, any combination of sideburns, moustaches, soul patches, goatees and/or beards that fit within the designated area of the face and meet these guidelines are allowed.
 - Regardless of any other section of this policy, Facial Hair may not interfere with the proper wearing of any required Personal Protective Equipment.
 - Facial Hair color must be in compliance with the “*Hair Color*” section of this policy.
 - Stylized Facial Hair is prohibited;
 - ‘Stylized Facial Hair’ includes, but is not limited to, facial hair styles that are braided/plated, or are in cornrows, dreadlocks/locks, or twists.
 - Stylized Grooming of Facial Hair is prohibited;
 - ‘Stylized Grooming of Facial Hair’ includes, but is not limited to, abrupt/segmented designs, recognizable symbols, words, letter, numbers groomed into facial hair, etc.
 - Facial Hair Adornments are prohibited;
 - ‘Facial Hair Adornments’ includes, but are not limited to, jewelry, beads, ribbons, bands, wraps, straps, etc.

Fingernails

All Employees shall keep fingernails clean and neatly trimmed.

- Fingernail Length shall not exceed a nail length of 1/4 inch as measured from the tip of the finger.
- An Employee may be required to trim nails shorter if it is determined the permitted length presents a safety concern or interferes with the performance of duties.
- Fingernail Polish must be a single shade that does not contrast with the Company Uniform.
 - Male Employees may only wear clear polish when working
- 'Artificial' Fingernails are permitted, provided they have a natural appearance and conform to this section.

Appearance:

Cosmetics

Standards regarding cosmetics are necessary to maintain uniformity and to avoid an extreme or unprofessional appearance.

- Cosmetics should be applied modestly and conservatively.
- Lipstick that distinctly contrast with the natural color of their lips, that detract from the SE uniform (when worn), or that are faddish, eccentric, or exaggerated are prohibited.

Jewelry

Unless prohibited for safety reasons, Employees may wear the following jewelry:

- One (1) necklace of a design and/or construction that will readily break or separate without constricting or choking should it be pulled or become hooked on a protrusion.
 - Necklaces must be worn underneath the clothing.
- Wristwatch
- Wrist religious or identification bracelet
- One ring per hand
 - A 'wedding set' is considered to be one ring for the purposes of this policy.
- Employees may only wear EAR "studs" and no more than one (1) "stud", no larger than 1/4" in diameter, per ear may be worn.
 - Ear jewelry may only be worn in the earlobe.
 - No earrings or ear jewelry that extends below the ear lobe may be worn.
- Other permitted items: (only as prescribed or medically recommended)

- Medical alert bracelet
- Activity tracker, pedometer, or heart rate monitor
- Teeth Jewelry/Ornamentation:
 - The use of gold caps, platinum caps, or caps of any unnatural color or texture (permanent or removable) for purposes of dental ornamentation is discouraged
 - Teeth, whether natural, capped, or veneered, may not be decorated with designs, jewels, initials, or similar ornamentation.
 - Unnaturally shaped teeth for nonmedical reasons is prohibited.

Tattoos and Branding

Tattoos and brands are permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques).

The words tattoo and brand are interchangeable in regard to this policy.

- The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited whether pre-existing or new:
 - Extremist: Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities.
 - Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.
 - Indecent: Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
 - Sexist: Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans any person based on sex/gender.
 - Racist: Racist tattoos or brands are those that advocate a philosophy that degrades or demeans any person based on race, ethnicity, or national origin.

Tattoos or brands, regardless of subject matter, are prohibited on the head or face, to include on or inside the eyelids, mouth, and ears (except for permanent makeup).

Body Modifications

Body Modification is considered to be any non-medical alteration of the body through implants or other trans-dermal insertions into any body part

The following Body Modifications are prohibited:

- Any unnatural/abnormal shaping of the ears, eyes, or nose
- Tongue splitting or bifurcation
- Any trans-dermal implantation other than hair replacement
- Gauging or otherwise increasing the size of an induced opening in fleshy areas such as ear lobes, lips, or cheeks.

Eyeglasses, sunglasses, and contact lenses

- Eyeglasses and sunglasses.
 - Prescription eyeglasses are authorized for wear.
 - Prescription and nonprescription sunglasses are authorized for wear except while indoors.
- Restrictions on contact lenses.
 - Tinted or colored contact lenses are prohibited for wear at work.
 - The only exception is for opaque lenses that are prescribed medically for eye injuries.
 - Wearing contact lenses may be restricted for safety reasons.

