



EMPLOYEE HANDBOOK

Effective August 2020

Contents

SECTION 1: INTRODUCTION	8
ABOUT THIS HANDBOOK.....	8
CHANGES IN HANDBOOK AND POLICY	8
VOLUNTARY AT-WILL EMPLOYMENT	9
WELCOME TO THE TEAM!	9
OUR VISION	10
OUR MISSION	10
OUR CORE VALUES	10
SECTION 2: EMPLOYEE DEFINITIONS	11
JOB CLASSIFICATIONS.....	11
JOB STATUS	11
SECTION 3: EMPLOYMENT POLICIES AND PRACTICES	13
EQUAL EMPLOYMENT OPPORTUNITY.....	13
IMMIGRATION LAW COMPLIANCE.....	13
AMERICANS WITH DISABILITIES ACT & REASONALBE ACCOMMODATIONS	13
WORKPLACE HARASSMENT	14
SEXUAL HARASSMENT	14
ANTI-BULLYING	15
COMPLAINT PROCEDURES	17
INVESTIGATION.....	17
RESPONSIVE ACTION	18
RETALIATION IS PROHIBITED.....	18
SECTION 4: COMMUNICATION & CONDUCT	19
LINES OF COMMUNINCATION.....	19
CHAIN OF COMMAND	19
OPEN DOOR POLICY	20
EMPLOYER CONTACT INFORMATION	20
EMPLOYEE CONTACT IMFORMATION/ REPORTING CHANGES	20
CODE OF CONDUCT	20
CODE OF ETHICS	21
INSUBORDINATION	21
DISHONESTY / THEFT.....	21

SOLICITATION.....	22
CONFIDENTIAL INFORMATION.....	22
CUSTOMER SERVICE- CONDUCT TOWARDS THE PUBLIC	22
BASIC GUIDES FOR DEALING WITH PEOPLE.....	23
DEALING WITH A HOSTILE PERSON	23
DEALING WITH DISRUPTIVE BEHAVIOR.....	23
SECTION 5: GENERAL POLICIES AND PROCEDURES.....	25
NEW HIRE ORIENTATION.....	25
INTRODUCTORY/EVALUATION/PROBATION PERIOD	25
PERSONNEL FILE.....	25
COMPETING EMPLOYMENT/CONFLICT OF INTEREST	25
ABUSE OF POSITION	26
EMPLOYMENT OF RELATIVES.....	26
PERSONAL RELATIONSHIPS	26
PUBLIC DEMONSTRATION/DISPLAY OF AFFECTION.....	27
CONTACT WITH VISITORS & CLIENTS	27
PERFORMANCE REVIEWS.....	27
EXPENSE REIMBURSEMENT	27
WORKPLACE ATTIRE.....	28
UNIFORM, DRESS CODE AND PERSONAL APPEARANCE (SECURITY EMPLOYEES ONLY)	28
REPAIRING/REPLACING YOUR UNIFORM.....	28
RETURNING YOUR UNIFORM UPON SEPARATION.....	28
MAINTAINING UNIFORM AND APPEARANCE.....	29
FINGERNAILS.....	29
HAIR (ONLY NATURAL COLORS)	29
FACIAL HAIR	29
SIDEBURNS.....	29
MUSTACHES.....	29
HAIR ORNAMENTS	30
MAKEUP	30
JEWELRY	30
TATTOOS	30
SUNGLASSES.....	30

CHEWING GUM	30
BOOKS/MAGAZINES.....	30
DEFACING PROPERTY	30
LANGUAGE	31
RADIO USAGE	31
TELEPHONE USE	31
VOICEMAIL AND ELECTRONIC MAIL.....	31
INTERNET USE	31
COMPUTERS AND SOFTWARE.....	32
PASSWORD SECURITY	33
USE OF COMPANY PROPERTY	34
POSTAGE, SHIPPING, & OFFICE SUPPLIES.....	34
PERSONAL PROPERTY.....	34
BLOGGING / SOCIAL NETWORKING.....	34
NON-SOLICIATION.....	35
MEDIA RELATIONS	35
MEDIA CONTACT.....	35
POLITICAL ACTIVITY.....	35
EMPLOYEE TESTIMONY FOR NON-COMPANY ORGANIZATIONS.....	35
JOB VACANCIES	36
PRE-EMPLOYMENT BACKGROUND CHECKS.....	36
EMPLOYMENT VERIFICATION & REFERENCE CHECKS	36
SECTION 6: PAY PRACTICES AND PROCEDURES	37
WAGE & SALARY ADMINISTRATION.....	37
WAGE & SALARY DEDUCTIONS	37
YEAR END W-2s	37
PERSONAL & PAYROLL DATA CHANGES.....	37
TIME KEEPING	37
OVERTIME	38
ON-CALL DUTY.....	38
PAY PERIODS AND PAY DAYS.....	38
DIRECT DEPOSIT	38
WORK HOURS.....	39

LUNCH AND WORK BREAKS.....	39
LACTATION BREAK.....	40
SECTION 7: ATTENDANCE AND SCHEDULING.....	41
ATTENDANCE AND PUNCTUALITY.....	41
WORK WEEK AND SCHEDULES.....	41
WORKING YOUR SCHEDULED SHIFT.....	42
REPORTING FOR DUTY.....	42
CALLING IN.....	42
TARDINESS.....	42
ABSENTEEISM.....	42
JOB ABANDONMENT.....	43
NO CALL/NO SHOW.....	43
REQUESTS FOR DAYS/TIME OFF.....	43
RESIGNATION.....	43
SECTION 8: SAFETY IN THE WORKPLACE.....	44
WORKER’S COMPENSATION.....	44
SMOKING & SMOKELESS TOBACCO.....	44
DRUG FREE WORKPLACE.....	44
PRE-EMPLOYMENT DRUG TESTING.....	46
EMPLOYEE DRUG TESTING.....	46
OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS.....	47
CONFIDENTIALITY.....	47
ALCOHOL ABUSE.....	48
VIOLENCE & WEAPONS.....	48
PERSONAL KNIVES/WEAPONS.....	49
FOOD AND BEVERAGES.....	49
PERSONAL SAFETY.....	49
OFFICE SECURITY.....	49
MONITORING & SEARCHES.....	50
INCLEMENT WEATHER.....	50
SECTION 9: TIME AWAY FROM WORK.....	52
TELECOMMUNTING POLICY.....	52
LEAVE POLICIES.....	52

FAMILY MEDICAL LEAVE ACT (FMLA)	52
MEDICAL LEAVE (NON-FMLA LEAVE WITHOUT PAY)	53
PERSONAL LEAVE OF ABSENCE.....	54
ADMINISTRATIVE LEAVE	55
JURY DUTY.....	55
WITNESS SUMMONS/DUTY	55
MILITARY DUTY	55
BEREVEMENT LEAVE	56
TIME OFF FOR VOTING.....	56
SECTION 10: EMPLOYEE BENEFITS.....	57
BENEFITS	57
ELEGIBILITY AND PRORATION OF BENEFITS	57
VACATION	57
SICK LEAVE	58
MEDICAL/DENTAL/VISION INSURANCE	59
SHORT-TERM/LONG-TERM DISABILITY.....	59
LIFE/ACCIDENTAL DEATH AND DISMEMBURMENT INSURANCE	59
401K PLAN.....	59
TUITION ASSISTANCE/REIMURSMENT.....	59
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA).....	59
RECOGNITION PROGRAMS	60
EMPLOYEE REFERRAL PROGRAM.....	60
SECTION 11: COACHING & PROGRESSIVE DISCIPLINE.....	61
PROBLEM RESOLUTION.....	61
COACHING & COUNSELING.....	61
PROGRESSIVE DISCIPLINE FOR PERFORMANCE/CONDUCT	61
CORRECTIVE ACTION.....	62
DISCIPLINE PROCESS	62
VERBAL WARNING/LEVEL I REPRIMAND	63
WRITTEN WARNING/LEVEL II REPRIMAND.....	63
PROBATION.....	63
SUSPENSION.....	63
APPEAL PROCEDURE	64

SECTION 12: SEPARATION POLICIES	65
RESIGNATION	65
JOB ABANDONMENT	65
TERMINATION	65
CAUSE FOR IMMEDIATE REMOVAL/TERMINATION	66
OTHER VIOLATIONS THAT MAY RESULT IN IMMEDIATE TERMINATION	67
TERMINATION PROCESS	67
REHIRE INFORMATION	68
SUBSTANCE ABUSE POLICY APPENDIX	69
DRUG-FREE WORKPLACE ACT	69
OVER THE COUNTER & PRESCRIPTIONS THAT CAN AFFECT DRUG TEST RESULTS	69
ALCOHOL	69
AMPHETAMINES	69
CANNABINOIDS	69
COCAINE	69
PHENECYCLIDINE	69
METHAQUALONE	69
OPIATES	70
BARBITUATES	70
BENZODIAZEPINES	70
METHADONE	70
PROPOXYPOHENE	70
CONTRACT SECURITY GUARD APPENDIX	71
GENERAL PROCEDURES	71
CARE OF OUR CLIENTS	71
PREVENT THEFT, ARSON, & SABOTAGE	72
ACCESS CONTROL	72
PATROLLING	73
USE OF FORCE	73
DETAINMENT	73
EMERGENCIES	74
LEAVING THE JURISDICTION OF THE CONTRACT	74
TEMPORARY ILLNESS/DISABILITY/PREGNANCY	74

LICENSING & REGISTRATION REQUIREMENTS	74
TRAINING	75
FIREARMS HANDLING (FOR ARMED POSTS)	75
ID & CERTIFICATION	75
PERFORMANCE OF DUTY	75
WORKING CONDITIONS	75
GENERAL DUTIES.....	76
PARKING.....	76
LOCKERS.....	76
START OF SHIFT	76
END OF SHIFT	76
PROPER WAY TO WEAR YOUR UNIFORM.....	77
SOTF - CLIENT’S PERFORMANCE WORK STATEMENT (PWS)	78
WORKPLACE STANDARDS	78
The contractors' personnel shall not represent themselves as Government employees.....	78
CONTRACT SECURITY GUARD (CSG) QUALIFICATIONS.....	78
CLEARANCE	79
CLASSIFIED DOCUMENTS	79
PHYSICAL SECURITY.....	79
VEHICLE REGISTRATION	79
UNIFORMS	79
HANDBOOK ACKNOWLEDGEMENT & AGREEMENT	80

SECTION 1: INTRODUCTION

ABOUT THIS HANDBOOK

The following pages contain information regarding the policies and procedures of Excalibur Associates, Inc. hereby referred to as "The Company or Company". The information contained in this handbook applies to all employees of the Company. This handbook is designed to acquaint employees with the Company and provide information about working conditions, benefits, and policies.

All employees are expected to follow the policies described in this handbook, which is considered a condition of continued employment. However, nothing in this handbook alters an employees at-will status. Unless specifically stated otherwise in writing, all employees are at-will employees. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between The Company and any of its employees. The handbook is a summary of The Company's policies, which are presented here only as a matter of information. This handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this handbook.

The Company values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment where employees and The Company alike can thrive. No employee handbook can anticipate every circumstance or question. Each employee is responsible for reading, understanding, and complying with the provisions of this handbook and any policies they may receive. After reading the handbook, if employees have questions, they should follow the chain of command and communicate to their immediate supervisor, project manager, project lead or the Corporate Human Resources Department. Nothing in this handbook binds the company or any employee to any specific procedures, policies, benefits, working conditions, or privileges of employment.

Beyond this Handbook, employees must also follow, be familiar with, and enforce all Client Rules, and/or Regulations, and/or Post Orders.

The Company's objective is to provide all employees with a work environment that is constructive to both personal and professional growth.

CHANGES IN HANDBOOK AND POLICY

Since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, amend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null. No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

The Company has offices and employees located in multiple states and contracts. Depending on the state you are employed, certain policies may be modified to comply with state law if necessary. The policies and procedures contained in this handbook will also be revised if such revisions are mandated by changes in state or federal law and will be interpreted and applied to comply with any applicable laws.

This handbook is not a contract, but guidelines and policies to be followed. In addition, if there is a Collective Bargaining Agreement (CBA) for the contract on which you serve, that CBA will take precedence over the handbook in the event of a conflict or if the CBA covers certain issues.

VOLUNTARY AT-WILL EMPLOYMENT

Unless the employee has a written employment agreement with the Company, which provides differently, all employment at the Company is “at-will”. That means that employees may be terminated from employment with the Company with or without cause, and employees are free to leave employment of the Company with or without cause. The language used in this handbook and any verbal statements made by management are not intended to, and do not constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. Any representation by an officer or employee contrary to this policy is not binding upon the Company unless it is in writing and is signed by the President of the Company.

WELCOME TO THE TEAM!

The Company recognizes that employees are among our most valuable resources. We take a great deal of pride in the caliber of our work force and we hope you find the work here challenging and rewarding. Each member of our team is vital to our success and every job meets a specific need for our clients.

We have a reputation for excellence in national security support services. Each of us plays a major role in ensuring that this reputation continues. We believe in working together to achieve common goals, and we invite you to join with us in achieving these goals. Naturally, much of that success depends on your knowledge about working here. That is why we have prepared this handbook. We hope it will answer your employment related questions about The Company.

When you cannot find the answers in this handbook, you should contact your immediate project manager/project lead as your primary source for information about The Company and your job. You may also contact our Human Resources department.

As a member of our team, you are a part of a company well known for providing quality service. We are confident you can help continue to build on that reputation. We hope you support these ideals and enjoy working for The Company.

OUR VISION

Setting the standard of excellence in ESSENTIAL Security Services, Personnel Management, and Emergency Management.

OUR MISSION

We are committed to:

- Recognizing, encouraging, and valuing our employees
- Providing superior services and programs
- Promoting the safety, health, and well-being of our community
- Serving as stewards of our fiscal, human, and natural resources
- Managing growth responsibly
- Advancing partnerships
- Respecting our cultural heritage

OUR CORE VALUES

Integrity, Responsibility and Accountability - We will faithfully execute the duties and responsibilities entrusted to us and maintain the highest ethical and professional standards.

