



EMPLOYEE HANDBOOK

DSI SECURITY SERVICES – CALIFORNIA

An Equal Opportunity Employer

DSI CORPORATE EXECUTIVE TEAM

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Dothan, Alabama 36302
334-793-5720
800-239-5720

DSI Employee Care Line
800-239-5720 Ext. 174

MISSION STATEMENT

OUR GOAL IS TO PROVIDE SUPERIOR SECURITY SERVICE BY COMMITTING:

- To value each customer as a significant part of our business.
- To respect each employee and recognize them as being important.
- To provide a quality work environment(s).
- To establish a fair market price for our service.
- To control growth without compromising quality service.
- To be profitable.

COMMITMENT TO THESE STATEMENTS WILL RESULT IN SERVICE SUPERIORITY
AND TOTAL CUSTOMER SATISFACTION.

D W Y S Y W D



DWYSYWD

Security
Services

BUILDING A FAMILY OF SATISFIED EMPLOYEES AROUND FAMILY IDEALS

When to call the DSI Employee Care Line Cuando llamar la Linea de Cuidado de DSI

- Harassment of any form
- Violence in the workplace
- Discrimination
- Special Accommodations
- Retaliation
- Acoso de cualquier forma
- Violencia en el lugar de trabajo
- Discriminación
- Acomodaciones especiales
- Represalia

When to call your Branch Manager Cuando llamar a su gerente de sucursal

- Vacations
- Pay Issues
- Schedule Conflicts
- Uniform Requests
- Insurance
- Benefits
- Safety Matters
- Policy / Post Order Violations
- Comments
- Vacaciones
- Problemas de salario
- Conflictos con su horario de trabajo
- Pedidos de uniforme
- Seguro
- Beneficios
- Asuntos de seguridad
- Política de la empresa y violaciones de las órdenes del puesto
- Comentarios



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President's Message

Dear DSI Security Services Team Member:

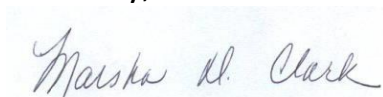
Allow me to be one of the first to welcome you to our organization. I am proud that you have chosen to join our company and I look forward to working with you to continue our most important goal: providing superior service in all that we do and living up to our slogan of DWYSYWD (do what you say you will do). At DSI Security Services, DWYSYWD is more than just a slogan- it makes us who we are and separates our service from the competition.

This handbook is presented to all team members and is being provided to acquaint you with DSI Security Services. While it is not possible to cover every conceivable situation in a handbook, most of your questions concerning DSI Security Services' policies, procedures, and work practices will be found in the following pages. DSI Security Services prides itself on operating as an "open door" company at every level. While we are proud of having some of the best local management in the industry, we also realize that you may encounter situations where getting advice or information from our Corporate Office would be appropriate. I encourage you to call our DSI Security Services Employee Care Line at 1-800-239-5720 ext. 174 if the need should ever arise.

I am proud of the reputation and success of our company, and I know that it is due in large measure to the dedication and hard work of our employees. I am grateful that so many of our team members strive each day to ensure that DSI Security Services maintains this success and reputation, and I speak for our entire management team in saying that we look forward to working side-by-side with you to continue this legacy.

I hope you find your association with our company rewarding, and I offer you my best wishes as you begin your career with DSI Security Services.

Sincerely,

A handwritten signature in blue ink that reads "Marsha M. Clark". The signature is written in a cursive, flowing style.

Marsha "Marty" Clark, President

Welcome to DSI Security Services

Purpose of the Handbook

This Handbook supersedes all prior handbooks. It is designed to acquaint you with DSI Security Services and provide you with general information about working conditions, benefits, and policies affecting your employment. We, DSI Security Services, are an Equal Opportunity Employer in all personnel decisions.

The information contained in this Handbook applies to all employees of DSI Security Services. Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters an employee's "At-Will" status. At-Will Employment means that in the absence of a specific written agreement, you are free to resign at any time, and DSI Security Services reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between DSI Security Services and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This handbook replaces all previous versions. This handbook is simply a summary of DSI Security Services current policies, rules, procedures, and benefits. DSI Security Services Reserves the right to amend, modify, and/or eliminate any of these policies, rules, procedures, and benefits at its discretion except for at-will employment, which cannot be eliminated.

