

Hamilton Private Security

Employee Policies And Procedures

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*6400 Canoga Ave, Suite 121
Woodland Hills, CA 91367
818-702-6640*

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EMPLOYMENT POLICIES AND PROCEDURES

The employment policies and procedures found herein are applicable to all personnel at Hamilton Private Security. Hamilton Private Security and the acronym “HPS” may be synonymously interchanged in this document.

Administrators are expected to be familiar with employment policies and procedures, and to be able to respond accurately and impartially to questions regarding policies and procedures. Employees may also, at any time, speak with the President for advice and for interpretation of the material presented here.

All employees are encouraged to refer to the Employee Policies and Procedures when seeking information about employment at Hamilton Private Security.

We hope your employment with us is pleasant and mutually beneficial. We shall do our best to make it so. Whatever your area of responsibility, your welfare and progress are very important to us.

EQUAL OPPORTUNITY POLICY

Hamilton Private Security is an Equal Opportunity Employer (EOE). Hamilton Private Security has a policy of providing Equal Opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, sexual orientation, parental or marital status, disability, veteran status, sex or age. It is the policy of HPS to ensure that all personnel actions including compensation, benefits, layoffs, return from layoff, sponsored training, and education are administered in a nondiscriminatory manner.

INDIVIDUALS WITH DISABILITIES

Hamilton Private Security complies with federal requirements which extend civil rights protection to persons with disabilities and prohibit employment discrimination on the basis of disability. The Americans with Disabilities Act (ADA) of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, benefits, classification, referral, and other aspects of employment on the basis of disability.

Hamilton is in compliance with Section 504 of the ADA, which ensures our facilities are accessible to people with disabilities. For further details of Section 504, please see the President.

EMPLOYMENT AT WILL

It should be understood that employment during or at any time following the evaluation period for each and any employee is on an at-will basis and may be terminated at any time by the President, with or without cause.

PROBATIONARY PERIOD

The first three months of employment (90 business days) for professional/administrative employees are considered a probationary period. During this time, work performance is monitored and assessed. At the end of the first 90 days of employment, in order to determine whether or not continued employment status should be granted. A new employee who does not perform satisfactorily, according to HPS standards, and/or does not conform to the terms and conditions of employment at HPS, will not be retained on staff. Upon successful completion of the probationary period, an employee may be given a salary increase if the President determines that it is appropriate.

HOURS OF WORK

Full-time professional/administrative positions are expected to carry a commitment of at least 40 hours a week; in many cases, however additional hours may be necessary in order to satisfactorily fulfill the requirements of the job. Employees may be expected to work on weekends from time to time. Compensatory time off will be granted when an employee works beyond their scheduled hours.

PROFESSIONAL STANDARDS AND BUSINESS CONDUCT

HPS assumes that all employees will conduct themselves ethically and in accordance with what are generally accepted as “standard business practices.” HPS employees are expected exercise a high degree of professionalism, personal responsibility, integrity, and sound judgment.

PROHIBITED FORMS OF CONDUCT

The following will not be permitted at HPS:

- Conducting personal business during working hours.
- Bringing narcotic substances onto HPS premises.
- Being on the job while under the influence of alcohol, drugs, or intoxicants.
- Falsifying employment forms, reports, resumes, records, including personal absences or illness.
- Falsely stating or making claims of injury.
- Removing, without authority, property, records or materials belonging to the school or other employees.
- Fighting
- Destroying or damaging property or equipment.
- Refusing to follow instructions or other insubordinate conduct.
- Violating safety or health rules or engaging in conduct which creates a safety or health hazard.
- Engaging in unlawful or improper conduct off the premises or during non-working hours, which affects an employee or instructors relationship to his or her job, fellow employees, or HPS’ reputation or goodwill in the community.
- Restricting production, work assignments or interfering with others in the performance of their assigned duties.
- Littering
- Engaging in immoral or indecent conduct.
- Gambling.
- Using abusive or threatening language.
- Posting any notices on the premises without authorization of the President.
- Engaging in sexual harassment of any kind, at any time.

- Stealing
- Being in possession of alcohol, drugs, or intoxicants on school premises.

These rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligations, which employees and instructors are expected to observe at all times.

TERMINATION AND REHIRE POLICIES

Note: Please see Employment-At-Will

Notice by the Employee

A staff member should submit adequate written notice to the President upon resignation. Those individuals whose responsibilities are determined by the academic calendar are expected to fulfill their commitments through the completion of their individual class module. Professional and administrative employees are expected to provide a minimum of two weeks' notice.

Termination of an individual may result from reorganization or financial hardship. Written notice of termination will be provided in advance whenever possible.