Respect - For Our Partners and One Another. We are committed to providing an environment of mutual respect, free of harassment and discrimination for all employees, visitors, customers, partners, stakeholders, and vendors. We will highly value the relationships we build with each other.

Innovation - We will identify and explore uncharted opportunities to enhance Excalibur's position as a growth-oriented company and to provide stockholders' value through stock appreciation.

Diversity - We will provide challenging and rewarding career opportunities for all talented, dedicated, and resourceful people.

Community - We will actively participate in making the communities in which our employees reside a better place to live --- to give something back to veterans and families in need.

SECTION 2: EMPLOYEE DEFINITIONS

JOB CLASSIFICATIONS

An “employee” of the Company is a person who regularly works for the Company for wages. Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-exempt employees.

EXEMPT: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are otherwise exempt from the minimum wage and overtime pay requirements. Exempt employees are paid a set salary, regardless of the number of hours that they work each workweek. Exempt employees generally fall into one or more of the following classifications, including but not limited to: executive, professional, management, sales.

NON-EXEMPT: Employees whose positions entitle them to minimum wage and overtime pay under the FLSA criteria and are paid one and one-half their regular rate of pay for hours worked more than 40 hours per workweek. Non-exempt employees are required to submit a time record for each pay period, approved by the appropriate project manager/project lead, for the purpose of tracking hours worked and calculating compensation. All overtime must be preapproved prior to being worked.

JOB STATUS

“Employees” may include regular full-time, regular part-time, probationary, temporary persons, and others employed with the Company who are subject to the control and direction of the Company in the performance of their duties.

REGULAR FULL-TIME: Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, regular full-time employees are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program. Regular full-time employees are eligible to receive Vacation and Sick Leave. If scheduled to work fewer than 40 hours per week, the Vacation and Sick will be prorated based on the regularly scheduled number of hours in the normal workweek.

REGULAR PART-TIME: Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours but at least 20 hours per week and has a set workweek schedule for an indefinite period. Regular part-time employees may be eligible for some, but not all, benefits sponsored by the Company, subject to the terms, conditions, and limitations of each benefit program. Vacation and Sick leave will be prorated to the regularly scheduled number of hours in the normal workweek.

TEMPORARY (FULL-TIME or PART-TIME): Employees who perform temporary work that has a predetermined start and end date of employment (in accordance with our employment at-will policy). Generally, temporary employees whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. Temporary employees are not eligible for any of the Company's benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES: A new or rehired employee whose performance is being evaluated for the first ninety (90) calendar days to determine whether further employment in a specific position or with the Company is appropriate. If a probationary employee successfully completes the probationary period, the employee will be notified of his/her new status with the Company. In some instances, the Company may, at its sole discretion, choose to extend the probationary period. At any time during the probationary period, an employee may be discharged for cause.

CONSULTANTS AND INDEPENDENT CONTRACTORS: These individuals are not "employees" of the Company. Generally, Consultants or Independent Contractors work only on an as-needed, call-in basis and are paid as a 1099. The hours will fluctuate according to the assignment or project. They are not eligible for participation in any benefit plan offered by The Company.

Please note that this is a general handbook for The Company and each work location may have a Union/Collective Bargaining Agreement or state law that supersedes these classifications and/or benefits.

SECTION 3: EMPLOYMENT POLICIES AND PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

The Company is an Equal Opportunity/Affirmative Action employer. As an Equal Opportunity Employer, the Company is committed to ensuring that employees work in an environment of mutual respect, free of harassment and discrimination. It is the policy of the Company to grant equal employment opportunities to all qualified persons without regard to race, color, sex, religion, age, national origin, disability, veteran's status, marital status, citizenship status, genetic information, gender identity, sexual orientation, pregnancy (including childbirth or related medical conditions) or any other protected category. This policy includes providing reasonable accommodation to qualified applicants and employees with known disabilities. It is our policy and practice to provide equal opportunities in employment, promotion, wages, benefits, and all other privileges, and terms and conditions of employment.

IMMIGRATION LAW COMPLIANCE

The Company is committed to hiring only authorized workers and makes every effort to comply with the laws and regulations pertaining to I-9 form compliance. All new and past employees must show valid proof that they are eligible to work in the United States.

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. An I-9 form will be used for this purpose. All employees' eligibility to work in the United States will be verified by the Human Resources Manager through E-Verify within three days of beginning employment with The Company.

AMERICANS WITH DISABILITIES ACT & REASONABLE ACCOMMODATIONS

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"), the Americans with Disabilities Act Amendments Act of 2008 ("ADAAA"), and state law prohibiting employment discrimination based on disability. It is The Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability or known record or history of a disability, so long as the applicant or employee can perform the essential functions of the job, either with or without reasonable accommodation. Consistent with this policy of nondiscrimination, The Company will provide reasonable accommodations to a qualified individual with a known disability, as defined by the ADA, ADAAA or applicable state law, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their project manager/project lead or the Human Resources Department. Project managers/project leads or any other managers who receive an accommodation request or become aware of the need for a position accommodation should notify the Human Resources Department.

WORKPLACE HARASSMENT

The Company intends to maintain a work environment that nourishes respect for the dignity of everyone. This policy is adopted in furtherance of that tradition.

It is against The Company policy for an employee to harass another person because of the person's race, color, religion, national origin or ancestry, gender, age, religious convictions, disability, marital status, veterans status, sexual orientation, gender identity, pregnancy (including childbirth or related medical condition) or any other status protected by Federal, state or local law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Harassment or disrespectful behavior can be verbal, non-verbal, or physical. Examples of conduct that could be considered harassment include yelling at another employee, offensive jokes, intimidation, repeated threats of termination, scheduling as a form of punishment and derogatory written comments.

Harassment based on any other protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any characteristic protected by law and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender.

SEXUAL HARASSMENT

It is against The Company policy for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail). This includes:

- Unwelcome sexual flirtations, advances, or propositions
- Derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender, or sexual experience
- Unnecessary touching, patting, pinching or attention to an individual's body
- Physical assault
- Unwanted sexual compliments, innuendoes, suggestions, or jokes
- The display of sexually suggestive pictures or objects

The definition of sexual harassment includes any of the above misconduct occurring between members of the opposite sex as well as members of the same sex. Behavior that does not rise to the level of illegal harassment as defined by law may still be unacceptable in the workplace and a violation of this policy is subject to disciplinary action up to and including termination.

ANTI-BULLYING

The Company considers bullying as; use of force, threat, or coercion to abuse, intimidate, or aggressively dominates others. This behavior (either direct or indirect whether verbal or physical, conducted by one or more persons against another) is strictly prohibited.

The Company expects all employees will be treated with dignity and respect and will not in any instance tolerate bullying behavior by any employee, including supervisors, managers and executives. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. The Company considers the following examples of behavior as bullying, but not limited to:

- Verbal Bullying: slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property

- Gesture Bullying: non-verbal threatening gestures or glances that can convey threatening messages
- Exclusion: socially or physically excluding or disregarding a person in work-related activities

In addition, examples that may constitute or contribute to evidence of bullying in the workplace, but are not limited to, the following:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do their work (e.g. overloading, under loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.)
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

Should an investigation substantiate that violations of this policy have occurred; The Company will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension or termination of employment, and/or seeking the arrest or prosecution of the person or persons involved.

Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the bullying behavior and the person(s) who were bullied or were the focus of the bullying behavior. Employees are responsible for notifying their manager or supervisor of any threats that they have witnessed, received, or have been told that

another person has witnessed or received which is regarded as bullying. Employees found in violation of this policy will receive disciplinary action, up to and including termination.

COMPLAINT PROCEDURES

The Company strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to The Company's policy or who have concerns about such matters should file their complaint, preferably in writing, with their immediate supervisor, project manager/project lead, or the Human Resources Department.

This includes a situation where a Visitor, Client or Vendor may be interfering with the employee's ability to do his/her job. Employees are encouraged to allow the management staff to resolve problems and issues by reporting it to them. However, you may contact Human Resources for help or guidance at any time. At times, and for certain situations, you may be asked to submit a written statement of the events or situation. At no time will an Employee be threatened with their job or otherwise coerced into submitting a written statement. If this situation occurs, the Employee must immediately report the incident to his/her Project Manager or the Human Resources office. It is required that all employees cooperate in all internal investigations. Any Employee who fails to cooperate in an internal investigation will be subject to disciplinary action up to and including termination. Under no circumstances will matters relating to the employee/employer relationship between the employee and the company be discussed with the client. This type of discussion could result in suspension or termination.

In a case where the complaint may involve the employee's immediate supervisor or project manager/project lead, the employee should file their complaint, preferably in writing, with the Human Resources Department or the President.

IMPORTANT NOTICE: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. The Company strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

INVESTIGATION

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and,

where necessary, with individuals who may have observed the alleged conduct or may have additional relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

RESPONSIVE ACTION

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as The Company believes appropriate under the circumstances. Individuals who have questions or concerns about these policies should contact the Human Resources Department.

RETALIATION IS PROHIBITED

The Company prohibits retaliation against any individual who reports discrimination or harassment in good faith or participates in an investigation of such reports, even if the investigation produces insufficient evidence to support the complaint and the charges cannot be proven.

If an investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be taken. Employees are encouraged to bring any form of harassment, discrimination, or threats to the attention of the Human Resources Office.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy, and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

SECTION 4: COMMUNICATION & CONDUCT

LINES OF COMMUNINCATION

This Handbook has been created to provide employees with the critical information they will need to perform their jobs at the highest level possible. Once you arrive at your work site, you need to address any questions pertaining to this document with your Supervisor or the Program Manager.

Remember, communication is extremely important when it comes to performing your job duties correctly, safely, and efficiently. Do not hesitate to ask your Supervisor a question if you are unsure about something. This is your responsibility.

CHAIN OF COMMAND

The Chain of Command is very important when an employee has a question, comment or concern that needs to be addressed. The Chain of Command is in place to let you know who you report to, and also to show you what options are available if you feel something is not being handled correctly or in a timely manner. As mentioned in the Confidentiality section of this handbook, you are not allowed to discuss any Company related issues with a client representative or visitor. Failure to follow the Chain of Command can result in disciplinary action, up to and including termination. The Chain of Command is as follows:

For Security Services

- CSG/CSG
- Sergeant/Supervisor
- Lieutenant
- Captain
- Assistant Project Manager
- Project Manager

For Non-Security Services

- Immediate Supervisor
- Assistant Project Manager
- Project Manager
- or
- The Human Resources Department (706-502-8323)

It is always advisable that you follow the Chain of Command to make sure they are aware of a situation. However, if you are uncomfortable with following the Chain of Command or would like another option, then you can contact the Human Resource Department at any time for assistance. The Human Resources (HR) Department is not part of the Chain of Command, rather, another way for your concerns to be heard and addressed. HR is unbiased and does not

favor management or employees. Each case is reviewed and handled accordingly. In the event you discuss/reveal information and you wish your name to be kept confidential, this will be done. However, it must be understood that some incidents will require that the information revealed/discussed be reviewed with other members of management especially in the case of national security.

OPEN DOOR POLICY

The Company has an open-door policy so that we can maintain a positive and pleasant environment for all our employees.

employees are encouraged to report work-related concerns. If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you do not feel comfortable bringing the matter to your supervisor, feel free to raise the issue with our Human Resources department.

We encourage you to come forward and make your concerns known to The Company. We cannot solve the problem if we do not know about it.

EMPLOYER CONTACT INFORMATION

The Project Manager will provide you with the proper employer contact information for questions and calling in (sick, late, absent, etc.). The guidelines for calling in are discussed in the Attendance and Scheduling section of this handbook or the appendix which pertains to your specific work location/site/contract.

EMPLOYEE CONTACT INFORMATION/ REPORTING CHANGES

As a condition of employment, The Company requires all employees to provide and maintain accurate contact information on file at all times. Accurate and correct information is vital for benefits and insurance records and other company files. It is the employee's responsibility and duty to notify the company of any changes to their contact information within 10 days of the change (change form is forthcoming). Required contact information includes, but is not limited to: email address, phone number, home address, name changes, and emergency contact information. Employees will not be allowed to work without providing proper contact information, to include an email address on file.

CODE OF CONDUCT

As an employee of the Company, your actions reflect upon yourself, the company, the site you work at and the client. Because of this, anytime you are in uniform, including off the clock, you

are expected to act properly and follow all rules, laws, policies, and guidelines outlined. Failure to do so may result in disciplinary action up to and including termination.

These policies apply to all applicants and The Company employees or non-employees with whom The Company has a business, service or professional relationship, and prohibits harassment, discrimination and retaliation whether engaged in by executives, project managers/project leads, co-workers, and non-employees such as customers, vendors, consultants, citizens, etc. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

CODE OF ETHICS

The Company expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should any employees influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to their project manager/project lead or the Human Resource Manager.

The Company requires that employees not compromise The Company, its customers, partners or suppliers for personal gain. Examples of conflict of interest include, but are not limited to, accepting/soliciting gifts from anyone associated with their job (coworkers, visitors, clients, etc.) without approval from The Company's Corporate Office, requesting or granting favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest to their project manager/project lead or the Human Resource Manager. This is to protect you from being perceived as receiving a bribe. Failure to do so may result in disciplinary action, up to and including termination.

INSUBORDINATION

Failure or deliberate refusal of any employee to obey a lawful and /or contractual directive given by an authorized Supervisor (or employee who has proper authority) shall be considered insubordination. You are to follow the directive/order issued at the time they are given, and any concerns can be addressed by your Supervisor after compliance of such order/directive. Also, ridiculing any Supervisor (or authorized employee) or their orders, whether in or out of his/her presence, is also insubordination and grounds for disciplinary action up to, and including, termination.

DISHONESTY / THEFT

It is important that each employee upholds a standard of honesty and integrity at all times. These are values important to our existence. Each employee is expected to follow all Company

procedures that ensure a work environment that is honest. The Company has a ZERO tolerance when it comes to theft. Two things result from theft, TERMINATION and PROSECUTION.

If an employee witnesses an act of dishonesty, theft, or pilferage, report the incident immediately to the appropriate project manager/program manager/supervisor. Cooperation by each employee is also expected in the investigation of any such situation. Appropriate disciplinary action may be taken against employees who violate this policy.