Open Door Policy

As an employee of DSI Security Services, you have joined a company that is dedicated to providing exceptional services to our customers. That same dedication applies to our employee satisfaction. Employees perform best in an environment that encourages open and honest communication.

You will find that your supervisor values you as an employee and welcomes you in his/her office. Your supervisor is there to help you do the best job possible.

At DSI Security Services we challenge ourselves to take the initiative and to be part of the overall security solution for our customers. Anytime you have an idea or suggestion that will make things better or a concern about the way things are done, discuss it with your supervisor. Your input is a valuable part of our success. DSI Security Services encourages open communication between employees and supervisors.

We are also committed to addressing workplace issues that are important to you.

If a situation arises with your job that makes you feel uncomfortable, DSI Security Services asks that as a first step you discuss the issue with your supervisor. If this is uncomfortable, or your concerns are about your supervisor, contact your Regional Manager, the Human Resources Department at 1-800-239-5720, Director of Operations, COO, or the DSI Security Services Employee Care Line at 1-800-239-5720 ext. 174.

You may speak freely with any member of our DSI Security Services staff without fear of retaliation.

DSI Security Services Policy Statements

1. Equal Employment Opportunity Policy Statement

DSI Security Services is committed to a policy of Equal Employment Opportunity for applicants and employees. All employment related decisions will comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act Of 1990, the Genetic Information Nondiscrimination Act, the Immigration and Nationality Act, and any applicable state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

2. Non-Discrimination and Anti-Harassment Policy

DSI Security Services is committed to providing a great work environment for our employees. As an Equal Opportunity Employer, DSI Security Services does not discriminate or tolerate discrimination or harassment on the basis of race including hair styles traditionally associated with race, including hairstyles associated with race, color, religion, including religious dress and grooming practices, sex, gender, gender expression, gender identity, pregnancy, childbirth, breastfeeding or related condition, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, citizenship status, genetic information, political affiliations or activities, status as a victim of domestic violence, assault, or stalking, status as a covered military or veteran status and/or any other characteristic protected by federal, state and/or local law.

Harassment is a behavior which is reasonably perceived by the receiver as unwelcome and includes but is not limited to the use of verbal or practical jokes, unwelcome touching, offensive remarks, put-downs, displays, objects, and materials which create an offensive work environment. Such remarks and conduct are unprofessional and strictly prohibited by DSI Security Services.

This policy applies to all conduct on company premises and to all conduct off company premises which has the purpose or effect of unreasonably interfering with an employee's work environment. This policy applies to all agents and employees of DSI Security Services, including supervisors and non-supervisory employees, and prohibits harassment of employees, non-employees, clients, and their guests/patrons in the workplace by any person, including non-employees, clients, and their guests/patrons. It also extends to harassment of or by vendors, independent contractors, and others doing business with DSI Security Services, including clients. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in an investigation.

Prohibited behaviors include but are not limited to the following:

- Making unwelcome sexual advances, or requests for sexual favors or other verbal or physical conduct of a sexual nature.
- Making submission to or rejection of such conduct the basis for employment decisions affecting the employee.
- Creating an intimidating, hostile or offensive working environment based on a person belonging to a protected category.
- Making stereotypical, derogatory, or offensive comments, jokes or threats about a person's race, color, religion, sex, pregnancy, national origin, age, disability (including mental and physical), sexual orientation, gender identity, marital status, military status and/or any other characteristic protected by

federal, state, and local law

- Bringing suggestive or offensive objects, pictures, cartoons, or graphics onto company premises, either electronically or otherwise.
- Making suggestive or insulting sounds or obscene gestures, leering, staring, or whistling.
- Making unwanted physical contact with others, such as touching, pinching, brushing the body, neck, or back rubs, coerced sexual intercourse and assault.

The above list is not exhaustive and includes any conduct which is offensive, intimidating, or harassing based on any status protected by federal, state, and local law.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Individuals who violate this policy are subject to discipline up to and including immediate termination.

Employees should be aware that they can be held individually liable for sexual harassment. Unlawful harassment may take many forms, including:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures.
- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss and offers of job benefits in return for sexual favors.
- Retaliation for having reported unlawful harassment in good faith.