Religious Accommodations:

Employees desiring a Religious Accommodation other than provided for in this section must contact the HR Department via email at hr@securityengineersinc.com for assistance

Transgendered and Transitioning Employees:

As a non-discriminatory, inclusive employer, SE welcomes Transgendered and Transitioning Employees.

Once an Employee informs SE that he/she is-transitioning/has-transitioned to the other gender, the Employee shall be permitted to comply with the Dress and Appearance policy provisions for their personally declared gender.

Should a Transgendered/Transitioning Employee declare a gender other than male or female or declare more than one gender change in a 6-month period, the Employee must contact the Company HR Department via email at hr@securityengineersinc.com for assistance.

NOTE: The intent of the last provision of this section *is not* to restrict any Employee's desire to be and express their true self. This provision is simply to assure that a transgendered or transitioning Employee's preferences are respected and to assure the Employee is familiar with and meets the appropriate grooming and appearance standards.

Social Media Policy (summary)

The Company recognizes that Social Media has become an integral part of modern life. Social Media keeps us in touch with friends and family, it informs us about our world, and it gives us a platform allowing all of us to be heard.

The Company actively uses Social Media to establish a Company presence there and to build its brand by;

- Sharing information about and on behalf of the Company and its Employees.
- Communicating with Clients and Prospective Clients.
- Communicating with Employees and Prospective Employees.
- Sharing Company and Industry stories, news, trends, press releases, and other information that may have a broad appeal.
- Communicating other important information as Company Leadership deems fit.

Official Business Use Only:

The Company's Social Media accounts and presence are for official business use only.

Only members of Company Leadership, or persons operating under their direct supervision and/or control, have the authority to communicate by way of the Company's Social Media accounts and presence for the official business use of the Company.

The Company reserves the right to monitor and track the use of the Company name(s) and logo(s) on Social Media sites to assure that the Company brand and business reputation is protected.

Social Media Use While Working:

Social Media sites may be accessible from both Company and Client computers and networks. Access to Social Media sites by Employees may be monitored by the Company, a Client, or both. Employees may only access Social Media sites for business reasons while working.

Social Media Use While Not Working:

The Company does not desire or intend to regulate your Social Media activity when you are not working. The Company has a clear interest in its brand and business reputation however, and the Company will take all lawful actions necessary to protect its brand and business reputation from compromise or harm.

Social Media Use Rules and Guidelines:

- Rules: (must follow)
 - Never disclose⁸ any Company or Client confidential or propriety information on Social Media.
 - You typically have broad access to non-public/restricted areas on Company and Client property and within their facilities.
 - Commentary, pictures, video/audio recordings, or replies to the comments of others about the activities within those non-public/restricted areas is prohibited. any Client, Client Employee, the security practices of a Client or at a Client's property or facilities, or information about any incidents, accidents, or concerns related to a Client on Social Media.
 - Never disclose any information about the security, security personnel, security practices, or security activities at any Client site you are, have been, or may be assigned to on Social Media.
 - Security, security personnel, security practices, or security activities at any Client location are always confidential and proprietary.
 - Do not share information about any Company or Client Employee, Customer, Visitor, or Guest on Social Media.
 - Due to the nature of your work, you may have access to personal and potentially sensitive information about others. The true nature of what you learn may or may-not be obvious. As such, disclosing information about others you learn during your work is always inappropriate and it is prohibited.
 - Do not share information about any incident or accident that may occur on Company or Client facility, property or vehicle, or involves any Company or Client Employee, Customer, Visitor, or Guest on Social Media.
 - Due to the nature of your work, you will potentially learn about incidents and/or accidents that can affect others in personally significant ways. The vast majority of the time, the information you may learn is incomplete, unverified, and very likely incorrect. As such, disclosing information about incidents and/or accidents that you learn through your work is prohibited.

⁸ "Disclose", in this context, means posting written/typed words, pictures, video/audio recordings, data, data files, etc. on any Social Media platform/application.