SOLICITATION

Employees are prohibited from engaging in solicitation and distribution for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Solicitation and distribution of literature on Company property by non-employees at any time is strictly prohibited. Nothing in this policy is intended to restrict an employee's statutory rights.

CONFIDENTIAL INFORMATION

In the course of an employee's job duties and responsibilities, they may have access to confidential information and documents regarding various phases of the Company's business. It is the employee's obligation not to reveal any such information and documents to individuals outside of the Company at any time, unless authorized to do so by the Program Manager or above. Confidential information may only be given to other employees that require the information to perform their job duties and responsibilities.

In relation to confidentiality, you are not allowed to discuss any Company related issues with a client representative or visitor. Also, employees cannot contact the Client for any reason at any time. If found doing so, you may be disciplined up to and including termination.

Company employees are asked to review and sign the "Employee Confidentiality Agreement" provided upon hire and return to the Human Resources Manager. The signed agreement will be placed in the employee's personnel file.

CUSTOMER SERVICE- CONDUCT TOWARDS THE PUBLIC

Success in security and law enforcement depends largely on the ability to deal with people effectively. Your success as a CSG depends on how well you interact with people from all walks of life. You are often the first contact the public has when entering a facility and the last person they see when they leave. Employees will make immediate judgments about you based on your appearance, your demeanor, your body language, and your performance. The impression you make is a lasting one. People may choose to cooperate or not cooperate with you depending on how you treat them.

All employees shall conduct themselves in a professional manner while on duty. Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane, or insolent language and always remain in control of their behavior regardless of the provocation to do otherwise. Employees are not expected to take abuse from the public.

BASIC GUIDES FOR DEALING WITH PEOPLE

Six Guides to Hospitality:

1. Communicate Properly- Speak clearly, courteously and use proper English
2. Be Polite- Use words such as ma'am, sir, thank you, please etc.
3. Smile- If you smile and act pleasant, visitors will respond pleasantly back to you as well.
4. Know the Answers- Know where everything is located at your post area (offices, bathrooms, phones, ATM's, etc.)
5. Meet and Greet- Make eye contact with the visitors and smile and say "Hello", "Have a nice day," "Good morning, afternoon," etc.
6. Act professionally at All Times- Remember that you represent yourself, The Company and the Client.

DEALING WITH A HOSTILE PERSON

1. Do not give attitude back- doing this will only make matters worse.
2. Listen to the person- hear them out, you may be able to solve their problem, they might just need to vent.
3. Be aware of non-verbal communication- read the Guest and look for signs of an angry or disgruntled person.
4. Stay calm, be positive and think before you speak- do not say something that you will regret.
5. Never argue with a person.
6. Do not show anger or impatience.
7. Be Consistent with all Visitors- by being consistent you will never have to remember who you told what (be honest).
8. Notify your Supervisor or Manager as soon as you feel that a situation is beyond your control. Do not wait until the situation has already erupted.
9. If you tell someone that you are going to pass their complaint or idea to your Supervisor or Manager, then ensure that you follow through.

DEALING WITH DISRUPTIVE BEHAVIOR

There may be times you come in contact with people who may exhibit erratic and seriously disruptive behavior. Other times, you will come in contact with persons who, for a variety of reasons, are very upset at you, the Client or Client personnel and they cause serious disruptions. You need to know how to respond to these incidents.

Never rush blindly into a situation. Exercise extreme caution and take time to evaluate the situation. If it is possible for you to do so, contact your Supervisor to report the situation. While you await appropriate assistance, try to isolate the disruptive individual from the bystanders. Avoid excitement and keep crowds from gathering because bystanders will often unintentionally excite a disturbed person. Also, avoid taking any action that may further agitate the individual.

When physical restraint is necessary to control a person who is presenting a danger to himself, you, or others, or to Client property, use only the minimum force that is absolutely necessary to control the situation until law enforcement support arrives.

SECTION 5: GENERAL POLICIES AND PROCEDURES

NEW HIRE ORIENTATION

New employees will receive a copy of the employee handbook. Please read it and ask any clarifying questions of your project manager/project lead or the Human Resources Manager. All employees will be required to sign the “Acknowledgement and Receipt of Understanding of Employee Handbook” form in Appendix A. The signed form will be placed in the employee's personnel file.

INTRODUCTORY/EVALUATION/PROBATION PERIOD

During the first 90 days of your employment with The Company, you will be in an “introductory/evaluation/probation period.” During this time, your project manager/project lead will continually evaluate your performance and compatibility with The Company. Should your performance fail to meet the standards set forth by The Company and your project manager/project lead, your employment may be terminated. Also, our employment at will policy will remain in effect during the entire course of your employment, even after the introductory period has been completed. No representative of The Company other than the company President has the authority to enter into any agreement for employment for a specified duration or to make any agreement for employment other than at-will. Any such agreement that changes your at-will employment status must be explicit, in writing, and signed by both the President and you.

PERSONNEL FILE

The Company keeps personnel files on each of its employees. These files are confidential in nature and are managed by the Human Resources Manager. They will not be copied or removed from the premises unless there is a legitimate business reason to do so. Any employee may view their personnel file by contacting the Human Resources Manager during normal business hours. No employee may alter or remove any document in their personnel file.

COMPETING EMPLOYMENT/CONFLICT OF INTEREST

Due to the highly competitive nature of the industry in which The Company is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Subject to The Company's prior written approval, you may work for other businesses during the course of your employment with The Company; provided, however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the business or services of The Company; (ii) use any The Company resources including, but not limited to, computer hardware and software, telephones, facsimile machines, and copiers, for or in connection with any non-Company work; (iii) perform any non-Company work on The Company premises; or (iv) perform any non-The Company work during normal business hours.

If any employee obtains/has another job, it must be reported to The Company immediately for numerous reasons including scheduling issues. Second jobs are permissible providing that the other employing agency is not in competition with The Company for any contracts and the second job does not conflict with the employee's normal duty schedule or limited by contract requirements.

In the event these conditions are not met, the employee will be given the choice of resigning from the secondary employer or The Company. If an employee's second job becomes competitive with The Company for contracts, the same option for resigning from one or the other will be offered.

ABUSE OF POSITION

Employees shall not abuse the use of their official position or identification. Employees shall not use their official position, official identification cards or badges, uniform, weapon or any other Company issued equipment for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of their duty, or to avoid consequences of illegal acts. Employees shall not lend to another person their identification card, badges or permit to be photographed or reproduced without the approval of the Project Manager. Employees shall not authorize the use of their names, photographs, or official titles which identify them as an employee, in connection with testimonials or advertisements of any commodity or commercial enterprises without the approval of the Project Manager. Employees in leadership positions shall not display favoritism or treat any employee differently than the others.

EMPLOYMENT OF RELATIVES

Employment of relatives is not prohibited by The Company, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the employee and relative will not be in a direct reporting relationship with one another and (iii) the personal relationship will not adversely affect the workflow or processes of The Company.

PERSONAL RELATIONSHIPS

An employee may not supervise, (or supervise the supervisor of) a family member or anyone with whom the employee has an intimate relationship. Personal relationships include but are not limited to: dating relationships; unmarried live-in relationships; or any business, financial, or close relationship that might influence the employee's judgment in work-related matters. The employee in the supervisory role is required to inform his/her project manager/program manager or the Human Resources Manager of any such relationship with a supervised employee. Failure to notify the project manager/program manager or the Human Resources Manager of any such relationship may result in disciplinary action up to and including termination.

PUBLIC DEMONSTRATION/DISPLAY OF AFFECTION

Also known as PDA, is not allowed in the workplace. This includes, but is not limited to, holding hands and kissing.

CONTACT WITH VISITORS & CLIENTS

You are expected to talk to and assist clients/visitors as needed while staying focused on the job at hand. Socializing with others is prohibited unless you are on break and may result in disciplinary action up to an including Termination.

A non-exempt “essential” employee who reports to work will be paid at their regular rate for the hours the corporate/client (government) worksite is officially closed. The non-exempt “essential” employee will also be paid for the hours worked on that day at their regular rate of pay. The corporate/client (government) worksite closure will count as actual hours worked for the computation of overtime.

With the project manager/project lead’s approval, a non-exempt employee may be allowed to make up time caused by a late arrival within that workweek according to the needs of the company/client or they must report vacation or sick. If an employee has exhausted all vacation and sick, their missed time may be recorded as leave without pay.

PERFORMANCE REVIEWS

Every Company employee is subject to a performance appraisal once a year. The employee’s project manager/project lead will give these reviews. The reviews will focus on job-related performance strengths and weaknesses. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee’s personnel file.

EXPENSE REIMBURSEMENT

The Company will reimburse employees for reasonable pre-approved business expenses. Reasonable expenses while traveling on company business include travel fares, accommodations, meals, tips, telephone and fax charges, entertainment of clients and purchases on behalf of The Company. The Company adheres to GSA lodging and per diem rates for all travel for both corporate and client. Local expenses include company purchases, taxi or public transportation fares when on company business.

All expenses must be submitted via the required expense form with receipts for expenses exceeding \$25 and approved by the employee's project manager/project lead prior to

submission for reimbursement. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the employee's project manager/project lead.

WORKPLACE ATTIRE

The Company believes an employee's attire and grooming should be appropriate to the work situation. Employees are expected to use good judgment and taste and to show courtesy to their co-workers and employees by dressing in a fashion that is presentable and appropriate. The Company does not observe casual Friday. Employees will dress in appropriate business attire for meetings with clients or vendors at The Company's offices or other locations.

The project manager/project lead determines appropriate attire. Generally, the following will be considered in determining appropriate attire: (1) amount of direct customer contact; (2) amount of physical wear and tear on clothing depending on the type and location of work performed; (3) safety issues and requirements; and (4) other relevant factors.

If an employee reports for work improperly dressed or groomed, their project manager/project lead will instruct them to return home to change clothes or take other appropriate corrective action. This time will be unpaid unless the employee chooses to take vacation.

The Company understands that in certain situations, it may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state, or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation to the employee requesting accommodation unless doing so would cause an undue hardship.

UNIFORM, DRESS CODE AND PERSONAL APPEARANCE (SECURITY EMPLOYEES ONLY)

You will be fitted for a uniform during your orientation process. There is no charge for your uniform and equipment.

REPAIRING/REPLACING YOUR UNIFORM

Uniform components and equipment will be replaced on an as needed basis. Report any repairs or replacements needed to your Supervisor (the Project Manager will make final decision if a replacement/repair is necessary). You may incur charges for misplaced or neglected uniforms or equipment.

RETURNING YOUR UNIFORM UPON SEPARATION

Upon separation from The Company, you will be required to return your uniform and other issued items to your Supervisor. If any items are not returned in proper working order and require repairs, the cost will be deducted from your paycheck. All company furnished uniforms and equipment must be returned prior to your final pay date.

MAINTAINING UNIFORM AND APPEARANCE

When in uniform, employees shall be neat and clean in appearance. Your uniform is to be clean and neatly pressed. When on duty, the employee shall wear the complete uniform as prescribed for the facility to which assigned. The uniform will not be worn while off duty except as necessary to commute to and from the assigned place of duty. At no time will the uniform be worn off duty for personal gain. It is your responsibility for the care and cleaning of your uniform and replacing any items lost or stolen. At no time is the uniform to be adorned with items not issued, or required, or with personal items substituted for originally issued uniform items (religious insignias, flags, pins, etc.).

The appearance of your uniform is subject for review on an ongoing basis for condition and meeting all client and company standards including but not limited to polished shoes, frayed items, sleeves, and pocket flaps buttoned, and proper placement of equipment. If an item of your uniform becomes frayed or does not fit, request a replacement from your Supervisor.

FINGERNAILS

Should be free of dirt and trimmed so that they do not extend beyond the fingertips.

HAIR (ONLY NATURAL COLORS)

Must be neat, clean, and not interfere with the proper wearing of official head gear. The height of the hair (male or female), from scalp to the highest point on the coiffure, is not to exceed 2 inches. Hair must not fall below either the eyebrow when the head is uncovered nor protrude below the inside sweatband of headgear. A female CSG's hair cannot extend below the bottom edge of her blouse collar. Bouffant and modified bush styles are acceptable if they allow proper wearing of the official headgear.

FACIAL HAIR

Must be clean shaven. Mustache and Beard guidelines are below.

SIDEBURNS

Men's sideburns must be neatly trimmed, extending no lower than the bottom of the earlobe, constant width (not flared) and end with a clean, horizontal line.

MUSTACHES

Must be tapered and not chopped off. Goatees are not allowed. Beards can be worn only if medical authority prescribes beard growth (length not to exceed 1/4 inch).

HAIR ORNAMENTS

Such as flowers and combs cannot be worn, but items to hold hair in place (bobby pins, hairpins, barrettes) may be worn if they are concealed as much as possible and are of a color that blends with the hair. The cap may be secured to the hair with up to 2 hatpins of plain design with black or blue pinheads and with no ornamentation.

MAKEUP

May only be worn by female CSGs, provided it is conservative and natural looking.

JEWELRY

You cannot wear earrings, bracelets, chains, religious insignia, buttons, or pendants. You may wear rings but only on the third finger of one hand. You may wear a necklace, but only if it is completely concealed beneath the uniform shirt. You must remove all body piercing jewelry prior to working on post unless it is completely covered by your uniform.

TATTOOS

Visible tattoos are allowed if they are non-offensive. If they could be viewed as offensive, then they must be covered.

SUNGLASSES

Only conservatively styled (as perceived by the Site Manager) sunglasses are allowed and can only be worn outside during the day. Sunglasses are not required and are not paid for by the Company.

CHEWING GUM

Chewing gum, mints, or hard candy are not allowed while on duty.

BOOKS/MAGAZINES

These are not allowed at your work area/station.

DEFACING PROPERTY

If you are found defacing any property, which includes damage to any property in the parking lots (cars, signs, lights, etc.), you may be disciplined up to and including termination along with being prosecuted. Please report any employees or visitors who may be defacing property.

LANGUAGE

Sexually explicit or suggestive language and the use of profanity are unacceptable and may result in disciplinary action, up to and including termination. Report any guest, client, or coworker who continues to use profanity after being politely warned while on client property.