In furtherance of this policy, epithets, innuendos, slurs, or jokes related to membership in a protected class are entirely prohibited. In all dealings with co-workers, visitors or clients, all employees (including supervisor personnel) shall conduct themselves in a professional manner and shall refrain from engaging in any sexual conduct, including, but not limited to, sexual advances, verbal or physical conduct of a sexual nature, or requests for sexual favors. Any employee who violates the above policy and our commitment to non-discrimination and anti-harassment shall be subject to disciplinary action up to and including immediate discharge.

Any employees with questions or concerns about any type of discrimination in the workplace are to immediately bring these issues to the attention of the Human Resources Department by calling the DSI Security Services Employee Care Line at 1-800-239-5720 ext. 174. For more information, please refer to the DSI Security Services Employee Care Line poster on page 3.

If you believe that you are being subjected to workplace harassment, you should:

- Tell the harasser that his or her actions are not welcome, and they must stop, if you feel comfortable enough to do so.
- Report the incident immediately to your Supervisor, Branch Manager, Corporate Human Resources, DSI Security Services Employee Care Line (1-800-239-5720 ext. 174), Director of Operations or the COO.
- Report any additional incidents or retaliation that may occur to one of the above resources.

- **Report the incident immediately to the DSI Security Services Employee Care Line (1-800-239-5720 ext. 174).**

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. We strongly encourage any employee who wishes to report retaliation use the reporting methods outlined above. An employee who violates this policy and/or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

Any employee or other person who believes he or she has been discriminated against by a co-worker, supervisor, client, vendor, sub-contractor, or anyone else doing business with DSI Security Services must promptly report the facts of the incident or incidents and the names of the individuals involved to his or her Supervisor, Branch Manager, Corporate Human Resources, DSI Security Services Employee Care Line (1-800-239-5720 ext. 174), Director of Operations or the COO. It is the responsibility of each employee immediately to report any violation or suspected violation of this policy.

Employees can raise concerns and make reports in good faith without fear of reprisal.

Anyone who feels they cannot bring a complaint of harassment or discrimination to their Supervisor or other member of DSI Security Services Management is encouraged to report the incident to the California Department of Fair Employment and Housing at (800) 884-1684 or the U.S. Equal Employment Opportunity Commission at (800) 669-4000.

Supervisors must immediately report any incidents of harassment to the Corporate Director of Human Resources, the Director of Operations, or the COO.

Every reported complaint of harassment will be investigated thoroughly and promptly by impartial and qualified personnel. All complaints and investigations will be treated confidentially, to the extent possible. All complaints and investigations will be documented to ensure reasonable progress, and met with appropriate and prompt corrective action, including disciplinary action up to and including possible termination, when it is warranted. The complainant will be advised of the result of the timely closure of the investigation.

In the event a report involves the employee's manager, the employee shall report such incidents to the Corporate Director of Human Resources, the Director of Operations, or the COO. Employees should feel free to report valid claims without fear of retaliation of any kind. Employees will not be subject to retaliation for registering any complaint of unlawful harassment in good faith.

This policy applies not only to DSI Security Services employees, but also to non-employees, clients, and their guests/patrons. If any employee has any questions concerning this policy, please feel free to contact your Supervisor, Branch Manager, Corporate Human Resources, the Director of Operations, or the COO.

All employees must complete one hour of anti-harassment and abusive conduct training every two (2) years.

All Managers and Supervisors are responsible for:

1. The application and implementation of this policy within their department or post, including the initiation and support of programs and practices designed to develop understanding, acceptance, commitment, and compliance within the framework of this policy.
2. Assuring that all employees are informed of this policy.

3. Taking affirmative steps to encourage individuals who believe that they have been harassed or discriminated against to report such incidents to management.
4. Cooperating fully with any on-going investigation regarding any sexual harassment or discrimination incident.
5. Complying with all legal requirements as well as working to ensure awareness of any changes in the law or its interpretation.
6. Completing two (2) hours of supervisory anti-harassment and abusive conduct training every two (2) years.

Each employee will be responsible for complying with both the spirit and letter of this policy to achieve DSI Security Services' objectives.

DSI Security Services Management will provide guidance, education, training, bulletins, and procedures for implementing this policy, as required by law.