- Guidelines: (should follow)
 - Be honest about your employment relationship with the Company.
 - In proper context, it is never inappropriate to tell others that you are an employee of the Company and what your experience as an employee has been.
 - Do not exaggerate your position, role, or responsibilities with the company.
 - Remember to not disclose personal, sensitive, confidential or proprietary information about your work.
 - Be fair with the Company and others at your work.
 - No relationship is perfect, and mistakes, misunderstandings and miscommunications occur even with the best efforts of all parties involved.
 - If the Company or others at your work has made a mistake, if there is a possible misunderstanding, or there has been a miscommunication, give the Company or others at your work an opportunity to correct/better explain/properly communicate prior to making a potentially hurtful or derogatory comment on social media.
 - Make referrals to others at the Company who may be helpful.
 - If you come across someone looking for a Security Services Provider online, recommend they contact the Sales Team of the Company. Provide a link to the Company website or an email address for a Sales Team member.
 - If you learn someone is looking for employment, provide a link to the Company *Careers* page online, or connect them with the Recruiting Team (don't forget to tell the person to be sure to mention that you helped recruit them to make you eligible for a Recruiting Bonus!).
 - If someone is complaining about the Company, recommend they contact the appropriate Branch Management Team to help resolve their complaint.
 - Don't forget: We all work for the same Company, are part of the same society, live on the same planet.
 - Always strive to be part of the bigger solution, not the source of another problem.

Cybersecurity Policy (summary)

What is cybersecurity?

Cybersecurity is the art of protecting networks, devices, and data from unauthorized access or criminal use and the practice of ensuring confidentiality, integrity, and availability of information.

Why is cybersecurity important?

It seems that everything relies on computers and the internet now—communication (e.g., email, smartphones, tablets), entertainment (e.g., interactive video games, social media, apps), transportation (e.g., navigation systems), shopping (e.g., online shopping, credit cards), medicine (e.g., medical equipment, medical records), and the list goes on. How much of your daily life relies on technology? How much of your personal information is stored either on your own computer, smartphone, tablet or on someone else's system?

What are the risks to having poor cybersecurity?

There are many risks, some more serious than others. Among these dangers are malware erasing an entire system, an attacker breaking into a system and altering files, an attacker using a computer to attack others, or an attacker stealing credit card information and making unauthorized purchases. There is no guarantee that even with the best precautions some of these things won't happen, but there are steps you can take to minimize the chances.

Your role in improving cybersecurity:

- **Always be suspicious of unexpected emails:**
 - Phishing emails are currently one of the most prevalent risks to the average user. The goal of a phishing email is to gain information about you, steal money from you, or install malware on your device. Be suspicious of all unexpected emails.
 - If you receive an email that is unexpected, that requests you do something unexpected/unusual, makes demands that you spend corporate or personal funds, or even “...just doesn’t seem right.”
 - **DO NOT:**
 - Open any attached files, or...
 - Click any links in the message, or...
 - Click “Reply...” or “Reply All...” from within the message itself.

- **DO:**
 - Verify the message by sending a separate message to the sender of the original email, or...
 - Call the original sender of the message, or...
 - Simply ignore the email and delete it.

- **Always LOCK any Company or Client Computer when you are not in a position to control who has access the computer:**
 - For a “Windows®” computer use one of the following methods to quickly lock the system before you walk away:
 - Press Windows+L keys to lock the computer
 - Click the Start button (the Windows icon), select your account name, and then click “Lock.”
 - Press Ctrl+Alt+Delete keys, then click “Lock” in the menu that appears

- **Do not connect personal devices to any Company or Client computer:**
 - Do not connect your personal cell phone, music player, or any other electronic device to a Company or Client computer for any reason. Even if you connect your personal device “...*just to charge it...*” your personal device can still send – or receive – potentially harmful software to the Company or Client computer and/or network.

- **Do not connect any personal or unknown memory device, portable drive, or disk to any Company or Client computer:**
 - Personal and unknown memory devices, portable drives, or disks are a significant source of malware on Company or Client computers and networks.
 - No personal – and especially, no unknown – memory device, portable drive, or disk should be connected to, or put in any drive on any Company or Client computer for any reason.

