



Providing integrated security and investigative resources to protect assets and mitigate loss.

WELCOME TO OUR TEAM!

Starting a new job is exciting, but at times can be overwhelming. This Handbook has been developed to help you become acquainted with our company, and answer many of your initial questions.

As a team member of our company, the importance of your contribution cannot be overstated. Our goal is to provide exceptional services to our customers, and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process as your work and appearance directly influences our company's reputation.

We are glad you have joined us and hope you will find your work to be both challenging and rewarding.

Anthony Dennis
CEO

Since 2008.

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A WORD ABOUT THIS HANDBOOK

This Employee Handbook contains information about the employment policies and practices of the company. We expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding your job and the company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time-to-time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed by the president of the company in writing, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions must be in writing and must be signed by the president of the company. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, and/or any other protected class under federal, state, or local statute.

You may discuss equal employment opportunity related questions with your supervisor or any other member of management.

AMERICANS WITH DISABILITIES ACT

We are committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for an accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician, or other medical, or rehabilitation professionals.

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

AT WILL EMPLOYER

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT-AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT - EXPRESS OR IMPLIED - WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

NON-HARASSMENT

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including, but not limited to: veteran status, uniform service member status, race, color, religion, national origin, sex, age, physical or mental disability and/or any other protected class under federal, state or local statute. Harassment of third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet (use or history), text messages, pictures, images, writings, words, or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments, or visual depictions, unwelcome jokes, and teasing.

Any employee, who feels that he or she is a victim of such harassment, should immediately report the matter to the owner/president or other member of management.

The company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including termination.

SEXUAL HARASSMENT POLICY

It is the policy of Dennis Security and Professional Services (DSAPS) to promote a work environment in which mutual respect exists. Harassment based upon sex is inconsistent with this objective and contrary to our non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the company.

We have established procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred.

Employees who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for us to investigate the allegations.

It is a violation of our policy for any employee to engage in sexual harassment or to retaliate against any employee for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

Definitions. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as a basis for an employment decision;
- such conduct has the purpose or effect of interfering with an individual's work or performance or creates an intimidating, hostile or abusive work environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of

unequal power (such as between a supervisor and employee), it may also occur between individuals of equal power (such as between fellow coworkers), or in some circumstances when the harasser has less power than the individual harassed (for example, an employee sexually harassing a supervisor). The harasser can also be a supervisor in another area, or someone who is not an employee of the employer, such as a client or customer.

Sexual favors as a basis for an employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- Requesting or demanding sexual favors in exchange for employment opportunities (such as hiring, promotions, or recommendations);
- Submitting unfair or inaccurate job evaluations or denying training, promotion, or access to any other employment opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or
- sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

If you are a victim of sexual harassment you should:

- Politely but firmly confront the person doing the harassing.
- State how you feel about his or her actions.
- Politely request that the person stop the unwanted behavior because you feel offended, uncomfortable, or intimidated.
- If practical, bring a witness with you for this discussion.
- Keep notes.
- Write down what happened, indicate the date, a summary of your conversation with the person you believe is harassing you, and what the person's reaction was when you confronted him or her.
- Keep this statement.

- If the harassment continues, or if you believe some harm may result from speaking directly to the individual, contact your supervisor or manager; either verbally or in writing state the problem.

If you are not able to reach a supervisor or manager, if your complaint involves your supervisor or manager, if the problem is still unresolved or if you fear retaliation, contact the manager, of human resources, or any member of management.

If the problem is still unresolved contact the Texas Workforce Commission.

All complaints will be handled in a confidential manner, appropriate investigations will be conducted and no information will be voluntarily released by the company to third parties or to anyone within the company who is not involved in the investigation.

If the investigation reveals that the complaint is valid, disciplinary action designed to stop the harassment immediately and to prevent its reoccurrence will be taken.

You will be promptly notified of the results of the investigation.

False and Malicious Accusations. Employees who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

CATEGORIES OF EMPLOYMENT

INTRODUCTORY PERIOD - Employees are on an introductory period during their first 90 calendar days of employment with the company.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

Employees are categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state law.

Upon hire, your supervisor will notify you of your employment classification.