RADIO USAGE

Some employees will be required to have a radio issued to them. These radios are property of The Company or the Client, but it is the employee's responsibility to keep theirs in good operating condition. If the radio malfunctions due to normal use, it will be repaired. However, if it is damaged or lost due to misuse or neglect, then the employee will be responsible for its repair or replacement. While using a radio, employees are expected to be professional when talking on it.

TELEPHONE USE

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at The Company's expense.

VOICEMAIL AND ELECTRONIC MAIL

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of The Company and as such are intended for job-related purposes. When you use the company electronic systems, the content of information and messages sent or received is subject to company policies regarding confidentiality, trade secrets, appropriate language and professional conduct and all government specifiable handling requirements. You may not use the company electronic or telephonic resources in any manner that violates local, state, or federal law or client special handling requirements. All passwords are the property of The Company and may be used by The Company to access electronic and telephone communications at any time. Employees are to provide all passwords to the System Administrator. The Company reserves the right to monitor any electronic, telephone, or other communications made using The Company systems or property. Nothing in this policy is intended to restrict an employee's statutory rights.

INTERNET USE

Use of the Internet by The Company employees is provided for business purposes. Therefore, the company maintains the right to monitor the volume and type of Internet and network traffic, together with the Internet sites visited. File sharing software is not permitted. Audio or video streaming is not permitted. The only exception is a requirement from the client; this must be pre-approved by The Company management and the System Administrator.

The company will hold the employee responsible for any actions that deliberately compromise the integrity and/or performance of network resources. Failure to comply with these guidelines will result in disciplinary action.

COMPUTERS AND SOFTWARE

Hardware: During employment with The Company, the employee may have access to The Company's computer systems through desktop and laptop computers, and local and wide area networks, while on or off The Company's premises. Use of The Company's computer resources is restricted to The Company business only. Therefore, documents or files created thereon are the property of The Company. All information regarding access to The Company's computer resources, such as user identifications, passwords, URL's and other access information is The Company confidential information and may not be disclosed to non-The Company personnel. Computer-related systems are considered The Company property and records and, therefore, are subject to inspection at any time with or without notice.

All computer files, documents and software created or stored on The Company's computer systems are subject to review and reasonable inspection at any time. In this regard, the employee must not assume that any such information is confidential, including e-mail.

Computer equipment may not be removed from The Company premises without written approval from a manager. No unauthorized hardware, including laptops, PC's, or peripherals, is allowed on The Company network. Upon termination of employment, all computer hardware must be returned to the employee's project manager/project lead.

Each employee should make every effort to store sensitive or confidential information on a shared network drive instead of individual PC's, laptops or removable media. Shared network drives are secure from outside intrusion, can be configured to allow specific internal access, and are regularly backed-up and are recoverable.

Software: Each employee is indirectly responsible for the on-going integrity of The Company's computer data and computer security system. Access to computer files is restricted to job related needs and the appropriate project manager/project lead must authorize access.

The Company has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication and federal copyright protect Each employee who uses The Company's computer resources assumes the responsibilities listed below:

- Only software that has been authorized and/or purchased by The Company may be loaded or used on any Company computer. All software will be loaded by the System Administrator.
- Unauthorized personal or downloaded software should not be loaded on any Company computer system.
- Company or vendor software and software manuals should not be duplicated or reproduced in any manner. Such actions are in violation of license agreements by which The Company and its employees are obligated to abide.

- The Company software is not to be altered in any manner, including, but not limited to, decompiling, disassembling, cross-compiling, reverse engineering, or creating derivative products.
- Computer software or documentation should not be removed from Company premises without written approval from the immediate project manager/project lead. All computer software will be retained and stored by the System Administrator.
- Upon separation of employment, all client computer software and manuals must be returned to the employee's project manager/project lead.

Electronic devices (I-Pod, MP3, headphones, etc.) are not permitted in the workplace. Violation of any of the above provisions will result in appropriate disciplinary action, up to and including termination.

PASSWORD SECURITY

The Company has executed set of rules designed to enhance computer security by encouraging users to employ strong passwords and use them properly.

Password Length and Formation:

- Passwords should be a minimum of eight characters in length (15 characters is preferred)
- Use both upper and lower-case letters (case sensitivity). Include one or more numerical digits
- Include special characters, e.g., @, #, \$, etc.
- Do not use words found in a dictionary or your personal information
- Do not use passwords that match the format of calendar dates, license plate numbers, telephone numbers or other common numbers
- Do not use The Company's name or an abbreviation

Common Password Practices:

- Never share a computer account
- Never use the same password for more than one account
- Never tell a password to anyone
- Never store a password list on your computer. Store any password lists in a secure place, such as a locked cabinet or safe
- Never communicate a password by telephone, e-mail, or instant messaging
- Log off before leaving a computer unattended
- Change passwords whenever there is suspicion, they may have been compromised
 - All passwords should be alpha-numeric
- Change your password every 90 days
- Do not reuse passwords less than 90 days old

- Be careful of password reminders that can bypass password security by asking you to answer a question. Often the answers to these questions can easily be obtained by social engineering, phishing, or simple research.

USE OF COMPANY PROPERTY

The use of personal locks on any company property is strictly forbidden. No company equipment, including computers, photocopiers or printers may be used for personal business.

POSTAGE, SHIPPING, & OFFICE SUPPLIES

Postage, shipping, and office supplies paid for by The Company are for business purposes and are not to be used for an employee's personal purposes.

PERSONAL PROPERTY

The Company does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

BLOGGING / SOCIAL NETWORKING

The Company respects the right of any employee to maintain a blog. However, to protect the Company's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog during work time or with Company equipment or property.
- All rules regarding confidential information apply in full to blogs. If employees mention The Company in a blog and express a political opinion or an opinion regarding The Company's actions, the employee must specifically note that the opinion expressed is his/her personal opinion and not The Company's position.
- Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through a blog.

Further, The Company encourages all employees to contemplate the speed and manner in which information posted on a blog can be relayed and often misunderstood by readers.

Employees are not permitted to access social networking sites while on Company property (both on and offsite) or client (government) worksites. The Company encourages all employees to be cautious when posting personal information to social networking sites.

A breach of the blogging / social networking policy could result in discipline up to and including termination. Nothing in this policy is intended to restrict an employee's statutory rights.

NON-SOLICIATION

During the period of your employment and for a period of twelve (12) months after the termination of your employment with The Company, you shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by The Company during your employment with The Company; or (ii) call on, solicit, or take away for yourself or for any other person or entity any person or entity who or which was a customer of The Company during your employment with The Company.

MEDIA RELATIONS

Only designated spokespersons should provide information to any media agency, reporter, or representative of the media as the 'official' company position on any matter concerning or affecting The Company. The company president is the primary media contact and source of company information. Employees should immediately refer and notify their immediate project manager/project lead if they are contacted by the media. Nothing in this policy is intended to restrict an employee's statutory rights.

MEDIA CONTACT

From time to time there may be television, radio or newspaper reporters on the Company's/client's property, or they may call. If an employee is approached or questioned by a member of the press, they must be referred to their Supervisor or Program Manager immediately. Employees are not to be interviewed by the media. Employees participating in unauthorized interviews will be subject to disciplinary action up to and including termination. Also, employees are not allowed to contact the media and provide any information.

POLITICAL ACTIVITY

Employees who desire to work for a candidate or political cause are encouraged to do so in a nonpublic capacity, so as to avoid involving the company or the client. Prohibited activities include but are not limited to:

- Referring to the company or the client when making endorsements or campaigning
- Political work or campaigning while in uniform or while on duty
- Anything that gives the impression that the company or the client supports, or does not support, a particular candidate or slate of candidates, or issue

No employee should be subjected to pressure or coercion to participate in any political activity. Violations of this policy should be reported to the Human Resources Manager and may result in disciplinary action.

EMPLOYEE TESTIMONY FOR NON-COMPANY ORGANIZATIONS

As part of job duty requirements, company employees may be asked to give testimony or present company information to other organizations, particularly other governmental agencies.

Therefore, any company employee who is requested to present information or provide testimony to another organization (or who wishes to provide such testimony, whether solicited or not) on behalf of the company must receive approval by their project manager/project lead prior to making the presentation or testifying. Nothing in this policy is intended to restrict an employee's statutory rights.

JOB VACANCIES

Recognizing the need to fill available positions with the best-qualified individuals, The Company may consider qualified candidates from within the current workforce as well as recruit external candidates. Promotions and transfers are made based on performance and qualifications.

PRE-EMPLOYMENT BACKGROUND CHECKS

The Company will conduct a pre-employment background investigation for all regular full-time and regular part-time positions to ensure that the most qualified candidate is hired. Employment decisions based on the results of these background checks will consider the nature of conduct revealed by the background check, the type of job you hold or are applying for, and other relevant factors. These decisions will exemplify our commitment to fair treatment and equal opportunity employment. Falsified information, misrepresentations or omissions on pre-employment or other personnel forms may result in an applicant being denied employment, a job offer being withdrawn, or the termination of an employee's employment.

Incumbents on an existing contract hired by The Company and possessing an active security clearance may not require a pre-employment background check. If an employee has questions about the pre-employment background check process, they should contact the Human Resources Department.

EMPLOYMENT VERIFICATION & REFERENCE CHECKS

All inquiries regarding employees who are currently employed or who have been previously employed by The Company are to be referred to The Human Resources Department. Frequently an employer will inquire about a former Company employee's character or abilities. This information is considered confidential and may not be released. The Human Resources Department will only provide confirmation of information provided by the employee or former employee to a third party. That information is limited to dates of employment and job title. Except as provided by law, the only exception to the above statement is that Human Resources may release salary information to credit institutions when such information will assist the employee in securing credit provided the request for salary information is made in writing and the employee authorizes release of the information.

SECTION 6: PAY PRACTICES AND PROCEDURES

WAGE & SALARY ADMINISTRATION

The Company recognizes that employees are our most valuable resources and have adopted a pay-for-performance, market-based approach to compensation. In establishing its wage and salary administration program, The Company strives to achieve the following:

- Attract and retain highly competent and experienced employees
- Maintain internal equity among employees based on similar education, skills, and responsibilities
- Recognize individual efforts; and, Comply with all governmental regulations.

The Human Resources Department is responsible for the overall administration of all wage and salary programs and for developing and publishing specific policies for its implementation.

WAGE & SALARY DEDUCTIONS

These deductions are those required by law (Social Security, Medicare, Federal Income Taxes and any attachment, court order or garnishment order the Company receives relating to an employee) and those that you specifically authorize (uniform, benefits, etc.)

YEAR END W-2s

W-2s for terminated employees will be mailed to the last address of record unless the Human Resources/Payroll department is notified of address changes by the end of November. Active employees W-2s will be mailed to the current address of record.

PERSONAL & PAYROLL DATA CHANGES

All personal/payroll data changes must be documented on a Change Notice Form with the authorizing signatures and submitted to the Human Resources/Payroll department. An employee may elect to make changes to their tax withholding exemptions at any time by submitting a new federal W-4 or state tax form to the Human Resources/Payroll department.

TIME KEEPING

The Company records time worked on an electronic timesheet in the Payroll System and every employee must submit an electronic timesheet for each pay period according to instructions provided by the project manager/project lead. Both the employee and project manager/project lead or authorized designee must sign the timesheet. For each employee, all hours worked, rounded to the nearest quarter-hour, must be documented, and recorded accurately. It is necessary for each employee to indicate whether the recorded hours are for time worked, leave without pay, holiday, vacation or sick. If an employee did not work any hours during a pay

period, the employee must submit a zero hour timesheet. In the employee's absence, the project manager/project lead or designee may complete the timesheet for the employee. Questions on recording time and charge numbers should be discussed with your project manager/project lead. No manager or supervisor of the company is authorized to request or require that an employee work "off the clock." Should such a situation arise, please contact the Human Resources department. Problems with the Payroll system (locked accounts, etc.) should be referred to the Human Resources/Payroll department. Falsification of a time record is a breach of Company policy and may be subject for disciplinary action, up to and including termination.

OVERTIME

Non-exempt employees are paid time and one-half (1.5) for work time that exceeds 40 hours during a scheduled workweek. Each workweek is considered separately when computing overtime worked. Employees asked to work overtime are expected to do so. Exempt employees are not eligible for overtime pay.

Employees may not work overtime unless specifically authorized in advance by their Supervisor or Manager. Employees who accrue overtime without authorization will be paid their overtime in compliance with the Fair Labor Standards Act; however, they will be subject to disciplinary action up to and including termination for failing to obtain the proper authorization before working the overtime hours.

The calculation of overtime hours will not include holiday, vacation or sick days during a given scheduled workweek.

ON-CALL DUTY

The Company recognizes that it may be necessary for various employees to be available on an on-call basis. It is the company's general policy that on-call assignments should be kept to a minimum. It is at the discretion of the project manager/program manager/ supervisor and client business needs whether this policy applies.

PAY PERIODS AND PAY DAYS

The pay period differs for each work location and is determined by the contract under which the employee serves. Please see the Appendix for you work locations schedule of pay periods and pay days.

DIRECT DEPOSIT

The Company offers direct deposit, which is the preferred method of wage payment. Direct deposit allows paperless transmittal between the Company and banking institutions and provides a safe reliable, method for ensuring employees receipt of their pay. Through the

Payroll Portal employees will be able to access their earnings statements. Earnings statements show the employee's gross pay and all deductions made for each pay period. Paycheck questions, automatic deductions, 401K (including enrolling and changes), withholding (including changes to withholding), should be discussed with the Company's HR/Payroll department.

WORK HOURS

The Company's standard work week for full-time employees is five days (40 hours). Employees must be available for work during core business hours. If, for any reason, there is a change in your work availability status, you must notify your project manager/project lead or Supervisor at least one week prior to the change, when possible. Schedules may vary based on The Company's needs. Employees may not deviate from their approved schedules, unless a project manager/project lead specifically approves a request.

The Company's corporate office is open from 8:00 am to 5:00 pm EST, Monday through Friday. The Company's preference is for employees to work within this core schedule. However, it is understood that employees may be required to work extra hours to accommodate certain deadlines. Some positions may be eligible for a flexible schedule depending upon specific business needs or contract terms and conditions. Your immediate project manager/project lead or Supervisor, with the approval of the client where dictated by contract, is responsible for establishing and communicating the standard hours of work.