NOTE: “*Memory Devices, Portable Drives, or Disks*”, include, but are not limited to;

- Memory cards of any type (commonly used in cameras)
- ‘Thumb’ Drives and other portable drives
- CD-,DVD-, BluRay-Disks, and legacy media such as “floppy disks”

PERFORMANCE MONITORING PROGRAM

The Company's *Performance Monitoring Program* is designed to ensure the highest standard of professional performance by Employees. The foundation of the program is the two components of the Company Performance Monitoring Program. These components are:

1. **Positive Performance Recognition Program**
2. **Disciplinary Action Program**

Positive Performance Recognition Program: (summary)

The Company believes in recognizing work activities that exceed expectations.

Remarkable "Customer Service" for Client visitors, guests, and employees; Extraordinary diligence during walking and/or mobile patrols; Doing more than expected to provide extraordinary Security Services for Clients, are encouraged and may be recognized by the Company.

The Company has several exceptional performance recognition programs. Your Manager/Supervisor can share those details with you.

Disciplinary Action Program: (summary)

The Disciplinary Action Program is a separate counterpart from the Positive Performance Recognition Program.

Disciplinary Action is reserved for those Employees who violate the Company Standards of Conduct.

Standards of Conduct Violations

Standards of Conduct Violations can be divided into three general categories;

- General Violations: infractions that typically have a relatively minimal effect on the day-to-day Security Services provided at a Client site, and/or cause minimal attendance or work performance issues.
- Major Violations: more severe infractions that can cause a meaningful/material increase in security risk for a Client, and/or cause significant attendance or work performance issues
- Intolerable Violations: infractions that are illegal, are in violation of the Service Contract between the Company and a Client, and/or that jeopardize the relationship the Company has with a Client, and/or attendance or work performance issues that cause a disruption in the Security Services provided to a Client.

NOTE: For examples of each category of Violation, please ask your Manager/Supervisor.

Penalties

- General Violation Penalties:
 - On-the-Spot Correction: An 'On-the-Spot Correction' is corrective action taken immediately when a General Violation is discovered.
 - An 'On-the-Spot Correction' may be verbally in-person or by telephone, via text or email, or by other means, but it will always be documented and made part of your permanent file. Unless you specifically request to receive a copy of 'On-the-Spot Correction' documentation, you will not receive it.
 - Penalty:
 - One 'On-the-Spot Correction': there are no penalties for receiving one 'On-the-Spot Correction'
 - An 'On-the-Spot Correction' is intended to make you aware of a General Violation of the Company Standards of Conduct to allow you the opportunity to self-correct in the future and avoid more severe violations.
 - Two 'On-the-Spot Correction(s)' in a 90-day period: Must sign and receive a copy of the written report of the *On-the-Spot Correction*.
 - Three or more 'On-the-Spot Correction(s)' in a 90-day period: will receive a *Disciplinary Performance Monitoring Report* as defined below.
 - Disciplinary Performance Monitoring Report: A *Disciplinary Performance Monitoring Report* is a formal Disciplinary Action Document. It is intended to formally notify you of a General Violation of the Company Standards of Conduct.
 - Penalty:
 - One *Disciplinary Performance Monitoring Report*: 1-day of Unpaid Disciplinary Leave⁹.
 - Two *Disciplinary Performance Monitoring Reports* in a 90-day period will be treated as a Major Violation
 - Three *Disciplinary Performance Monitoring Reports* in a 90-day period will be treated as an Intolerable Violation

⁹ "Unpaid Disciplinary Leave" is unpaid time off resulting from a violation of Company Standards of Conduct as communicated to you in the Handbook.

- Major Violation Penalties:
 - *Disciplinary Performance Monitoring Report:*
 - Penalty:
 - One *Disciplinary Performance Monitoring Report* in a 90-day period: 5-days of Unpaid Disciplinary Leave.
 - Two *Disciplinary Performance Monitoring Reports* in a 90-day period will be treat as an Intolerable Violation
- Intolerable Violation Penalties:
 - Penalty: Involuntary Termination of Employment.

Standards of Conduct, Reporting Violations

The Company Standards of Conduct apply to ALL Employees.

A component of assuring consistent application of the Standard of Conduct is that ALL Employees are individually responsible for both themselves and all other Employees.

Violations of the Company Standards of Conduct affect everyone. Substandard performance of one Employee can impact the opinion someone else may have about ALL Employees.

All Employees have both a duty and a responsibility to report violations of the Company Standards of Conduct by other Employees. This duty and responsibility especially applies to Major- and Intolerable-Violations.