CERTIFICATION, LICENSING AND OTHER REQUIREMENTS

You will be informed by your supervisor if there are any licensing, certifications, testing, or the required continuing education requirements for your job. *Failure to qualify or to maintain a certification, license, or to meet the continuing education requirements may be sufficient cause for termination.*

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements if applicable, we are committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

NEW EMPLOYEE ORIENTATION

Upon joining our company, you were provided our Employee Handbook. It is your responsibility to read the employee handbook in its entirety.

If you lose your Employee Handbook, if it becomes damaged in any way, or if you are unable to access it, please notify your supervisor as soon as possible to obtain a replacement.

SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to your supervisor or on our website under the Employee Services tab.

After we evaluate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will document the suggestion in your personnel file and consider it at the time of your performance evaluation.

TALK TO US

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. You can bring your questions, suggestions, or complaints anonymously through a portal on our website under the Employee Services tab.

If you feel you have a problem, present the situation to your supervisor or any other member of management so the problem can be settled in a timely manner by examination and discussion of the facts.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

YOUR PAY AND PROGRESS

RECORDING YOUR TIME

Check with your supervisor on whether you are required to record your hours, and if so, how to record your hours.

All employees subject to this policy are required to accurately record all time worked.

PAYDAY

Please speak to your supervisor for information regarding payday and the pay period end date. You can also obtain this information on the company's website at www.dsaps.net.

Please review your paycheck for accuracy. If you find an issue, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the situation.

PAYCHECK DEDUCTIONS

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and social security (FICA and SUI) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that salaried employees' pay will not be "docked" or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However,

the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice, or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

Any deductions from employees' wages are made in accordance with applicable state and federal law.

If questions or concerns about pay deductions arise, employees may discuss and resolve them with their supervisor, or any other member of management.

GARNISHMENT/CHILD SUPPORT

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

OVERTIME

There will be times when you will need to work overtime so that we may meet the needs of our clients. Non-exempt employees must have all overtime approved in advance by their supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides otherwise.

Only actual hours worked count toward computing weekly overtime.

WORK SCHEDULE CANCELLATIONS

The company will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event you report for work without being notified in advance that your services are not needed, you will be compensated four (4) hours.

TIME AWAY FROM WORK AND OTHER BENEFITS

EMPLOYEE BENEFITS

See company website for current list of benefits at www.dsaps.net.

ORDINARY LEAVE / TIME OFF REQUEST

Employees are required to provide two (2) weeks' notice for all leave /time off request. Failure to do so may result in the request being denied unless exigent circumstances exist.

New employees with less than ninety (90) days, request for leave / time off will be denied, unless the request is made at the time of their employment offer, or an emergency situation exist.

JURY DUTY

Employees summoned for jury duty are granted unpaid leave in order to serve.

Exempt employees may be provided time off without pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with your supervisor as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

We will comply with all applicable state requirements related to jury duty.

VOTING LEAVE

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work

schedule does not provide him/her two consecutive hours to vote while polls are open, will be granted reasonable time off in order to vote.

Notify your supervisor of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.

EMERGENCY EVACUATION VOLUNTEERS

An employee will be provided unpaid leave to participate in a general public evacuation ordered by an emergency evacuation order as defined by state law. Emergency services personnel include fire fighters, police officers and other peace officers, emergency medical technicians, and other individuals who are required, in the course and scope of their employment, to provide services for the benefit of the general public during emergency situations. The employee will provide the company with as much advance notice as possible of the need for leave.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses.

Military orders should be presented to your supervisor and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

WITNESS LEAVE

Employees are given the necessary time off to attend or participate in a court proceeding in accordance with state law. This time off is unpaid, unless state law dictates otherwise. We ask that you notify your supervisor of the need to take witness leave as far in advance as possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

FEDERAL FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reason(s) for the leave. Employees should contact their supervisor to determine whether they may be eligible for leave under this policy.

Employee Eligibility

To be eligible for FMLA leave, you must:

- have worked at least 12 months for the company in the preceding seven years (limited exceptions apply to the seven-year requirement);
- have worked at least 1,250 hours for the company over the preceding 12 months; and
- currently work at a location where there are at least 50 employees within 75 miles.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- birth of a child, or to care for a newly-born child (up to 12 weeks);
- placement of a child with the employee for adoption or foster care (up to 12 weeks);
- to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
- because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
- to care for a covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or
- to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A *"serious health condition"* is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A *"covered Service member"* is a member of the Armed Forces, including a member of the National Guard 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. The term *"serious injury or illness"* means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

"Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

Identifying the 12-Month Period

The company measures the 12-month period in which leave is taken based on the first day of the FMLA leave. FMLA leave ends 12 months after that date with one exception. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. For leave to care for a covered Service member, the company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered Service member and ends 12 months after that date.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-schedule leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly-born child or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule

leave must try to schedule their leave so that it will not unduly disrupt the company's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the company may require you) to use accrued paid leave (such as sick leave, vacation, personal days, family leave, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan; the company will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

- sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave; sufficient information may include you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave; you must also inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified;
- if the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave; if the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the company's normal call-in procedures, absent unusual circumstances;
- medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the company's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies,

- subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
- periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
 - medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition; the company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the company will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the company will provide them with a notice that specifies any additional information required, as well as the employee's rights and responsibilities. If employees are not eligible, the company will provide a reason for the ineligibility. The company will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the company's standard leave of absence and attendance policies. This may result in termination if you have no other company-provided or legally mandated leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Fraud

Providing false or misleading information or omitting material information in connection with FMLA leave will result in disciplinary action, up to and including termination.

Employers' Compliance with FMLA and Employee's Enforcement Rights

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

While the company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources department or your supervisor, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "covered Service member," which means: (1) a current member of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render him or her medically unfit to perform the duties of the member's office, grade, rank, or rating. Military Caregiver Leave is not available to care for *former* members of the Armed Forces or the National Guard or Reserves, or for service members on the *permanent* disability retired list.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. "Next of kin" means the nearest blood relative of the service member, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal

custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered Service member in a "single 12-month period." The "single 12-month period" begins on the first day leave is taken to care for a covered Service member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period," the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered Service member, and/or for each and every serious injury or illness of the same covered Service member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any "single 12-month period."

Within the "single 12-month period" described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the "single 12-month period," an eligible employee may take up to 16 weeks of FMLA leave to care for a covered Service member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the Employee and/or covered Service member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid "Qualifying Exigency Leave" to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "covered military member" (i.e., the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of

leave in a "single 12-month period"). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

Although Qualifying Exigency Leave is available to an eligible employee whose close family member is called up from status as a *retired* member of the Regular Armed Forces, it is not available for a close family member on active duty or on call to active duty as a *member* of the Regular Armed Forces. Also, a call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
- Military events and related activities. To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.
- Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
- Counseling. To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.
- Temporary rest and recuperation. To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five days of leave for each instance of rest and recuperation.
- Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military

member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

- Mutually agreed leave. Other events that arise from the close family member's duty under a call or order to active duty, provided that the company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

SOCIAL SECURITY

During your employment, you and the company both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

UNEMPLOYMENT INSURANCE

Upon separation of employment, you may be entitled to unemployment insurance benefits. Information about unemployment insurance can be obtained from your local state agency.

WORKERS' COMPENSATION

On-the-job injuries are covered by a Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on-the-job no matter how slightly, report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee accident.

On the Job

Attendance and Punctuality Policy

Attendance and punctuality are important factors for your success within our company. We work as a Team and this requires that each person be in the right place at the right time.

Our Client's refer our services to their families, friends and business associates; or not.

If you are going to be late for work or absent, notify your supervisor before the start of your workday.

Personal issues requiring time away from work, such as doctors' appointments or other matters, should be scheduled during nonworking hours, if possible. If you cannot schedule an appointment during non-working hours, please provide documentation to substantiate your absence.

If an employee is absent from work without notifying the company, it will be assumed that they have voluntarily abandoned their position with DSAPS and will be removed from payroll.

If an employee is late three (3) times during ANY ninety (90) day period, they will be removed from their account (s), and or released from employment.

If an employee has three (3) unexcused absences/call offs during ANY ninety (90) day period, they will be removed from their current account, and or released from employment.

Uniform and Dress Policy

Our Clients satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct contact with the client, you represent the company with your appearance as well as your actions. A properly attired employee helps to create a favorable image for the company to the public and fellow employees.

Personal Cleanliness. Personal cleanliness is applicable to the individual's hygiene.

Minimum uniform standards (Neat Professional Appearance).

- Uniform will be clean and without wrinkles.
- Boot/Footwear (black or brown in color) will be free of debris and brush shined.

Uniform Accessories.