Also, the starting and ending times of an individual employee's work schedule may be different from the corporate 8:30 am to 5:30 pm and may change from time-to-time according to the needs of the client. Each employee must check with their project manager/project lead if they have questions about their schedule.

LUNCH AND WORK BREAKS

The scheduling and length of employee lunch and work breaks are determined by business needs and constraints, client contract terms and conditions. And federal/state laws. Generally, meal periods are 30 – 60 minutes in length and breaks are 10 – 15 minutes long. While meal periods are unpaid time for employees, break periods are included in paid work time. All employees are to take at least a 30-minute lunch period.

Please note that this is a general handbook for The Company and each work location may have a Union/Collective Bargaining Agreement or state law that supersedes the outlined lunch/breaks.

LACTATION BREAK

The Company supports the health and well-being of working mothers and their children. As part of this effort, and in compliance with the Patient Protection and Affordable Care Act of 2010, the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child up to one (1) year of age, unless applicable state or local law requires otherwise. If possible, this break time shall run concurrently with any break time already provided by law to the employee. Any break time given for this purpose that does not run concurrently with the break time provided by law shall be unpaid.

The Company will make every reasonable effort to provide employees with the use of a room or other location close to the employees' work area for employees to express milk in private.

SECTION 7: ATTENDANCE AND SCHEDULING

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are important to the smooth operation of The Company. If you are consistently late or excessively absent, The Company's ability to perform work is affected and an unfair burden is placed on your co-workers. Unexcused absences create serious scheduling problems and is a hardship to the officers who must cover your shift on short notice. Therefore, unless your absence is permitted or excused under The Company's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your project manager/project lead as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday. If you are absent for several days, you must notify your project manager/project lead each day. If it is necessary to leave a message, it is the sole responsibility of the employee to leave their message directly with their project manager/project lead or designee. Leaving messages with other employees is not acceptable. Any employee who is absent for two (2) successive days without notifying The Company, and without a justifiable reason for their absence, may be terminated as having voluntarily resigned.

Should an employee be disabled or have other serious health conditions that prevent him or her from returning to work at the end of an approved leave, The Company's reasonable accommodation policy and practice may be applicable. Please contact the Human Resources Manager should you find additional leave time is necessary. The Company will review the matter to determine if an accommodation can be reasonably achieved.

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA), protected leave or state paid sick leaves will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA, leave, or paid sick leave may be required in these instances.

An employee who is absent for reasons other than those permitted or excused by The Company's holiday, vacation or sick leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination.

WORK WEEK AND SCHEDULES

The work week hours and shifts are defined by the Client. It is the employee's responsibility to know their work schedule.

WORKING YOUR SCHEDULED SHIFT

You are not allowed to change, adjust, or modify schedules/shifts with another employee unless you have written (signed) approval from your Supervisor. Only a Supervisor or Project Manager can make a schedule change.

REPORTING FOR DUTY

Employees are required to report on time for duty. They are required to review the daily log and any communications and/or on-going calls that may carry over into their shift before the shift starts. CSGs who do not follow this procedure shall be considered late for work and appropriate action will be taken.

CALLING IN

If you call in after your shift has started, you will either be allowed to come to work, which may result in disciplinary action for tardiness, or you will be told not to come in, which may result in a disciplinary action for an Unexcused Absence. This decision will be made by the Project Manager or his/her appointed representative. An employee who is out sick more than two consecutive days will need to provide a doctor's note. If you become ill while on post, contact your Supervisor so options can be discussed.

TARDINESS

If you arrive after your scheduled shift has started, you will be considered Tardy (late). You are required to contact your Supervisor as soon as possible to inform them if you will be late so that proper arrangements can be made. If you fail to call in before arriving to work late, your shift may have already been covered by another employee resulting in you no longer being needed to work and potentially receiving an Unexcused Absence. Repeated and/or excessive, unexcused, or excused, tardiness will result in disciplinary action up to and including termination. Three (3) tardies in 90 days is grounds for termination. The Company having to notify the client that a post/shift is open, due to you being tardy, is grounds for immediate termination.

ABSENTEEISM

If for some reason you are unable to report for work, be sure and call your immediate supervisor and/or the supervisor on duty as soon as possible so that arrangements can be made for a replacement to take your shift, At least eight (8) hours is needed to find a replacement. You must attempt to get in touch with your Supervisor or Manager as soon as possible and/or leave a message. Employees must call in personally; having another person call in for you is unacceptable. Repeated and/or excessive absenteeism, unexcused or excused, can result in disciplinary action up to and including termination. Unexcused Absences are viewed the same as job abandonment and grounds for termination of your employment.

JOB ABANDONMENT

Employees who leave their post (unattended) without permission, whether they return during their shift or not, will be viewed as abandoning their post, which is grounds for immediate termination.

NO CALL/NO SHOW

Employees who are absent from work without having received approval or without having called in to report the reason for the absence will be considered a No Call/No Show, which is grounds for termination.

REQUESTS FOR DAYS/TIME OFF

You must give as much notice as possible (preferably at least two weeks) for a time off request. All requests will be reviewed favorably; however, there may be times when a request cannot be granted. Requests for time off are “requests” and may be denied based on business needs. All requests must go through your Manager or Supervisor depending on who is writing your work schedule. Any request for time off that is more than three days will have to be reviewed to determine if it will be counted as Time Off, Vacation Time or Leave of Absence, depending on the circumstances.

RESIGNATION

You are encouraged to provide at least two-weeks’ notice should you decide to resign. All Company issued equipment including uniforms and ID’s must be returned. You should also notify the company of your forwarding address so you will receive your W-2. A final check will be issued according to your regular pay schedule and state law.

SECTION 8: SAFETY IN THE WORKPLACE

WORKER'S COMPENSATION

The Company requires that all employees report job-related accidents or injuries to their project manager/program manager/supervisor immediately, whether the accident occurred on or off company premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim. The Company provides workers' compensation benefits, as required by statute, for all employees who are injured within the course and scope of their employment.

All work-related injuries must be reported regardless of whether an injury needs to be treated by a physician or hospital. If an employee is sent to the doctor/hospital, a drug test is required. Before going to the doctor, you must complete and take with you the proper documentation authorizing further medical care.

If you do not report your injury and you go to a doctor without approval or one that is not on our panel, you will be responsible for any medical expenses. Failure to follow safety procedures could interfere with Workers Compensation benefits being awarded and/or result in disciplinary action up to and including discharge.

Employees that may be unable to report to work for more than 40 work hours due to a work related injury must also contact the Human Resources Manager to initiate a leave of absence. The employee is expected to make contact with the Human Resources Department as soon as practicable under the circumstances, i.e., within one or two workdays.

Injured employees are to keep the Human Resources Department updated on their progress, work status, and all issues related to their injury. Prompt reporting helps ensure appropriate coverage through Workers' Compensation.

All workers' compensation claims will be paid directly to employees and employees are expected to return to work immediately upon release by their doctor.

SMOKING & SMOKELESS TOBACCO

Workforce personnel shall not use any tobacco products (smokeless tobacco, dip/chew, cigarettes, etc.) while performing assigned duties or on site.

DRUG FREE WORKPLACE

It is the goal of The Company to foster a work environment free from the behavior-altering effect of illegal drugs and alcoholic beverages. Use of alcohol and illegal drugs alter employees' judgment, resulting in increased safety risks, workplace injuries and faulty decision making.

Therefore, working under the influence of alcohol or illegal drugs is prohibited. Furthermore, the possession, purchase, consumption (use) or sale of illegal drugs or alcohol on The Company premises or while conducting The Company business is prohibited. The use of a legally prescribed drug in a manner that is inconsistent with the order or instructions of the manufacturer of the drug or the physician or other authorized health care provider prescribing the drug is considered use of an illegal drug for the purposes of this policy.

The Company will screen applicants and employees for the presence of illegal drugs and alcohol, as allowed under applicable law. All employees are subject to random screening in accordance with our Drug Free Workplace Plan. Such screening may include, but not be limited to, reasonable suspicion testing and post-accident testing. All screening shall be conducted by a third-party vendor using screening methods that meet rigorous industry standards of reliability and accuracy and follow the Department of Health and Human Services' Mandatory Drug Testing Guidelines. The Company may do pre-employment drug screening as part of the hiring process depending on contract requirements.

Nothing in this policy should be construed to require or allow screening for lawfully prescribed drugs that are prescribed for the employee by a licensed physician or other authorized health care provider. However, The Company does request that any employee using a lawfully prescribed drug that may affect job performance or pose a safety risk to the employee or others in the workplace report such facts to the Human Resources department so that appropriate accommodations or corrective action can be taken.

A violation of this policy, even a first offense, will result in appropriate disciplinary action, up to and including termination. The degree of discipline administered will depend on the circumstances of each case. However, employees need to be aware that certain offenses, including but not limited to the possession, sale, or use of illegal drugs on The Company property (both on and offsite) or client (government) worksite will result in immediate termination.

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's Supervisor will first seek another Supervisor's opinion to confirm the employee's status. Next the Supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred.

If, in the opinion of the Supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the Supervisor or another employee if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

PRE-EMPLOYMENT DRUG TESTING

All job applicants at this Company will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this Company, and by signing a consent agreement will release this Company from liability. If the physician, official, or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

This Company will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their job properly, that this Company will not tolerate.

Individuals who have failed a pre-employment test may initiate another inquiry with the Company after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other test selected by this Company. Should the employee be entitled to compensation for hours worked prior to employer obtaining results of the drug screen, and they fail the test, the employee will not be eligible for permanent employment and said hours will be paid at minimum wage only.

EMPLOYEE DRUG TESTING

This Company has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

- When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable Suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - A report of substance abuse provided by a reliable and credible source;
 - Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - Information that an employee has caused or contributed to an accident while at work

- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

If a Reasonable Suspicion test is done, it must be in writing as to why and a copy given to the employee.

- When employees have caused or contributed to an on-the-job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.
- As part of a follow-up program to treatment for drug abuse.
- When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.
- Random testing is conducted without individualized suspicion of a violation of the company's substance abuse policy. Selection is made by neutral criteria so that all employees eligible for testing have an equal opportunity of being tested. The Company's policy states that the most an employee can be randomly tested is 3 times per year.

Employees or applicants with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen within 180 days. An employee will not be allowed to submit another specimen for testing.

If the physician, official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees and job applicants who have a positive confirmed test result may explain or contest the result to the Company within five (5) working days after the Company contacts the employee or job applicant and shows him/her the positive test result as it was received from the laboratory in writing. If the excuse given by the employee is not satisfactory, the Company will provide a written statement as to why.

CONFIDENTIALITY

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

ALCOHOL ABUSE

The consumption or possession of alcoholic beverages on this Company's or Client's premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision.) An employee whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests positive, while on duty/company business shall be guilty of misconduct and shall be subject to discipline up to and including termination. Employees should not consume, within 8 hours prior to reporting for duty, alcohol or any legal product that could impair their ability to function. Failure to submit to a required substance abuse test also is misconduct and shall be subject to discipline up to and including termination.

It is the responsibility of the Company's Supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the Supervisor's job to diagnose personal problems, the Supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at the Company.

VIOLENCE & WEAPONS

The Company believes employees should work in an environment without intimidation, threats, or violence. The Company takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner, or visitor is strictly prohibited and will result in disciplinary action up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The Company reserves the right to take any necessary legal action to protect its employees, visitors, customers, clients, or other individuals. This policy applies to all company employees, whether on or off company property.

Any use or possession of weapons, whether illegal or not, is prohibited on company property, or while on company business unless specifically required to do so in the performance of the employee's duties or reflected otherwise by state law. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Unless authorized by The Company, the carrying of personal weapons is prohibited in the workplace (both on and off company property). An exception to this policy is provided to employees working in states where state/local law conflicts with this policy; in those cases, this policy will be enforced to the maximum extent permitted by law. Any employee caught possessing an unauthorized weapon will be disciplined, up to and including termination.

Employees should immediately report any threatening or violent behavior to their project manager/project lead or the Human Resources department. We will promptly investigate complaints. If it is determined that an employee's conduct is in violation of this policy, appropriate disciplinary action will be taken against the offending employee up to and including termination. Employees should directly contact law enforcement, security and/or emergency services if they believe there is an imminent threat to the safety or health of themselves, co-workers, customers, clients, vendors, consultants, etc.

Employees should directly contact law enforcement, security and/or emergency services if they believe there is an imminent threat to the safety or health of themselves, co-workers, customers, clients, vendors, consultants, etc.

PERSONAL KNIVES/WEAPONS

Personal weapons are not allowed on your person while at work. This includes pocketknives and multiuse tools (Leatherman).

FOOD AND BEVERAGES

The Company frequently hosts visitors in the corporate office. The Company's surroundings should always reflect a professional appearance. Eating at your desk is acceptable but should be done unobtrusively and, in a manner, so as to prevent damage to valuable company equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and professional appearance after use.

PERSONAL SAFETY

The safety of each employee's health and security is very important to The Company. The Company is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their project manager/project lead or the Human Resources Department if they believe there is a safety issue that should be addressed.

OFFICE SECURITY

The Company office keys and/or facility access cards are issued to employees as required. Only employees who have prior authorization from their immediate project manager/project lead may enter facilities outside of normal work hours. Employees working at client (government) work sites will be issued appropriate security badges, access cards and office keys by their respective client. Lost or stolen keys, badges, or access cards should be reported immediately to the immediate project manager/project lead and the Human Resources Department. Employees must return office keys, badges, and access cards when they separate from the company, or complete a contract/project.

The last employee to leave the office at night is responsible for making certain that all doors are locked, and all coffee pots and lights are turned off. Employees should follow client (government) worksite procedures.

MONITORING & SEARCHES

All Company property is subject to monitoring and review at all times. This includes, but is not limited to, desks, file cabinets, lockers, company vehicles, computers, and email files. Reasons for searches and reviews include but are not limited to personal abuse of company property, theft investigation, improper disclosure of confidential information and to protect employees and clients.

With respect to all Company owned property such as computers, desks, offices, file cabinets, etc., employees have no privacy interest and The Company reserves the right to search property if necessary. If an employee has personal items which they would not like subjected to search or inspection, these items should not be brought into The Company or client (government) worksites.