3. Disability Accommodations

DSI Security Services is committed to complying fully with the Americans with Disabilities Act ("ADA"), the Americans with Disabilities Act Amendments Act ("ADAAA"), Fair Employment and Housing Act ("FEHA") and all human rights legislation to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices are conducted on a non-discriminatory basis. Reasonable accommodation is available to otherwise qualified applicant employees with a disability, including disability related to pregnancy, unless doing so would create an undue hardship on DSI Security Services. DSI Security Services will engage in an interactive process with qualified applicants or employees to determine whether there is a reasonable accommodation that may be provided to enable the applicant or employee to perform the essential functions of the position. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Employees should request accommodation due to their disability; this request should be made in writing to his/her branch manager as well as the Corporate Human Resources Department.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

DSI Security Services is also committed to not discriminating against any qualified employees or applicants because they are related or employed to a person with a disability. DSI Security Services will follow any state or local law that provides individuals with disabilities greater protection than the ADA, ADAAA, and FEHA.

This policy is neither exhaustive nor exclusive. DSI Security Services is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA, ADAAA, FEHA and all other applicable federal, state, and local laws.

Employees with questions or concerns about life-threatening illnesses, and/or any other protection under the ADAAA, are encouraged to contact the Corporate Human Resources Department at 1-800-239-5720. The Corporate Human Resources Department will keep all information confidential and will be able to provide employees with information on appropriate services and resources.

4. Workplace Violence

Workplace violence is defined as threats or acts of violence by company employees or third-party entities against other employees, DSI Security Services, or third-party property(s). DSI Security Services will not tolerate any acts of violence, threats of violence, and/or bullying and will take prompt action to remedy the situation. All acts of violence will be fully investigated, and appropriate action will be taken. Any employee who threatens violence or participates in acts of violence, directly or indirectly, will be subject to termination and we will also prosecute to the fullest extent of the law. Employees who encourage actions of others or are aware of intended violence in the workplace by relatives, friends, or acquaintances will be subject to the same consequences as if they were directly involved.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Verbal conduct and/or bullying that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon on company property, in a vehicle being used on company business, in any company owned or leased parking facility, or at a work-related function. Employees who routinely carry gun(s) in conjunction with their employment are excluded. However, whenever possible, even those required to carry firearms as part of their duties should leave weapons in the trunk of the car instead of bringing them into the office.
- Any other conduct or acts which management believes represents an imminent or potential danger to workplace safety/security.

Report any concerns regarding safety immediately to avoid potential violence or injury. **If you witness suspicious behavior or comments, alert your supervisor, or call the DSI Security Services Employee Care Line at 1-800-239-5720 ext. 174. In the case of an active workplace violence situation, you should call 911.**

Retaliation towards anyone who reports violence in the workplace will not be tolerated.

5. Conflict of Interest and Outside Employment Statement

All employees have a duty to further DSI Security Services' aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where the employee's actions or personal interests may be in conflict with those of DSI Security Services.

Examples include:

- Soliciting or profiting from DSI Security Services' client/prospect base or DSI Security Services' assets for personal gain,
- Acting on behalf of DSI Security Services in servicing or obtaining a client and limiting the best solution for the client/prospect for personal financial gain,
- Acting as director, officer, employee, or otherwise for any business or institution with which DSI Security Services has a competitive or significant business relationship without the written approval of the President.

Employees should report to their manager any situation or position (including outside employment by the employee or any member of the employee's immediate household) which may create a conflict of interest with DSI Security Services. It is against policy to be under the employment of another security agency while employed with DSI Security Services.

6. Proprietary Information/Trade Secrets

All information you acquire during the course of employment, which is not readily available to the general public is considered confidential. This information includes, but is not limited to, information about logos, practices, products, improvements, costs, sales, computer software, customer lists, customer information, design, technical information, marketing plans, pricing, financial information, training, and personnel information. If you have access to this type of information, you must ensure that it is discussed only with authorized DSI Security Services management on a need-to-know basis.

Trade secrets as defined are not to be given to any person not specifically authorized to have such information by an officer or manager of DSI Security Services. Care must be taken to see that all sensitive information such as schedule sheets, financial reports, time sheets, post orders, company handbooks, client issued forms, and other property under the care of DSI Security Services are properly disposed of so that access cannot be easily obtained once discarded. Shredding is the preferred method of disposal where possible.

Persons authorized to remove sensitive information from company workspaces must return it as soon as the need for storage off site no longer exists. While off-site, the information must not be left unprotected where it can be copied or stolen.

Proprietary information or data may not be copied unless specifically authorized by a corporate officer. In no instance shall proprietary information be used for personal reasons or personal gain.

Every employee is required to execute a non-disclosure/proprietary information/trade secret agreement, which will be placed in the employee's file.