Termination for Cause

The termination of an employee for cause is generally the result of an individual's inability to maintain the required level of performance in the job, failure to comply with required policies and procedures or inappropriate professional behavior applicable to employment, or repeated failure to perform required duties.

Rehire

Employees who leave in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will be given credit for prior service for purposes of vacation eligibility and other pertinent benefits if no more than one year has elapsed between terminations and rehire.

UNEMPLOYMENT COMPENSATION

Employees whose employment is terminated due to lay off from HPS may be eligible for unemployment compensation as long as they are available for and actively seeking employment after the layoff.

To apply for unemployment compensation benefits, an individual must personally contact EDD (Employment Development Department), where it will be determined whether or not he/she qualifies for benefits.

ARBITRATION AGREEMENT

If an employment dispute arises, you agree to handle the matter exclusively through binding arbitration under the federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration. This arbitration

shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by Hamilton Private Security or you, and no other action can be brought by employees in any court or any forum.

EMPLOYEE RECORDS AND INFORMATION

HPS maintains a record of each employee's employment history, including such information as education, experience, work performance, and progress. These records are carefully reviewed when an employee is being considered for promotion.

In accordance with company policy and applicable law, all employee records (including but not necessarily limited to application forms and other records pertaining to hire, promotion, demotion, transfer, work schedule, layoff, termination, rates of pay or other terms of compensation, and performance appraisal) kept by the company will be preserved for at least three years. This does not apply to records for positions known to be of a temporary nature.

When HPS receives a request for information from agencies, stores, banks, or other institutions, only non-confidential information such as date of employment and name of department will be released. Confidential information such as pay rate, past earnings, home address or telephone number will not be released unless authorized.

Employees and instructors must notify the President in writing of any change of home address or telephone number, or change in emergency contact information. Changes in name require the employee to present a copy of a new Social Security card to the President. The acquisition of further education or work-related skills should also be reported so that files may be kept current.

An employee may schedule an appointment to review the contents of his/her file by contacting the President, Sandra Hamilton.

ABSENCES

An employee or instructor who must be absent from work is expected to notify the President or Office Manager as soon as possible, and to keep the office updated if the absence continues for two days or more. In like manner, employees should call the school if they are going to be late for work.

The Office Manager is responsible for keeping accurate records of an employee's absences and reserves the right to request a medical examination or doctor's certificate during or following an illness.

VACATION POLICY

All full time regular employees of HPS are entitled to one week paid vacation at the end of one year of employment. Arrangements need to be made as far in advance as possible, in writing, submitted to the employee's immediate supervisor. Vacation time is granted at the discretion of the President, and is prioritized according to the date of submission.

COMPENSATION AND SALARY ADMINISTRATION

The objectives of HPS's compensation system are to attract and retain qualified individuals and to motivate them to perform at a high level. To accomplish these goals, HPS will establish competitive pay practices for its employees. On an individual basis, salaries will reflect qualifications, skills, and performance.

PROBATIONARY REVIEW

The performance of new employees is reviewed at the end of the official probationary period, that is, after three months of employment. Probationary reviews provide an opportunity for the President and the employee/instructor to determine the appropriateness of continued employment for the employee/instructor and to discuss performance and areas for further development. A salary increase may be offered.

PAYROLL PROCEDURES

The President is responsible for processing and distributing all paychecks. Questions concerning salary or wages, or tax deductions should be directed to the President.

Payroll and Tax Forms

New employees must fill out, upon hire, all appropriate payroll, personal data and tax forms. These forms are normally completed on the employee's first day of work. Paychecks cannot be processed unless all forms have been completed.

Pay Period

Paychecks are issued twice a month, on the 7th and the 23rd.

Garnishments and Attachments

HPS will not normally help creditors in the collection of personal debts from its employees. However, under certain legal procedures known as garnishments, wage attachments, levies, etc., HPS may be compelled by law to withhold a specified amount of an employees or instructors earnings. These would include demands for garnishment from IRS and Child Custody.

PROFESSIONAL AND PERSONAL DEVELOPMENT

HPS recognizes the importance of providing opportunities for growth and personal enrichment to their employees and instructors. HPS encourages continued skills acquisition. All courses at HPS are offered to the Administrative Staff.

The President maintains an “open door” policy to give all personnel and instructors an opportunity to resolve job performance problems and to deal with issues related to overall conditions of employment.

POLICY ON DISCRIMINATORY HARASSMENT

HPS strives to provide an environment that is free of harassment. The school’s policy against discriminatory harassment applies to all employees. Anyone believing he/she has been the subject of harassment should consult this policy, which is outlined below. It is designed to address cases of discriminatory harassment in accordance with the individual concerned.