The Company retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

INCLEMENT WEATHER

Unless notified by your project manager/project lead, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work, you must notify your project manager/project lead.

The Company management will make all final decisions regarding closures or delayed openings of any company facility. Closures or delayed openings of contract (government) work sites will be determined by authorized client representatives. If the corporate offices or a contract (government) work site officially closes due to inclement weather or for any other reason, non-exempt employees normally scheduled to work will not be compensated for the hours missed. Salaried-exempt employees will be compensated in compliance with state and federal wage and hour laws. Employees are encouraged to use vacation or sick leave during work site closures. If a non-exempt employee has exhausted all vacation and sick, their missed time may be recorded as leave without pay. If an employee is on an approved leave during the unexpected closing, the employee's leave time balances will be charged. To find out if the corporate offices are closed due to inclement weather, call your project manager/project lead. To find out if a client (government) worksite is closed due to inclement weather, call your project manager/project lead.

If an employee is in a position considered “essential” for continuity of operations or other emergency duties, the employee is required to report to work if reasonable efforts will enable them to travel safely to their work site. Essential employees who cannot reasonably and safely report to work will be compensated only for the hours that the corporate/client (government) worksite is closed.

SECTION 9: TIME AWAY FROM WORK

TELECOMMUNTING POLICY

Telecommuting is reviewed on a case-by-case basis depending on the contract and the client. It may be allowed if it can be shown that it will improve the employee's performance or productivity. Telecommuting arrangements must not disrupt the daily activities of a group or workflow. Both the project manager/project lead and The Company's President must approve all employee telecommuting arrangements. No telecommuting arrangement will be considered permanent and the policies may be reviewed and altered at any time.

LEAVE POLICIES

The Company provides eligible employees with leave for a variety of reasons. The following discussion summarizes The Company's leave policies in a way that The Company hopes will be generally helpful. Employees are given the accountability and responsibility for managing vacation and sick leave to cover all aspects of their needs that require time off from work. As with all policies, The Company reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between The Company and its employees.

The following sections details the company policies surrounding vacation and sick leave, if your position is subject to an SCA/AWD please refer to that document which will govern your time off.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act (FMLA) provides eligible employees, full or part time, with up to 12 weeks of unpaid, job-protected leave per a 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.
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Military Family Leave Entitlements are available for eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National CSG or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1250 hours of service in the previous 12 months and if at least 50 employees are employed within 75 miles. FMLA and paid leave (vacation and other paid time off) will run concurrently. If you are absent for three or more days, you should notify your supervisor, Program Manager or Human Resources to discuss applying for FMLA. FMLA may be intermittent as well as a block of consecutive days.

When taking an FMLA leave, an employee is not allowed to do any unauthorized work/activities. The Human Resource Department must approve all work/activities while someone is on leave. An employee who performs any type of unauthorized work/activities while on leave will be disciplined up to and including termination.

Arrangements will be made for employees to pay their share of health insurance premiums while on leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When the 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the company's normal call-in procedure. For further information regarding FMLA please consult with your Project Manager or Human Resources Department.

MEDICAL LEAVE (NON-FMLA LEAVE WITHOUT PAY)

Regular full-time and regular part-time employees who have not yet met or currently do not meet the eligibility requirements of FMLA may request a non-FMLA leave of absence. A non-FMLA leave of absence will normally not exceed 12 weeks. However, should an employee be disabled or have other serious health conditions that prevent him or her from returning to work at the end of an approved leave, the Company's reasonable accommodation policy and practice may be applicable. Please contact Human Resources should you find additional leave time is necessary. The Company will review the matter to determine if an accommodation can be reasonably achieved.

For a non-FMLA leave to be granted, the following conditions must be met:

- The employee must notify their project manager/project lead as soon as possible of the need for leave;
- The employee applies for a Non-FMLA Leave of Absence, including providing a Certification of Health Care Provider form to the Human Resources Manager;
- Approvals are obtained from the immediate project manager/project lead and must be submitted to the Human Resources Manager; and,
- All available Vacation or Sick must be exhausted before the use of leave without pay, unless leave without pay is granted in advance by the project manager/project lead.

Holiday, bereavement, company closure, and jury duty pay will not be granted during unpaid leave. Benefits will terminate and COBRA will be offered during a non-FMLA medical leave. An employee who has been on leave and is ready to return to work must present a doctor's statement indicating their fitness for duty and the date when the employee is able to return to work. Because of the nature of our business, it is not always practical to hold a position open during a non-medical leave and, thus, it may not be possible to grant a requested non-medical leave. In the event an employee's job is filled, an employee may be considered along with other candidates for any vacant position for which they are qualified.

PERSONAL LEAVE OF ABSENCE

Requests for personal leave without pay may be granted to regular full- time and regular part-time employees who have generally exhausted any vacation and PTO. Several factors are considered in determining whether the leave is granted:

- The workload and/or client needs
- The employee's performance and length of service with ESS
- The urgency of the situation prompting the leave request

All leave without pay must be approved by the immediate supervisor and Director of Operations prior to use; except for emergencies, leave without pay should be approved at least four weeks in advance and would not normally exceed 60 days. Leave without pay may only be used as an exception and for situations of necessity.

A regular full-time employee who does not receive a paycheck during any given month will be retained on all enrolled benefit plans as long as the employee makes arrangements with Human Resources to pay the premiums in full. The following benefits will not continue during such months: vacation and PTO accruals, holiday pay, bereavement leave, company closure, and jury duty.

Because of the nature of our business, it is not always practical to hold a position open during a nonmedical leave and, thus, it may not be possible to grant a requested non- medical leave. In

the event an employee's job is filled, an employee may be considered along with other candidates for any vacant position for which they are qualified.

ADMINISTRATIVE LEAVE

Due to the nature of exempt positions, work hours outside the normal workweek may be required. However, if such an exempt employee works an excessive amount of time beyond the normal workweek, the project manager/project lead, with corporate approval, may grant administrative time off with pay. The use of administrative leave is limited by the work requirements of the company and/or client. Project manager/project lead may grant up to eight hours of administrative leave to an employee per quarter. For additional information, please contact the Human Resources Department.

JURY DUTY

The Company recognizes jury duty as a civic responsibility and grants leave when the employee is summoned to serve. Eligible employees will receive their regular pay during period of jury duty for their normally scheduled work hours, for a maximum of ten (10) business days unless otherwise required by applicable state or local law. Employees may retain any compensation received for jury duty. If excused from jury duty during regular work hours, the employee is expected to return to work promptly. The Company requires the employee to submit to their project manager/project lead or a juror service certificate or other form furnished by the Clerk of the Court, which reflects the amount of time served as a juror.

WITNESS SUMMONS/DUTY

Employees who receive a subpoena to testify, or a summons or notice of deposition (herein collectively "subpoena") in a matter involving The Company must notify and advise their project manager/project lead and the Human Resources Department as soon as possible, but in all cases within 24 hours. The employee must submit a copy of the subpoena or other forms furnished by the Clerk of the Court that indicate the time of service. When excused as a witness during regular work hours, the employee is expected to return to work promptly.

This provision does not apply to instances in which the employee is a party or voluntary participant in litigation against the company.

MILITARY DUTY

If you are a member of any of the uniformed services, including the US Armed Forces Reserve or National Guard, you are granted an unpaid leave of absence when called for active or inactive duty training. This time is granted in addition to earned vacation and sick leave. However, if you desire to use your vacation or sick leave for this purpose, you may voluntarily do so if you make a request in writing.

If you are inducted into a branch of the US Armed Forces for an extended period, upon returning to the company after separation for military service, you may be reemployed in accordance with the provisions of the law.

BEREAVEMENT LEAVE

When a death occurs in an employee's immediate family, an employee may take up to three days with pay to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, without pay, at the discretion of The Company. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, as well as a parent, grandparent, brother, or sister of the employee or the employee's spouse.

TIME OFF FOR VOTING

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all local, state, tribal and federal elections. Employees are encouraged to consider the use of early balloting options when their regularly scheduled work hours might impact their ability to vote.

Under most circumstances, it is possible for the employee to vote either before or after work. If an employee does not have three or more non-scheduled work hours between 7:00 a.m. and 7:00 p.m. in which to vote, the employee may be granted up to two hours off with pay during the workday to do so, unless state law reflects otherwise. The employee must arrange for the time off with their project manager/project lead at least a day in advance of the election.

SECTION 10: EMPLOYEE BENEFITS

BENEFITS

The descriptions in this handbook are a summary only of the benefits that The Company makes available to eligible employees. Separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by The Company, at its discretion.

ELIGIBILITY AND PRORATION OF BENEFITS

Regular full-time and regular part-time employees are eligible for time-off benefits and leave of absences as covered in this section of the handbook, whereas temporary and consulting employees are not eligible, unless otherwise stipulated in these guidelines.

Regular part-time employees receive prorated benefits based on the following schedule:

- Regular part-time employees working 20 – 29 hours per week receive a 50% prorated amount.
- Regular part-time employees working 30 – 39 hours per week receive a 75% prorated amount.

VACATION

Your vacation allotment will be commensurate with your time on the contract. Vacation guidelines will be explained to you by your Supervisor/Program Manager. For work locations where there is a Union, vacation requests will be approved as the work schedules allow and in accordance with the CBA. Based on contract requirements, there will be limitations as to the number of employees allowed to take vacation at any given time.

The Company has established a vacation policy to grant regular full-time and regular part-time employees time off from work. It is the employee's responsibility to use their leave in a responsible manner.

Each regular full-time employee is eligible for vacation in accordance with the schedule below. Regular part-time employees are eligible to receive vacation prorated to the regularly scheduled number of hours in their normal workweek.

If you are at a work location that has a Collective Bargaining Agreement (CBA), your vacation allocation will be defined by the CBA. For all other employees following schedule applies:

Completed Years of Continuous	Service Accrual Rate Per Month in Hours	Annual Vacation Benefit
0 – 4 years	5.33 hours	64 hours
5 – 9 years	10.33 hours	124 hours
> 10 years	15.33 hours	184 hours

Employees must use their accrued vacation within the calendar year. At the end of the calendar year, any unused vacation will be forfeited, unless reflected otherwise by state law. NOTE: This does not apply to employees hired in the last quarter of the calendar year. They must use all vacation before the end of the next calendar year.

New hires will have their vacation amount prorated based upon their date of hire. New employees may use vacation upon completion of the first 90 days of satisfactory continuous employment.

Employees continue to accrue vacation during periods of leave with pay, except when they are on Short-Term Disability or Long-Term Disability. Vacation does not accrue during periods of Leave Without Pay.

Requesting and Using Vacation: Employees may not borrow against future Vacation accruals unless previously approved by the Human Resources Department. Vacation time must be scheduled and approved in advance with the employee’s project manager/project lead and should not conflict with the employee’s work requirements or the needs of the client being supported.

SICK LEAVE

The sick leave does not displace any state or local laws to the extent that they authorize greater benefits. Any state or local provisions authorizing greater benefits will be observed when the affected employee works for the Company in that state or locality.

Each regular full-time employee is eligible for 56 hours of annual paid sick leave accrued on a per pay period basis. Regular part-time employees receive paid sick leave prorated to the regularly scheduled number of hours in their normal workweek. Employees are allowed to rollover up to 56 hours of sick leave at the end of each calendar year but the maximum accrual at any point in time is limited to 56 hours.

New hires will have their sick leave amount prorated based upon their date of hire.

Sick leave may be used in one-hour increments. Employees may not borrow against future sick leave. Employees request sick time off by submitting request to their direct supervisors.

The Company may request medical certification and/or a medical release to return to work for use of sick leave in the event of an absence for three or more consecutive full days. In the event an employee is absent for more than 40 work hours, medical certification from a healthcare provider is required and must be provided to the Human Resources Department. This absence may qualify for FMLA leave.

MEDICAL/DENTAL/VISION INSURANCE

Medical, Dental and Vision insurance is available for full-time employees working 30 hours a more a week and their qualified dependents. Refer to the plan summary sheets for details regarding coverage, eligibility, waiting periods and cost.

SHORT-TERM/LONG-TERM DISABILITY

Paid short-term disability and long-term disability are available benefit options for full-time employees for an absence due to an employee's illness or disability, including pregnancy-related disability.

An employee seeking short-term disability benefits must submit a statement from a doctor demonstrating that he/she is unable due to illness or injury to perform the job and stating the expected duration of the inability to work.

LIFE/ACCIDENTAL DEATH AND DISMEMBURMENT INSURANCE

Life insurance and Accidental Death and Dismemberment are available benefit options for full-time employees.

401K PLAN

All regular full-time and part-time employees who meet the minimum age and eligibility requirements with The Company are eligible to participate in the company's 401(K) savings plan.

The details regarding company and employee contributions, vesting, administration, investments, etc. are provided in the separate literature for The Company 401(k) Savings Plan. You may refer to the plan document or the Human Resources department for further details.

TUITION ASSISTANCE/REIMURSMENT

Limited tuition Assistance/Reimbursement is approved on a case-by-case basis for fulltime employees only. Prior approval must be received from The Company management before courses are taken. Only courses that are specifically related to an Employee's current assignment will be considered.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

COBRA gives employees and their qualified beneficiaries the opportunity to continue health coverage under The Company's health plan, should the employee lose his/her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at The

Company's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by the Human Resources Department at the time eligibility is lost.

RECOGNITION PROGRAMS

We believe our employees consistently contribute to the success of The Company and their excellent service and dedication should be recognized.

The On-the-SPOT Award allows project managers/project leads to quickly acknowledge significant contribution(s) of an employee with a gift card when the contribution occurs. All regular full-time and regular part-time employees are eligible for this award regardless of their job classification and regardless of other awards received. An employee is eligible for the same award once every two years. The On-the-SPOT Awards are funded at the sole discretion of company management. For information, please contact your project manager/project lead or the Human Resources department.

EMPLOYEE REFERRAL PROGRAM

The Company realizes that our best source for identifying qualified individuals to join our organization is our employees. Employees know the qualities we look for and the skills and personalities that make The Company a success.