- Company name badge prominently displayed (required while in uniform).
- Issued belt (black in color).
- **Shirt tucked in at all times while on duty or in uniform.**
- Black, gray or white undershirts, tucked in.
- Black or white socks (if they cannot be seen by others).
- Hats worn properly (only issued hats are authorized).
- Caps worn properly (only issued caps are authorized).
- Black gloves.

Employees are expected to be in complete uniform when uniform is worn. Employees are to maintain the highest degree of standards of personal cleanliness and present a neat, professional appearance at all times while on duty or in uniform.

Employees in violation of the uniform and dress policy will be removed from their current account (s) and or released from employment.

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, and suspension with or without pay and/or discharge. The appropriate disciplinary action imposed will be determined by the company. The company does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance, tardiness, uniform violation's, or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

CLIENT AND PUBLIC RELATIONS

Our company's reputation is built on exceptional service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but when we do we run the risk of losing not only that client, but his or her associates, friends, or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous and respectful treatment in all working relationships.

SOLICITATION AND DISTRIBUTION

To avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on company time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information on each employee.

Changes in name, address, telephone number, email address, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be provided to your supervisor promptly.

CARE OF EQUIPMENT

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to your supervisor at once.

PERSONAL PROPERTY

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.

PROTECTING COMPANY INFORMATION

Protecting our company's information is the responsibility of every employee and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the company's confidential business with anyone who does not work for us.

The company's address shall not be used for the receipt of personal mail.

ETHICS POLICY

Our Code of Ethics articulates a common set of values upon which we build our professional work.

General Principals.

Principle A: Professional Competence. Strive to maintain the highest levels of competence in your work; recognize the limitations of your expertise; and only undertake those tasks for which you are qualified by education, training, or experience.

Principle B: Integrity. Be honest, fair, and respectful of others in your professional activities, practice, and service. Conduct your affairs in ways that inspire trust and confidence. Do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional Responsibility. Adhere to the highest professional standards and accept responsibility for your action.

Principle D: Respect for People's Rights, Dignity, and Diversity. Respect the rights, dignity, and worth of all people. Strive to eliminate bias in your professional activities, and do not tolerate any forms of discrimination based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; marital, domestic, or parental status. Be sensitive to cultural, individual, and role differences when dealing with others.

Professional Standards. Adhere to the highest possible standards that are reasonable and responsible in service activities. Conduct yourself professionally at all times and to perform your duties in a manner that reflects credit upon your employer, the security profession and yourself.

Delegation and Supervision. Provide proper training and supervision to employees and take reasonable steps to see that such persons perform services responsibly, competently, and ethically. Delegate to employees only those responsibilities that such persons, based on their education, training, or experience, can reasonably be expected to perform either independently or with the level of supervision.

Non-exploitation. Whether for personal, economic, or professional advantage, do not exploit persons over whom you have direct or indirect supervisory, evaluative, or other authority such as supervisees, employees or Clients. Do not directly supervise or exercise evaluative authority over any person with whom you have an intimate relationship with.

Harassment. Do not engage in harassment of any person. Harassment consists of acts which are demeaning, abusive, offensive, or create a hostile workplace environment.

Sexual harassment may include sexual solicitation, physical advance, or verbal or non-verbal conduct that is sexual in nature.

Racial harassment may include unnecessary, exaggerated, or unwarranted attention or attack, whether verbal or non-verbal, because of a person's race or ethnicity.

Conflicts of Interest. Maintain the highest degree of integrity in your professional work and avoid conflicts of interest and the appearance of conflict. Conflicts of interest arise when personal or financial interests prevent you from performing your professional work in an unbiased manner.

Confidentiality. Ensure that confidential information is protected. Respect and protect the confidential and privileged information except where their interests are contrary to law.

Confronting Ethical Issues. When uncertain whether a particular situation or course of action would violate the Code of Ethics, consult with management.

Reporting Ethical Violations of Others. When you have substantial reasons to believe that there may have been an ethical violation by others, attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate or possible, or seek advice about whether or how to proceed.

Report to your supervisor, without hesitation, any violation of the law, or of your employer or client's regulations.

Safety in the Workplace

EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork at our company. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slight, you must inform your supervisor immediately.
- The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the company's or client's property is forbidden.
- Use, adjust, and repair machines and equipment only if you are trained and qualified.
- Know proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, ask your supervisor.
- Know the locations, contents, and use of first-aid and firefighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.
- Comply with OSHA standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Hazard Communication

The company may use some chemicals (for example, cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage, and control measures relating to these substances if you will use or likely be exposed to them. You must follow all labeling requirements. Speak to your supervisor regarding the location of Safety Data Sheets (SDS) in your work area.