Any company property you obtain during your course of employment with DSI Security Services must be returned upon termination.

7. Drug Free Workplace

DSI Security Services is committed to providing a safe, efficient, productive, and drug-free work environment for all employees. DSI Security Services recognizes that any off-the-job and on-the-job involvement with alcohol and/or drugs can impact the workplace. Employees of DSI Security Services are expected to arrive at work, as scheduled, in a sober and reliable state, free from influence of alcohol and/or drugs. While on the premises of DSI Security Services or representing DSI Security Services, no employee shall use, possess, distribute, purchase, sell, or be under the influence of illegal drugs and/or alcohol. Marijuana will not to be treated as a prescribed or over-the-counter drug in the workplace. Marijuana will be treated as an illegal drug and possession or use of marijuana on the job, regardless of whether an employee possesses a prescription, is cause for disciplinary action up to and including termination. Any violation of this policy will result in disciplinary action up to and including termination.

DSI Security Services has a formal drug testing program in place and every member of DSI Security Services must adhere to it. The formal testing policy can be found in the pre hire packet. DSI Security Services will require a drug test for each of the below events:

- Pre-Hire
- Reasonable Suspicion
- Post-Accident
- Random testing (safety sensitive positions where permitted by law)

Note: CA only permits random testing in selected positions.

Any employee who is arrested under any criminal drug statute for a violation occurring while on the job, on DSI Security Services or customer premises, or in any vehicle used for DSI Security Services business must notify their supervisor no later than five (5) days after such an arrest. Depending on the circumstances, the employee may be placed on an administrative leave until a determination is made in the employee's favor.

We recognize that employees suffering from alcohol or drug dependence may need treatment. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

8. Religious Accommodation

DSI Security Services respects the religious beliefs and practices of all employees and will make, upon request, a reasonable accommodation for such observances when such accommodation is available that does not create an undue hardship on DSI Security Services' business.

An employee whose religious beliefs or practices conflicts with his/her job duties, work schedule, or with DSI Security Services' policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to his/her immediate supervisor as well as the Corporate Human Resources Department. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

Depending on the type of conflict and suggested accommodation, the supervisor will confer with his/her manager and with the Corporate Human Resources Department. The immediate supervisor and the Corporate Human Resources Department will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on DSI Security Services' business. Some examples of an accommodation include but are not limited to a change in job assignment or duties, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment. The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision.

If the employee rejects the proposed accommodation, he/she may appeal by calling the DSI Security Services Employee Care Line at 1-800-239-5720 ext. 174.

9. Lactation Accommodation

Employees who wish to express breast milk may request an accommodation in writing to the Corporate Human Resources Department. The Corporate Human Resources will respond to the employee's request in writing on the same document the employee submits. DSI Security Services will make reasonable efforts to accommodate eligible employees by allowing them to express breast milk in a private area, free from intrusion, in a place other than a bathroom, and in close proximity to the employee's work area. Such space will meet the requirements of the California labor code, including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator to store breast milk. The requested break time should run concurrently with normally scheduled break periods and if not, non-exempt employees must clock out for any additional breaks needed, as they will be unpaid. DSI Security Services reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations. Employees have the right to file a complaint with the Labor Commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodation.

10. Complaint Resolution Procedures

DSI Security Services expects all employees to create an atmosphere free of discrimination and respect the rights of their co-workers.

In the event an employee experiences any job-related discrimination or harassment based on any protected characteristic under Federal, State and/or local law, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to a supervisor. If an employee believes it is inappropriate to discuss the matter with their supervisor, it should be directly reported to the DSI Security Services Employee Care Line at 1- 800-239-5720 ext. 174. Once made aware of your concerns, DSI Security Services is committed to commence an immediate, thorough investigation of the allegations. Throughout the processes of resolving your concerns, you can be assured of confidentiality to the maximum extent possible.

If, at the completion of an investigation, DSI Security Services determines that an employee is has violated company policy and/or law, appropriate disciplinary action will be taken against the offending employee.

DSI Security Services prohibits any form of retaliation against any employee for filing a bona fide concern under this policy, or for assisting in the problem resolution process.

For more information on our problem resolution process please refer to the DSI Security Services Employee Care Line poster on page 3.