- Employees who refer a candidate, who is not a current The Company employee, will receive a monetary incentive once the candidate successfully completes his/her 90 day introductory/evaluation period and twelve months of satisfactory employment.
- A potential candidate for employment must list the referring employee on his/her employment application.
- All employees below the Executive Group are eligible unless the referring employee has new hire recruitment as part of their job duties.

SECTION 11: COACHING & PROGRESSIVE DISCIPLINE

PROBLEM RESOLUTION

The Company seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their project manager/program manager/supervisor, who will work with the employees to determine a resolution.

Employees that have a problem with a project manager/project lead should first go to the project manager/project lead and state the problem. If a resolution cannot be agreed upon, or if the employee does not feel comfortable discussing the matter with the project manager/project lead, the employee should present his/her problem, in writing to the Human Resources Manager or President for resolution.

COACHING & COUNSELING

Project managers/program managers/supervisors should provide coaching and counseling to employees regarding company policies, expectations and satisfactory performance at work. Project managers/program managers/supervisors should document all coaching and counseling sessions with employees.

PROGRESSIVE DISCIPLINE FOR PERFORMANCE/CONDUCT

No list of rules can include all instances of performance/conduct which can result in disciplinary action. Different violations may be handled differently depending on the severity and impact of the situation. The Company reserves the right to determine the appropriate discipline for any inappropriate conduct or performance issues, including but not limited to probation, demotion, suspension without pay and termination.

Informal discipline shall include verbal warnings and written letters of counseling. Formal discipline shall include verbal/written warnings, letters of reprimand, demotion, suspension without pay, letter of final notice and termination. Although one or more of these disciplinary measures may be taken in connection with a particular employee, no formal order or system is necessary. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee.

A suspension shall be unpaid and used at the discretion of The Company, and can be used for the purpose of investigation. However, a suspension may be included as part of the discipline with a letter of final notice and termination.

CORRECTIVE ACTION

Corrective action is taken against an employee in response to a violation of company policies. Corrective action will continue until the violation or infraction is corrected. Corrective action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, suspension or have his/her employment terminated.

The Company considers some violations as grounds for termination, including, but not limited to: insubordinate behavior, theft, fraudulent activity, violation of company property, destruction of company property, breach of confidentiality, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to Human Resources or the company president. If, after reviewing the corrective action, Human Resources or the company president determines the project manager/project lead followed procedures accordingly, the corrective action will stand. If the project Manager/project lead has failed to follow company policy, the action may be reversed.

DISCIPLINE PROCESS

This policy is not designed to restrict the individual employee, but to protect all persons by assuring safe working conditions and equal treatment at all times. Corrective measures are intended to produce corrective change in future behavior and not merely serve as a penalty for a past offense. The employee will be asked to sign the form to verify that the information on it was reviewed/discussed.

Employees are expected to use reasonable judgment in carrying out their duties and not act in a manner contrary to the best interest of The Company or the Client. It is your responsibility to read and comprehend this manual. By signing the Handbook acknowledgement, you acknowledge that you have read AND understand the manual. By signing the agreement, you give the Company authority to terminate you if you do not follow these rules and procedures. It should also be noted that you are expected to follow these rules if you visit a Company post/building as a visitor (off days). Failure to do so can result in your termination, even though you are not working.

Employees who commit an offense punishable under the law, who violate any provision of Policies, The Handbook, or Code of Conduct, or who disobey any lawful order, or who are incompetent to perform their duties, are subject to appropriate disciplinary action, up to and including termination. Along with these rules, regulations and procedures, you can also be disciplined up to and including termination for: Improper Conduct, Insubordination, Lack of Cooperation, Substandard Work, Carelessness, Violation of Safety Rules, Dishonesty, Failure to Follow Instructions and any other infraction that management determines is deserving of disciplinary action or termination.

It is not practical to list every act of misconduct which may require corrective action since each case will be handled individually with management's judgment determining which action is appropriate for each situation. However, to assist all employees, several types of corrective actions that may be used are defined below. Remember, the following is the basic Disciplinary Format. However, depending on the circumstances, these disciplinary procedures do not have to follow this format. If the situation is severe enough, you may be terminated the first time you are disciplined. The Disciplinary Format is as follows:

VERBAL WARNING/LEVEL I REPRIMAND

A Verbal Warning or Level I Reprimand will be issued for performance which does not meet standards or for minor infractions which occur.

WRITTEN WARNING/LEVEL II REPRIMAND

A Written Warning/Level II Reprimand is issued for serious violations and repeat violations of a minor nature.

PROBATION

Probation may be used with a Written warning/Level II Reprimand when repeated violations or a major infraction occurs. Probation time may also be combined with a Suspension. Probation time periods vary depending on the infraction, but the minimum will be 30 days.

SUSPENSION

A suspension without pay is issued for very serious violations that compromise the operation of The Company, the Client or for continued violations. Suspensions are considered a last resort and further violations may result in termination of employment. The number of days off is based on the severity of the offense, with 2 days being the minimum, and does not include normally scheduled off days.

APPEAL PROCEDURE

Employees have the right to appeal the disciplinary action(s) taken against them if you feel that you have been wrongly or unfairly disciplined. You should follow the Chain of Command when doing so but can contact the Human Resources Department during the process for assistance or guidance. All related information will be reviewed, and a decision will be made as soon as possible regarding the disciplinary action that was taken. Some contracts have a Grievance process that can also be used.

SECTION 12: SEPARATION POLICIES

RESIGNATION

Employees are expected to provide notice of resignation at least two weeks in advance of the intended effective date. Employees who fail to provide such notice will be recorded as ineligible for rehire.

After notice is given, the employee's project manager/program manager/supervisor will arrange for payment of the final paycheck, which normally occurs on the next regular pay date after the final day of employment unless a different time is required under applicable collective bargaining agreement, state or local law. On or before the last day of work, an out-processing shall be conducted and all Company/Client property/badges must be returned to the project manager/program manager/supervisor.

An employee may not use vacation, sick, holiday, or personal time to extend their final day of employment. An employee's last day of employment must be a workday (except in cases where the employee has been on leave including FMLA, administrative leave, military leave etc.). If an employee resigns on a day where the corporate office is closed, their final check will not be processed until normal business operating hours resume. (Example: an employee resigns at 5:45 p.m. on a Friday, the check will not be processed until the following Monday.)

JOB ABANDONMENT

Employees of The Company that are absent for more than two consecutive days without notifying their project manager/project lead are considered to have voluntarily abandoned their employment with The Company. The effective date of termination will be the last day the employee reported for work.

TERMINATION

The Company does not have tenure or guaranteed employment. You or The Company may terminate your employment at any time for any reason.

Termination of employment may include but is not limited to the following: (i) Corrective action measures, for violation of company policies; (ii) layoffs, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction; and, (iii) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

A termination is used for extreme neglect to duty or conduct that is unbecoming an employee of The Company. Unacceptable behavior in accordance with the Client, or continued violation

of the rules/policies, are also causes for termination. NOTE: No employee will be discharged without prior review by Human Resources Department.

CAUSE FOR IMMEDIATE REMOVAL/TERMINATION

The Client has the right to request the removal of any employee under the Client's rights or remedies in the terms and conditions of the contract, the following are examples that may be cause for the immediate removal/termination of contract workforce personnel:

- Dishonesty- falsification of records or personal misrepresentation of fact to a Supervisor, company official, the public or the client Deliberate falsification of significant facts.
- Unauthorized use of government-furnished property, theft, or vandalism.
- Misuse of equipment including weapons.
- Employees denied any certifications (such as security clearances, security licenses, IRP certification, or IAW AR 190-56, etc.) shall not be permitted to perform services under this contract.
- The Company shall promptly relieve the employee from any duties upon notice of information that is, or, appears to be reason for disqualification.
- If an employee is required to undergo medical re-examinations annually to determine employee's continued physical and mental suitability to perform services under this contract, and the employee does not pass all or any portion of the re-examinations, the employee will be immediately removed from the work schedule and may be terminated.
- The Company maintains a drug free workplace. If any employee fails to pass a random drug screening, or post-accident drug screening, he/she will be terminated immediately.
- The Company enforces a strict code of conduct for all personnel. Employees are placed in positions of great trust, visibility and responsibility and therefore must all times exhibit professionalism.
- Employees shall not perform work while in possession or while under the influence of alcohol or any federally designated non-prescription controlled substances.
- Employees shall not transport, possess or use privately-owned dangerous weapons on Federal installation (i.e., firearms, bow and arrow, switchblade knives, etc.). State permits for weapons or concealed weapons are not valid on most Federal installation.
- Employees' personnel and property are subject to search and seizure at any time while on Federal installation.
- Photography is prohibited on many federal installations. Do not take pictures unless you have permission from the Client.
- Employees must answer telephones promptly and in a courteous and businesslike manner, maintain their work area(s) in an efficient and clean manner and refrain from personal conversations while performing assigned security duties. Employees shall not use televisions, radios, personal cell phones or any other personal electronic entertainment devices in assigned work area(s). While on duty, Employees shall limit

reading, writing and study material to those necessary to conduct official Contract/Company business.

- Employees shall not sleep while on duty.
- Employees shall not use any tobacco products, including smokeless cigarettes while performing assigned duties.
- Supervisors (including shift supervisors) shall conduct a seamless shift-to-shift hand offs, to include at a minimum – personal appearance and uniform checks; competency check to ensure Employees are rested and physically capable of performing duties or are not otherwise impaired; equipment check; issuance of task assignment and special orders.

OTHER VIOLATIONS THAT MAY RESULT IN IMMEDIATE TERMINATION

- Theft
- Use of audio or video recording devices without prior approval
- Job/Post Abandonment
- Racial slurs and/or other such derogatory comments
- Using abusive and/or obscene language
- Insubordination
- Receiving a Bribe- acceptance of any consideration of value or gratuity which was given to improperly influence the employee in the performance of duties
- Violation of safety practices that endanger the life or health of the employee or others
- Revealing any confidential information concerning the company, client, and/or its employees without the approval of the Project Manager or Supervisor
- Disorderly conduct
- Physical violence
- Accidental Discharge of weapon where it is determined a result of carelessness or negligence
- Criminal or civil conviction that would make the employee unavailable for work or is of such nature that further employment is detrimental to The Company, Client or contract or is in violation of the Client or contract requirements
- Discrimination or discriminating behavior
- Threatening or intimidating employees or the public
- Obtaining a job with another company without approval from Company management

TERMINATION PROCESS

The Company requires that employees return all documents, files, computer equipment, uniforms, company tools, business credit cards, keys and other company owned property on or before the last day of work. Employees leaving The Company will have the option of completing an exit interview with the Human Resources Department.

REHIRE INFORMATION

If you leave on professional terms (i.e. give a notice AND work it out), there is no time limit as to when you can reapply and possibly be rehired. However, you still must go through the normal HR process and there is no guarantee that you will be rehired.

SUBSTANCE ABUSE POLICY APPENDIX

DRUG-FREE WORKPLACE ACT

The Federal Drug Free Workplace Act of 1988 (Public Law 100-690) requires some Federal contractors and all Federal grantees to agree that they will provide Drug Free Workplaces as a condition of receiving a contract or grant from a Federal agency. More information can be received by calling 1-866-4-USA-DOL.

OVER THE COUNTER & PRESCRIPTIONS THAT CAN AFFECT DRUG TEST RESULTS

This information is included only to assist employers in evaluating positive test results in relationship to prescription or over the counter drugs reported by employees. Please note this list is not exhaustive. In cases of drugs not included on this list, an employer may wish to consult with the laboratory, a MRO, a pharmacist, or other expert for further assistance.

ALCOHOL

All liquid medications containing ethyl alcohol (ethanol). Please read the label for content. As an example, Vick's Nyquil is 25% (50 proof) ethynl alcohol, Comtrex is 20% (40 proof), Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

AMPHETAMINES

Obetrol, Biphetamine, Desoxyn, dexedrine, Didrex

CANNABINOIDS

Marinol (Dronabinol, THC)

COCAINE

Cocaine HCl topical solution (Roxanne)

PHENECYCLIDINE

Not legal by prescription.

METHAQUALONE

Not legal by prescription.

OPIATES

Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAPwith Codeine, Aspirin with Codeine, Rubitussin AC Guiatuss AC Novahistine DH, Novahistine Expectorant, Dilaudid (hydromorphone), M-S contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.

BARBITUATES

Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valiumn Verstram, Halcion, Paxipam, Restoril, Centrax.

METHADONE

Dolophine, Methadose

PROPOXYPOHENE

Darvocet, Darvon N, Dolene, etc.

CONTRACT SECURITY GUARD APPENDIX

(FOR CONTRACT SECURITY GUARDS ONLY)

The primary purpose of the contract under which you serve, is the protection and safety of our client's property and employees. To accomplish this each Contractor Security Guard (CSG) and employee of The Company must perform their duties in an efficient, honest and businesslike manner. The CSG constantly interacts with people and exemplary conduct is a must at all times to ensure the client realize the vital necessity of the CSG to their well-being.

As an employee of this Company, in the performance of your duty, you will often be called upon to make difficult decisions. You must exercise discretion in making those decisions to protect yourself, your department and the client. A CSG must be faithful to their Company, the principles of the professional service, the objectives of the client, and in the discharge of your duties must not allow personal motives to govern their decisions and/or conduct.

GENERAL PROCEDURES

It must be kept in mind that employees, in the general performance of their duties, continually encounter situations not covered by this Handbook. In such instances, the employees must then decide for themselves the proper approach and course of action which would best handle the situation in a competent and efficient manner.

It must also be remembered that the employee is NOT a police officer, nor does he/she have any police powers of arrest. Unless commissioned, the employee's rights and powers are no more and no less than those of any U.S. citizen. The employee is subject to civil suit for false arrest or imprisonment under any circumstances if the employee detains someone illegally.

The employee's duty is to prevent rather than to apprehend. This Handbook does not outline all procedures required for you to perform your duties. You may receive job specific training and must follow specific guidelines outlined in post orders and the Performance Work Statement. You should consult with your immediate supervisor if you have specific questions.

CARE OF OUR CLIENTS

We have agreements with our customers to provide services that enhance security and safety on their property. Since our uniformed officers provide the most visible part of our service, client satisfaction depends heavily on your job performance. Failure to satisfy a client's requirements can cost the Company a contract, possibly on short notice, and it can cost you and fellow officers your jobs.