If you have any questions, ask your supervisor.

Good Housekeeping

Good work habits and a neat workplace are essential for job safety and efficiency. You are required to keep your place of work organized, clean, sanitary and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

Smoking in the Workplace

Our company is committed to providing a safe and healthy environment for employees and visitors. To accomplish this goal, smoking and the use of other tobacco products may be prohibited or allowed only in designated areas consistent with applicable state and local laws.

Concealed Weapons Policy

The possession, use or sale of weapons, firearms, or explosives on work premises, while operating company machinery, equipment, or vehicles for work related purposes, or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws.

Officers authorized to carry firearms by the Texas Department of Public Safety, Regulatory Service Division, Private Security Program while on duty will not carry a weapon unless the *[contract with the Client specifies a need for weapons.](#)*

This policy applies to all employees, including those who have a valid permit to carry a concealed firearm. Employees that are aware of violations or threats of violations of this policy are required to report such violations to their supervisor immediately. Violations of this policy will result in disciplinary actions, up to and including termination.

WORKPLACE VIOLENCE POLICY

We desire to create and maintain an environment that is free from disruptive, threatening, or violent behavior. We will not tolerate inappropriate or intimidating behavior within the workplace and will respond appropriately to every reported incidence of disruptive, threatening, or violent behavior.

Definitions.

Inappropriate Behavior/Inappropriate Conduct. Behavior that distracts, interferes with, or prevents normal work functions or activities. This behavior includes but is not limited to:

- Racial or cultural epithets or other derogatory remarks.
- Physical assault, with or without weapons. Behavior that a reasonable person would interpret as being violent, (e.g. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm.
- Physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person or property, whether in person, over the telephone or through other means of communication.
- Behavior which creates incidents that are stressful or traumatic, that interferes with an individual, or group of individuals' ability to effectively function in his/her work environment.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person.
- Yelling, using profanity or vulgarity, verbally abusing others, making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot).

HARM Model (Violence Continuum). Harassment, Aggression, Rage, and Mayhem.

- **Harassment.** The first level of behavior on the violence continuum is harassment. This irritating behavior or action may or may not cause harm or discomfort to the target but it is nonetheless generally considered inappropriate conduct for the workplace. Examples of harassment include acting in a condescending way to a customer; slamming an office door; glaring at a colleague; playing frequent practical jokes, particularly on a single employee; or telling lies about a coworker.
- **Aggression.** At the next level, aggressive hostile behaviors that cause harm to or discomfort for another person, or for the company might include shouting at a customer/fellow employee/management, slamming a door in someone's face, spreading damaging rumors about a coworker, or damaging someone's personal belongings. All of these behaviors are inappropriate for the workplace.
- **Rage.** The next stage along the violence continuum is rage. Rage is manifested through intense behaviors that often cause fear in other persons and which may

result in physical and emotional harm to people or damage to property. Rage is also distinguished from aggression because it makes the inappropriate behavior physical and visible. Examples of rage can range from pushing a customer to sabotaging a coworker's presentation or leaving "hate" statements on someone's desk.

- **Mayhem.** The final stage along the violence continuum is mayhem, which is physical violence against people or the violent destruction of property. Activity in this category can range from slapping a customer or ransacking and destroying a facility to shooting a coworker to death.

Threats. An expression of an intent to inflict pain, injury, harm, or action. Three types of threats occur: direct, conditional, and veiled. They can be made verbally, or through gestures, actions, or both.

- **Direct.** Direct threats, such as an employee saying or writing "I'm going to kill you," are the easiest to recognize; they create the sense of an immediately dangerous situation.
- **Conditional.** Like direct threats, conditional threats are fairly clear and present an imminent danger. However, they usually link the threat to some change of situation, such as, "If you don't stop giving me warnings, I'm going to get even."
- **Veiled.** Veiled threats are those that imply violence rather than state a threat explicitly. A veiled threat might be a reference to a supervisor's family or a statement such as "I know where you live." This can create a threatening situation in which a subject feels intimidated, but there is no immediate danger of harm being inflicted.

Employees Responsibilities.