DEFINITION

Discriminatory harassment is any conduct that, by reference to sex, race, color, religion, national origin, citizenship, handicap, age, sexual orientation, or status as a Vietnam-era veteran, intentionally or recklessly abuses, ridicules, or disparages a person or person so as to adversely affect their work performance at HPS. Discriminatory harassment is a violation of company policy as well as state and federal laws.

Both the company and federal/state laws specifically identify offensive or unwanted sexual behavior as another form of discriminatory harassment when it is forced on an individual in connection with a personnel or academic decision, or when it has the effect of creating a hostile or stressful living, learning, or working environment.

SMOKING POLICY

Smoking is prohibited in all indoor spaces at HPS. It is the responsibility of the instructors, staff and students to observe and enforce the smoking policy. Courtesy and consideration toward others should always be exercised in this regard.

ALCOHOL POLICY

HPS policy on the use of alcohol is based on the laws of the State of California, which state that it is illegal for anyone under age 21 to purchase, arrange to have purchased, transport, possess, consume, or carry alcoholic beverages.

Absolutely no alcohol is allowed on HPS property, unless designated or authorized by the President, Sandra Hamilton. Furthermore, employees, including security guards, are expected to come to work free of impairment resulting from drinking or use of illegal substances elsewhere.

DRUG FREE WORKPLACE

HPS complies with the requirements of the Drug-Free Workplace Act of 1988. HPS prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on company property. A controlled substance is a substance covered by federal law. This includes illegal drugs as well as all drugs and pharmaceuticals for which a license or prescription

is required for possession, use, sale, distribution, or manufacture. "Controlled substances" therefore refers to both illegal drugs and prescription drugs taken in non-therapeutic doses. Any employee determined to have violated this policy may be subject to disciplinary action up to and including termination of employment and referral for prosecution.

HOUSEKEEPING

Out of a sense of pride and effective management, it is our desire to keep the appearance of HPS facilities clean and well cared for. Employees are expected to do their fair share in keeping our offices neat and attractive, including individual work areas. Please refrain from decorating your workplace with excessive signs, stickers, cartoons, etc. We want to maintain a professional workplace.

PERSONAL APPEARANCE/UNIFORMS

As a representative of HPS, employees are responsible for presenting a professional appearance. Therefore, appropriate business attire, good grooming and neatness are necessary at all times. No sneakers, no jeans allowed (unless otherwise noted). Security Officers are expected to wear uniforms that are approved by Hamilton and are provided upon employment. These uniforms are to be dry cleaned only.

GRIEVANCE AND COMPLAINTS PROCEDURES

HPS encourages employees to resolve any employment-related grievance on an informal basis. Any employment related grievances can be discussed openly with the President, Sandra Hamilton. She will seek to resolve the problem in a fair and timely manner. No employee will be discriminated against because he/she has sought resolution of a problem through the office of the President.

ISSUES SUBJECT TO GRIEVANCE:

- **Alleged discrimination because of race, color, religion, national origin, sex, age, marital or parental status, sexual orientation, or handicap.**
- **Disciplinary actions, including warning placed in an individual's personnel file, and termination for cause.**
- **An alleged violation, misinterpretation, or inequitable application of a personnel policy or procedure affecting an individual.**

ISSUES NOT SUBJECT TO GRIEVANCE:

- **Terminations related to reductions in force (unless the terminations are alleged to be discriminatory in intent or effect).**
- **The content of personnel policies and procedures (unless the policies or procedures are alleged to be discriminatory).**

GRIEVANCE PROCEDURES:

If an employee or instructor is not able to informally resolve a dispute with the President, the employee/instructor must give the President a written, signed grievance within ten days following the initial meeting.

The grievance statement must describe the nature of the grievance, the policy or procedure that has been violated, and a possible remedy or relief requested.

The President is responsible for giving fair consideration to all the facts and for providing the employee with a written response within seven working days of receipt of the grievance statement.

The written response of the President will be the final decision.

COMPLAINTS PROCEDURES:

Receiving Complaints

Upon receiving an employee or client complaint, HPS will verify and identify the event variables including but not limited to the persons involved, the location, time, reason, and nature of the event. HPS' chief executive officer will review the employee or client complaint and take into consideration all ramifications including but not limited to legal, reputational, and financial consequences. Correspondence regarding the conflict resolution process in written and/or verbal form will proceed with all involved parties, public or private, in order to ensure satisfactory resolution. All correspondence with regard to the complaint shall be kept in digital format, secured online in HPS' official company database.