Some of our clients require that you have a security clearance before you can work for them. In such a case, you would know that information about the client's activities should not be

disclosed. You must not discuss or reveal information about the client's business that may be useful to a competitor or that might harm our client's business in any way. Consideration of our clients is shown in the way we treat, and makes sure others treat, the facilities of our clients. You can set a good example by seeing that your working area is free of litter and trash. Clean up carefully after yourself - especially after eating.

Do not accept or ask special favors from anyone at your job site. It places you in a compromising position and arouses suspicion that you could be bribed to overlook violations of rules. Do not accept any favor unless it is approved by your Supervisor. If someone is grateful to you for some special service and insists on rewarding you, ask the person to send it through the client or The Company. In that way, we learn of your actions and can provide additional recognition and credit. Also, do not use your position to seek a job with a client. This is unprofessionally and unethically.

PREVENT THEFT, ARSON, & SABOTAGE

Pilfering: Industry loses billions of dollars a year due to pilferage. Theft cannot be stopped completely, but it can be reduced. Here are some hints to keep thefts to a minimum:

- Check fence lines. Articles can be thrown over to be picked up later. Fences may be cut indicating unauthorized entry. (Barbed wire broken down indicates someone has climbed in and out)
- Check refuse piles for articles stashed to be taken out later
- Check all outside buildings and enclosures for articles that may be hidden for later removal
- Check package passes to be sure the type package is authorized by the pass. If the pass is for a screwdriver, for example, the package should not be big and bulky.
- Check for an authorized signature on the pass
- Check broken cartons, especially when you come on shift

Be Alert to Employees Who:

- Do not look appropriately dressed for the weather or job
- Start pointless conversations which may be a diversion
- Go back for something forgotten

ACCESS CONTROL

At most client locations, you will be controlling who enters and leaves the property. In some instances, a badge or pass system may be used; other systems and techniques will be used elsewhere. Often, you will be expected to conduct inspections of parcels and other items entering or leaving client's property. In all instances, it is important that you are tactful in dealing with other people and that you fully understand the instructions. If you have any questions regarding your duties, do not hesitate to contact your Supervisor.

PATROLLING

- Be alert and careful
- The CSG should use his/her senses - hearing, sight, smell, feel, taste, but DO NOT taste unknown substances
- Change security route from time to time - this will prevent a potential intruder from having the ability to predetermine the next scheduled appearance
- Carefully observe during the patrol
- Have a good, reliable flashlight at all times
- Ensure that doors which should be locked remain secured
- Check emergency exits to ensure that they are properly closed and free of obstructions
- Know employees and their shifts- check on any person who is not known to you or who does not seem to have a reason to be in the area
- Check on drivers and passengers who look out of place
- Know regularly parked cars
- Look above as you patrol
- When patrolling for a particular problem, be prepared to handle the situation
- Look for signs that would indicate a burglary has been attempted or committed
- Always be alert for anything unusual or out of place
- Do not leave keys (vehicle or building) accessible to the public or if patrolling in a vehicle, do not leave the vehicle or its contents unsecured.

USE OF FORCE

Force will be used against a person only in defense of self or an innocent victim in accordance with the use of force model. Minimum force as may be necessary will be used. Military Police personnel will be contacted immediately to arrest the violator. A detailed verbal report will be made immediately to a WHI representative and an incident report will be prepared as soon as possible following the incident.

DETAINMENT

A CSG is not a police officer nor does a CSG have any police power of arrest (except at designated sites and except for a citizen's arrest). Unless commissioned by a law enforcement agency to be allowed to make arrests and then only with specific authorization and instructions from the client and the Company, the CSG's rights and powers are no more and no less than those of any citizen. We detain, not arrest. A citizen's arrest can only be made if:

- The CSG personally observes a felony being committed
- There is absolute reason to believe that the person being arrested was the person who committed that felony
- If a misdemeanor breach of the peace is observed by the CSG.

The penalties for false arrest may be severe and involve both criminal and civil litigation. The CSG is subject to civil suit for false arrest or imprisonment under any circumstances if the CSG detains someone illegally.

A CSG is not authorized to conduct a search of a person's body or belongings unless specifically authorized and directed to do so by both the client and The Company.

CSGs will not sign a complaint against a person who is alleged to have committed an offense against the client's employees or property. All such complaints must be signed by a client representative since the client, not the CSG, is the wronged party.

EMERGENCIES

An emergency is defined as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. This, however, does not mean that such occurrence or circumstances cannot be anticipated, and a planned course of action predetermined for implementation at the appropriate time. The CSG is responsible for insuring that he/she is thoroughly knowledgeable of all safety/emergency procedures and ready to implement them on notification or upon occurrence of such emergency.

LEAVING THE JURISDICTION OF THE CONTRACT

If you leave the jurisdiction of the contract area to assist someone, you put yourself at risk of liability issues, lawsuits, and disciplinary action. If an event arises where you feel your help is needed, you must first gain permission from your Supervisor before proceeding. Contract CSGs can assist MILITARY POLICE officers whenever the need or request arises.

TEMPORARY ILLNESS/DISABILITY/PREGNANCY

The Company treats employees who are temporarily unable to perform their job duties due to pregnancy or a temporary disability the same. Due to contract obligations, The Company is not able to offer light duty at all sites and is very limited to schedule changes being offered as an accommodation.

An employee is required to provide medical documentation showing the reason for the temporary disability along with updates and a medical release which will show that they can return to work at full duty status. Depending on the injury/illness, you may be asked to be seen by the company doctor to verify you can perform the required job duties.

LICENSING & REGISTRATION REQUIREMENTS

Certain states, counties and cities have specific licensing or registration requirements for CSGs. If applicable, you will be informed of these requirements and will be expected to comply as a

condition of employment. During your indoctrination training period, you will be advised of the requirements necessary to obtain and maintain your license or registration.

TRAINING

Employees will be required as a condition of employment to attend and successfully complete training and qualifications of various types. Training is customized in accordance with the needs of the Client, state, and federal laws to meet the specific needs of the site. Training is continuous and it is a requirement for continuous employment that all certifications are maintained. Failure to complete training in a timely manner or pass a training course may result in you becoming ineligible to work on the contract and result in termination of employment.

FIREARMS HANDLING (FOR ARMED POSTS)

You are responsible and accountable for your firearm and ammunition. You will be disciplined and required to replace the firearm if it is lost, damaged or stolen due to neglect. Never leave your firearm, or ammunition, unattended for any reason. Your firearm is not to be used for any purpose other than for work as a Company CSG. Make sure your firearm is in proper working order at all times including cleaning it. Cleaning materials will be provided by the company. If your cleaning supplies run out, let your Supervisor know as soon as possible. It is your responsibility to maintain your shooting skills throughout your time of employment. Firearms may not be removed from the site.

ID & CERTIFICATION

You must have proper ID and required certification information on you at all times. You must be aware of the expiration dates on your certifications and it is your responsibility to make sure they do not expire by informing your Supervisor, at least 30 days in advance, that your certification(s) expirations are getting close. It is your responsibility to maintain the proper skills required to remain qualified and be able to be re-certified in relation to the certifications.

PERFORMANCE OF DUTY

All employees shall perform their duties as required or directed by departmental rule, policy, or order, or by directive of chain of command. All duties required by competent authorities shall be performed promptly as directed, notwithstanding the general assignment, duties, and responsibilities.

WORKING CONDITIONS

Due to the necessary requirements of working on a security contract, you will be subjected to the elements (weather) which can include heat, cold, rain, snow, etc. while performing your job duties. In addition to weather conditions, a CSG is exposed to extended periods of walking and

standing without the opportunity for immediate break relief. The Company will provide the proper weather gear and a safe working environment, but there are limitations as to how much The Company can do to accommodate you when the weather conditions are not satisfactory. We are obligated to provide security for our client, no matter the time of day/night or the weather conditions.

GENERAL DUTIES

Your purpose as a CSG is to help safeguard the personnel and property of the client and to play a role in enforcing the client's safety and security rules and regulations. Each client will have their own set of rules and regulations that must be abided by. Each site's duties will be dictated by the client. The following are the basic duty requirements:

- Providing building and premises security to the property
- Enforcing client company policy and procedures
- Providing effective gate entry and exit control
- Regulating and directing traffic as necessary and as permitted
- Being alert to observe and report fire and safety hazards
- Promoting safety to prevent accidents
- Furthering employee-management relations and good will
- Making routine and special reports to Supervisors
- Enforcing client rules and policies established

PARKING

Not all work sites have parking accommodations. Check with you supervisor to obtain parking information.

LOCKERS

Not all work sites have lockers. Check with you supervisor to obtain information on lockers at your work location.

START OF SHIFT

CSG will:

- Relieve the previous shift
- Start a new shift log
- Test all equipment (telephone, radio, recording and computer)
- Report any equipment that is out of service

END OF SHIFT

CSG will relay any information that needs to be carried over to the next shift and complete any remaining paperwork. It is also the CSG's responsibility to:

- Clean up his/her workstation
- Return all resources to their proper place
- Loose or unwanted operation printouts are to be either posted, or shredded
- Any other items are to be returned to their proper places

PROPER WAY TO WEAR YOUR UNIFORM

Keep your uniforms, insignia, accessories, and equipment clean and in good repair. They are to be maintained and worn as described by the contract (or in AR 190-56) and as instructed by your Supervisor. Wear only the accessories that you are qualified to handle and are issued by The Company in accordance with the contract. These include but are not limited to handcuff case with handcuffs, key holders, radio case, flashlight, weapon, and holster, etc. For CSGs working on armed posts, equipment includes a holster that is worn on the hip, a sidearm, an ammunition pouch with ammunition and pistol belt keepers, and body armor/safety vest. You are prohibited from carrying or using personal equipment or any other items not specified by the contract or issued/approved by The Company.

SOTF - CLIENT'S PERFORMANCE WORK STATEMENT (PWS)

In addition to the Company Handbook, the following information from the Client's Performance Work Statement (PWS) is endorsed by the company and incorporated as part of The Company's Handbook. This information includes a partial list of rules established by the Client; however, it is not all inclusive of all standards/requirements that must be followed.

WORKPLACE STANDARDS

Contractor personnel performing CSG services under this contract shall satisfy all standards for the Individual Reliability Program (IRP), Medical Screening, Physical Fitness Agility and Drug Abuse Testing as stated in the most current version of the AR 190-56. Failure to adhere to the foregoing standards may result in the removal of contractor employees from performance under this contract and / or debarment from entering this installation.

The provisions of DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), Feb 06 and Information Security Program Regulation (DoD 5200.1-R) apply to all services performed under this contract.

If the contractor obtains derogatory information concerning a contract employee performing under this contract, the contractor shall immediately bring this information to the attention of the KO and COR.

The contractors' personnel shall not represent themselves as Government employees.

CONTRACT SECURITY GUARD (CSG) QUALIFICATIONS

The CSG workforce shall enforce regulations, OPSEC and Post General/Special Orders designed to prevent breaches of installation security. In addition to the foregoing specific personnel qualifications, all contractor personnel performing under this contract shall:

- Satisfy minimum Physical Agility Test (PAT) standards (with the exception of the Control Room LT and first-level line supervisor).
- Possess a valid NC state driver's license and be able to operate all contractor-furnished vehicles.
- Have a current American Red Cross (ARC) Cardiopulmonary Resuscitation (CPR) Certification.
- Be subject to the requirements of AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.
- Not be in violation of the Lautenberg Amendment at 18 U.S.C. 922.
- Must be eligible to perform work under this contract in accordance with IRP standards.

- Must be able to read, understand and apply printed rules, detailed orders, instructions and training material, maintain poise and self-control under stress, construct and write clear, concise, and detailed reports, provide excellent customer service in a professional manner at all times, possess binocular vision (correctable to 20/20), be capable of hearing ordinary conversation at 20 feet and be familiar with Windows automated data processing software.
- Must be 21 years of age, and fluent in English in both oral and writing skills.
- Must be qualified and certified for all weapons assigned IAW AR 190-14 and AR 190-56 (et al.).

CLEARANCE

The contractors' CSG workforce personnel shall have access to Government classified material and / or systems required for performance of this contract. As such, all contractor personnel providing support under this contract shall have a current and valid (at performance start date) TOP SECRET security clearance. Without exception contractor CSG workforce personnel shall have access to classified data and systems only to the level of their active and valid security clearance.

CLASSIFIED DOCUMENTS

Classified documents shall be stored in appropriate classified containers provided by the Government for this purpose and in accordance with AR 380-5. Project sensitive waste shall be disposed of in lockable bins provided by the Government. Use of government-furnished network access(es) shall require adherence to all attending SOTF OPSEC policies. The contractor shall not remove any classified material from the installation. Contractor personnel shall not disclose to non-DoD and unauthorized personnel the specific nature of the support performed under this contract.

PHYSICAL SECURITY

The contractor shall be responsible for safeguarding all government-furnished property provided for contractor use. At the close of each work period, government-furnished facilities, equipment, and material shall be properly secured.

VEHICLE REGISTRATION

The contractors' employees shall comply with Fort Bragg and installation requirements for personal vehicle registration and operation on a military installation.

UNIFORMS

Each CSG employee shall wear a contractor provided uniform while "on duty" (i.e., on-site contract performance).

HANDBOOK ACKNOWLEDGEMENT & AGREEMENT

I _____ have read, understand
and

(Print name)

agree to abide by all the rules and policies stated in The Company Handbook and any applicable appendices, along with any revisions, updates, additions, deletions or changes made to it.

I understand that when a change is made to The Handbook it will be posted in a recognizable onsite location and I can receive an updated Handbook from the Project Manager during normal office hours.

I understand that by not abiding by these rules and policies, I will be subject to disciplinary action up to and including termination.

I understand that The Handbook and the rules, regulations and guidelines in it do not represent a contract or term of employment for any period of time and that Management reserves the right to make any changes to these rules, regulations and guidelines at any time, without prior notice.

I also acknowledge that I am expected and required to follow all other rules and guidelines that apply to my work site and that failure to do so will result in disciplinary action up to and including termination.

Signature: _____

Date: _____

Upon completion of reading The Handbook, this signed agreement must be returned to you supervisor.