- Employees are prohibited from engaging in inappropriate behavior/conduct.
- All employees have a responsibility to report an individual whom exhibits workplace violence.
- Recognize and report early warning signs of threatening or potentially violent behavior as it occurs along the violence continuum. Early warning signs might include:
 - Decrease in productivity or quality of work.
 - Unexplained absences or tardiness.
 - Extreme changes in behavior or emotions resulting from personal life stresses such as family, or financial problems.

Supervisors and Managers Responsibilities.

- Conduct an investigation as soon as the incident is reported.
- Assess the validity of the incident.
- Evaluate the risks of violence posed by the individual at the given time by placing it on the HARM scale.

- Once an investigation is complete, a recommendation on how to handle the complaint will be submitted to the appropriate authority. Some behaviors may also be prohibited under criminal law, and where appropriate, they will be reported to the proper authorities.
- Manage both the potentially violent individual and the risks that he or she presents to employees and others.
- Report the violation, suspicious or unusual behavior to the DSAPS Main Office.
- Depending on the level of the threat, suspend the subject of the investigation after consultation with Management.
- Enforce the workplace violence policy fairly and uniformly.
- Inform Human Resources.
- Schedule the employee an appointment with the Employee Assistance Program (EAP) if appropriate.
- Based on your investigation and or feedback from EAP take the appropriate action:
 - Remove the individual from suspension.
 - Remove the individual from account.
 - Recommend termination.

Drug Free Workplace Policy

We endeavor to provide a safe and drug-free work environment for our clients and our employees. With this goal in mind we have established the following policy for existing and future employees of DSAPS.

We prohibit:

- The use, possession, solicitation of, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- Possession, use, solicitation of, or sale of legal or illegal drugs or alcohol away from the company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

We will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the company.
- **FOR-CAUSE TESTING:** We may ask an employee to submit to a drug and/or alcohol test at any time we feel that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Computer and Internet Policy

The following guidelines have been established for the use of computers and accessing the internet when authorized as a requirement to perform duties for our Clients.

- Use a connection to the Internet that has been established by the Company. Do not connect a Company computer to the Internet in any other manner.
- Do not download software from any Internet source without consent from the Company. The risk of infection from malicious software is too high.
- Comply with the licensing and export restrictions on shareware obtained through the Internet.
- Do not browse the Internet for non-work-related requirements.
- Don't change the security settings on your PC or within your Web browser. Observe all warnings made by the security features of your equipment.
- Transfer large files only as absolutely necessary. Large files impact the Internet and die a company's internal networks. Use discretion to avoid inconvenience to others.
- Do not browse inappropriate Web sites, such as those that contain pornography. Do not import inappropriate material.
- The Company's Internet connections are for company business only.

- Violators are subject to disciplinary action, up to and including termination.

Cell Phone Policy

We provide cellular telephones (“cell phones”) for some employee use in the normal course of their duties. Company provided cell phones should be used primarily for business purposes. Personal telephone calls are permitted, but should be kept to a minimum number and minimum length of time. Employees must fully reimburse the company for personal use of the company provided cell phone beyond the companies contracted scheduled minutes per month.

Use of Cell Phones while Driving

Employees are prohibited from using company-issued or personal cell phones while driving company or personal vehicles (**to include golf cars**) on company business. If an employee needs to use a cell phone while driving on company business, the employee must pull off the road to a safe location, and come to a complete stop to use the cell phone. If there is a passenger in the vehicle, that person may place or take the call. Inform regular callers of your driving schedule and when you will be available to talk.

Personal Cell Phone Use

Use of an employee’s personal cell phone is allowed during working hours but calls and texting must be limited and not interfere with the employee’s duties and responsibilities. If abuse is identified then the employee is subject to reprimand.

If an employee use their personal cell phone for company business then the company will reimburse the employee for actual charges incurred.

Cell Phone Courtesy

Though cellular phone use is allowed, it is important to remember that using cellular phones in a loud or disruptive manner is prohibited while on duty. Courtesy should always prevail. If an employee is in a meeting then courtesy dictates that a cell phone or other electronic device should be placed on mute, whenever possible.

If You Must Leave Us

Should you decide to end your employment with us, we ask that you provide your supervisor with at least two weeks’ advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Additionally, all resigning employees must complete a brief exit interview prior to leaving. All company property, including this Employee Handbook, must be returned upon

termination. Otherwise, the company may take further action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

You should notify the company if your address changes during the calendar year in which resignation or termination occurs so that your tax information will be sent to the proper address.