Investigating Complaints

The process of verifying and identifying the causes for any and all complaints are executed in a timely manner, commencing within twenty-four to forty-eight hours of the occurrence. Investigations may include but are not limited to phone or in-person interviews, background checks, and law enforcement inquiries.

Resolving Complaints

HPS' aims to resolve complaints quickly and accrue productive information for purposes of improving professional relationships between employer and employee, as well as business and client. HPS maintains the attitude of compliance, security, propriety, and striving for the best resolution for all parties involved. If an employee has a complaint, he/she reports to the direct supervisor. If the matter is not resolved, the complaint may be escalated to the post commander, then to the director of operations, and lastly, to the chief executive officer. As a matter of preventative action for future purposes, disciplinary or corrective action including but not limited to termination may be enacted.

SECURITY GUARD SHIFT CHANGE & AVAILABILITY POLICY

HPS assigns an official shift for each security guard. Should any of HPS' security guards experience an emergency, injury, loss, or other situation which disables them from working, HPS will need to cover shifts with the availability of other security guards on staff. Upon hiring, each security guard must agree to be reasonably available and willing to take on extra shifts should the need arise.

BENEFITS

HPS offers health benefits to full-time employees who have successfully completed 90 days of employment. Health benefits include medical, dental, and vision plans.

FAMILY AND MEDICAL LEAVE (FMLA)

Upon the birth of a child, the mother or father is entitled to apply for State disability leave. Employees must have been employed for a minimum of twelve months prior to leave.

BEREAVEMENT LEAVE

The company will grant all employees leave for up to three days upon the death of a member of their immediate family or of another close relative. Whenever the need arises, an employee should arrange for funeral leave with the Company.

SICK LEAVE POLICY

Full-time employees receive the benefit of sick leave. Sick leave is accrued at the rate of 8 hours per month. If an employee is absent due to illness, he/she is allowed to make up the time lost to prevent salary and/or wages to be affected.

JURY AND WITNESS DUTY POLICY

The company recognizes an employee's civic duty to appear as a juror or witness in federal and state courts and will grant employees who have been summoned or subpoenaed to appear in court a temporary leave of absence for the purpose of satisfying that civic responsibility. Standard State and Federal guidelines are followed.

VOTING

In accordance with California State Law, time off will be permitted to employees for voting purposes only when required. The amount of time will be determined by the individual needs of the employee. The total time off, when approved, may not exceed two (2) hours on any voting day. Such time off to vote must be requested at least two (2) days in advance from the employee and evidence of voting registration may be required.

WORKER'S COMPENSATION

Employees who are injured while on the job at HPS should notify the Chief Administrative Officer immediately. All employees are covered under Worker's Compensation Insurance. This coverage provides partial income payments in lieu of lost wages, as well as certain injury-connected medical payments.

HOLIDAYS

A list of recognized holidays is found in the current company catalog. The official company holiday list may vary from year to year, however, depending on the requirements of the company's work schedule and the days on which the particular holidays fall. Generally, if the company remains open on one of these holidays, an attempt will be made to compensate by adding a holiday at a later date.

Current holidays are as follows:

- Memorial Day
- Independence Day – July 4
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day (additional days if appropriate)
- New Year's Day

SAFETY AND SECURITY POLICIES

HPS strives to provide its employees with a safe and secure area for work and study. All employees are requested to lock their vehicles and maintain their possessions in a vigilant manner.

Although safety factors have not been an issue at HPS, the company advises all employees to take ordinary precautions when arriving and leaving the company area.

Any areas of concern regarding safety may be discussed with the President at any time.

PARKING

Parking for employees is limited and may not be covered from venue to venue. Employees are encouraged to arrive early to post in order to find adequate parking residential side streets. Watch for signs regarding street cleaning, when parking is prohibited on designated days and hours.

EMPLOYEE ACKNOWLEDGMENT

This is to acknowledge that I have received my personal copy of the Employee Policies and Procedures. In consideration of my employment with the company, I hereby agree to read, and to observe and abide by the conditions of employment, policies and rules contained in the Policies and Procedures.

I understand that the policies and procedures described here are for purposes of information only and may be amended or modified by the Company at any time, with or without prior notice.

I further understand that my employment is entered into voluntarily and I am free to resign at any time. Similarly, the Company considers my employment to be at-will and is free to terminate my employment for any reason at any time, with or without cause. I also understand that the terms

set forth in the Policies and Procedures represent a thorough understanding between the Company and myself and that this understanding cannot be amended or altered by oral communication, except by written agreement authorized and agreed to by the president.

Signature

Date