11. Reporting Procedures

If you feel that you have been a victim of harassment or discrimination, or to report any illegal or unethical behavior in the workplace you may call the DSI Security Services Employee Care Line at 1-800-239-5720 ext. 174.

If you are subject to or have knowledge of harassment, discrimination, policy violations, or other inappropriate workplace conduct, immediately report such conduct in accordance with the following procedures:

- Report the conduct to your manager/supervisor.
- If a concern involves your manager or supervisor, if you are uncomfortable speaking with your manager or did report conduct but are unsatisfied with the action taken, report your concerns to the Corporate Human Resources Department at 1-800-239-5720.
- All Care Line messages will be handled in a timely manner. At no time will DSI Security Services release information to third parties or anyone within DSI Security Services who is not involved with the investigation, unless legally required or for business purposes. The purpose of this provision is to encourage the reporting of any incidents of harassment or discrimination and protect the individuals who participate in or are the subject of such an investigation.
- Investigations will normally include separately speaking with all parties involved, including any named or apparent witnesses and the accused. All participants in an investigation will be treated with dignity and respect.
- If the investigation reveals harassment, or discrimination, prompt corrective action designed to stop the harassment, or discrimination immediately and to prevent its recurrence shall be taken.
- DSI Security Services has a policy of non-retaliation. This means that any employee who reports inappropriate conduct or participates in an investigation in good faith shall not have their conditions of employment negatively impacted as a result. It also means that if you are the subject of or aware of a

concern, you must refrain from taking any retaliatory actions against anyone who is participating in the investigation.

- In addition, DSI Security Services will keep the concern and information from the investigation as confidential as possible and, wherever possible, limit disclosure to only those with a need to know. Participants in the investigation will also be asked to limit any disclosures.
- All employees of DSI Security Services, including management, have an obligation to report harassment, discrimination, and all other inappropriate conduct, whether as a victim or an observer.

12. The Genetic Information Nondiscrimination Act of 2008

DSI Security Services complies fully with title ii of the genetic information nondiscrimination act of 2008 (GINA) which protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

GINA also restricts DSI Security 's acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Employment

1. At Will Employment

DSI Security Services and its employees share a working relationship defined as “at will” employment. Simply stated, at will employment means that in the absence of a specific written agreement signed by the President that expressly changes the policy of at-will employment, you are free to resign at any time, and DSI Security Services reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

Employment is “at will” throughout the tenure of employment with DSI Security Services.

2. Employment Classifications

Employment classifications do not guarantee employment for any specified period of time and should not be construed as an employment contract. Accordingly, the right to terminate the employment relationship “at will” at any time is retained by both the employee and DSI Security Services.

A. Full-Time Employees (non-exempt or hourly)

For all purposes other than health insurance coverage, full-time employees are scheduled to work a minimum of 40 hours per week on a continuing basis and are entitled to overtime pay under the specific provisions of applicable Federal, State, and local wage and hour laws.

B. Regular Part-Time (non-exempt or hourly)

Part-time employees are defined as those employees who are hired to work on a regular basis less than 40 hours per week.

C. Definition of Exempt Employee

Employees who are characterized by DSI Security Services as exempt from the overtime provisions of State and Federal law are paid a salary that is intended to fully compensate them for all hours worked each week, however few or many those hours are. The salary consists of a predetermined amount constituting the exempt employee’s compensation. That amount is not subject to reduction because of variations in the quality or quantity of the employee’s work. As a general rule, an exempt employee’s salary is not subject to deductions, unless otherwise allowed under the law.

Any employee who believes that an improper deduction or violation of the laws regulating salaries has occurred is encouraged to advise his or her supervisor, his or her Branch Manager, the COO, or the President, or file a grievance as soon as possible. The matter will be promptly investigated and, if a mistake occurred, corrected. Employees may file complaints in good faith without fear of any retaliation.

3. Temporary

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. An employee will not change from temporary status to another status unless specifically informed of such a change, in writing, by Corporate Human Resources, the COO or the President. Temporary employees are ineligible for employer-sponsored benefits.

4. Minors

Minors will not be permitted to work unless they are legally able to do so under all applicable State and Federal laws. Ordinarily, employees will not be hired unless they are at least age eighteen (18). Exceptions to this policy will be allowed only if the minor has a valid work permit that specifically authorizes the minor to work for DSI

Security Services. In such a case, the minor may be permitted to work only in accordance with the terms, restrictions, and limitations set forth in the work permit. Note that some of our jobsites require employees to be at least twenty-one (21) years of age.