Employees are empowered and required to report Major- and Intolerable-Violations they witness, or otherwise become aware of, to their Supervisor or Manager. Should you do so, you are protected from retaliation by the Company for any good-faith reporting.

TERMINATION OF EMPLOYMENT

Voluntary Termination - Resignation:

As an at-will Employee, you may Voluntarily Terminate your employment with the Company (resign) at any time.

The Company requests that you submit written notice of Voluntary Termination of employment/resignation and that you provide the usual, customary, and reasonable 2-week notice of your Resignation.

Once submitted, the Company reserves the right to accept your Resignation as effective at any time.

Voluntary Termination - Constructive:

You will be considered to have effectively Voluntarily Terminated your employment if you:

- Fail to Call-Off/Call-in-Late for a scheduled work shift, or...
- Abandoning your post prior to your scheduled end-of-shift without relief.
- Have unexcused absences on two or more consecutively scheduled workdays, or...
- Fail to return from an approved leave of absence on the date specified to/by the Company

Involuntary Termination - At-Will:

As an At-Will Employer, the Company can terminate your employment, with or without advance notice, at any time, for any reason.

Examples of circumstances where the Company may Involuntarily Terminate your employment at-will are, but are not limited to, the following;

- Reduction-in-Force
- Elimination of Position(s)

Involuntary Termination - For-Cause:

Your employment with the Company will be Involuntarily Terminated – For Cause, for Intolerable Violations of the Company *Disciplinary Performance Monitoring Program*.

Payment of Wages-Due Following Termination of Employment:

Following termination of your employment with the Company, for any reason, your final payment of wages-due will be made in accordance with local, state, and federal law.

Unless mandated differently by relevant laws, you can expect that your final wages-due will be paid on the regular pay date for the pay period when your final wages were earned.

Return of Company Property Following Termination of Employment:

It is your responsibility to return all Company-issued/-owned property following termination of your employment with the Company, for any reason. The Company will take all lawful actions necessary to recover any unreturned Company property (e.g., equipment and uniforms) that you fail to return.

CONCLUSION

The Security Engineers Executive and Senior Management Teams hope that this Handbook will provide useful guidelines and guidance for you when you are working with the Company. Should you have any question(s) about any section of this Handbook, do not hesitate to contact you Supervisor, Manager, or local Branch Office.

APPENDIX

Employee Insurance Benefits: (summary)

The Company provides a broad range of Employee Insurance Benefits.

Full-Time Employees:

Full-time Employees – those regularly working 30-hours per week or more – are eligible for, and may select from the following Employee Insurance Benefits:

- Major Medical/Prescription Drug Health Insurance;
 - Eligible Employees will be offered at least one Employee Health Insurance Benefit that is fully compliant with the federal Patient Protection and Affordable Care Act and any relevant state or local mandates.
- Other Medical Insurance;
 - Minimum Essential Coverage Plans
 - Limited Medical Plans
 - Telemedicine Plans
- Other Insurance;
 - Dental Insurance
 - Vision Insurance
- Supplemental Insurance;
 - Life Insurance
 - Disability Insurance
 - Accident Insurance

NOTE: Voluntary Insurances Coverage offered by the Company may change year-to-year. Be sure to check the annual Benefit Guide that is available during Open Enrollment each year to learn of any changes in Voluntary Offerings.

Part-Time Employees:

The Company is proud to offer insurance benefits to eligible Part-time Employees – those regularly working 20-30-hours per week. Eligible Part-time employees may select from the following Employee Insurance Benefits:

- Medical Insurance;
 - Minimum Essential Coverage Plans
 - Limited Medical Plans
 - Telemedicine Plans
- Supplemental Insurance;
 - Life Insurance
 - Disability Insurance

Newly Hired Employees should have received an Employee Insurance Benefits brochure during on-boarding. If you did not. Contact the HR Team Benefits Manager at hr@securityengineersinc.com.

On-going Employees have an opportunity to add, drop, or change their Employee Insurance Benefits every year during Insurance Open Enrollment. The annual Insurance Open Enrollment period and process will be announced via company-wide email on the company-provided Employee Email System.

NOTE: Refer to the appropriate Employee Insurance Benefit Guide to learn more about the Employee Insurance Benefits offered to you by the Company.

Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date