In any case, where a difference exists between the standards set forth in the work permit and the rules established by the federal and state laws, the strictest standard shall apply. Therefore, a minor may not be allowed to work in violation of any legal standard, whether the standard is incorporated in a work permit, a state law, or a Federal law.

Supervisors must make certain that minors work only in accordance with the terms of the work permit and the applicable state and Federal rules. Supervisors will be subject to disciplinary action, up to and including immediate termination, if they schedule or permit minors to work in a manner that violates any applicable legal standards.

5. Transfers and Promotions

At DSI Security Services we care about your career development. There will be opportunities for growth and the potential for advancement into other roles and responsibilities. DSI will attempt to fill existing vacancies whenever possible through internal promotion. Employees are selected with due regard for their seniority, but more importantly on the basis of actual ability, education, experience, and other qualifications necessary for the position.

In the event that we are unable to promote from our current employees, then we will go outside of DSI Security Services and recruit those with the necessary skills. Each employee is urged to develop skills in their present position and to learn as much as possible about DSI Security Services, its operation, and its policies to be qualified for promotion when the opportunity presents itself. As position openings occur, a formal job posting policy ensures that every position available is widely advertised throughout DSI Security Services. Openings throughout DSI Security Services will be posted for a minimum of ten (10) days listing required qualifications and application procedures and deadlines. Any employee, regardless of current position, may file an application for any posted opening. Employees may be moved to fill the vacant position or duties assimilated into several job functions until the position can be filled.

6. Employee Records

- Please notify us immediately of any change of name, address, telephone number, marital, dependent or tax status.
- Personnel records are kept highly confidential and are not available to anyone outside of DSI Security Services unless you have authorized the release, or release is to an authorized governmental agency, or is required by law.
- To obtain access to your records, contact Corporate Human Resources. Employee access to personnel records will be governed by state law.
- It will be the responsibility of the employee to notify us of address changes for the purposes of sending w-2 forms.
- If in the event you would like to relocate to another DSI Security Services Security Branch location, your personnel file will transfer over with you. DSI Security Services will handle the sending of your information to the appropriate office for you.

7. Background Screening

To ensure that individuals who join DSI Security Services are well-qualified and have strong potential to be productive and successful, it is the policy of DSI Security Services to conduct background checks of all applicants, to check for the existence of a criminal history after a conditional offer of employment has been made to the extent permitted by law, check for applicable licenses, and to check a potential employee's credit history if work related and in compliance with state and federal law. For security officer employees, such background checks are in addition to any similar checks performed when the employee obtained his or her security officer registration ("guard card").

DSI Security Services will conduct background checks in compliance with the Fair Credit Reporting Act and applicable state laws. DSI Security Services also complies with the California Fair Chance Act and similar local laws. If an adverse employment decision is being considered, the employee will receive a copy of the report and an opportunity to respond to any proposed adverse action.

There will be instances where employees of DSI Security Services will be required to submit fingerprints for regulation purposes. This requirement will be dictated by state law.

8. California Consumer Privacy Act (CCPA) Compliance

As your employer, we are collecting your data and that of job applicants solely for employment purposes. We have physical and electronic security measures in place to safeguard this information. If and when the CCPA is applicable to DSI Security Services, all job applicants will be provided a notice called "California Privacy Rights Notice for Job Applicants." In addition, all current employees as of January 1, 2020, will be provided with this notice as well.

9. I-9 Immigration Reform Policy

DSI Security Services complies with the Immigration Reform and Control Act of 1986 by employing only those individuals who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by Federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, DSI Security Services must terminate his/her employment.

DSI Security Services participates in E-verify. E-verify is utilized as an employment verification tool to verify the information listed on your I-9 form is accurate. Please contact the Corporate Human Resources Department if you have any questions concerning E-verify.

Compensation

1. Equal Pay Policy

DSI Security Services prohibits pay discrimination on the basis of sex, race, ethnicity, or any other legally protected characteristic. Employees who perform substantially equal work will be paid at the same rate regardless of their sex, race, ethnicity, or other protected characteristic, except where differences in pay are based on:

1. A seniority, merit, or incentive system;
2. A system that measures earnings by quantity or quality of production; or
3. Any factor other than an employee's sex.

This Policy covers jobs that require substantially equal skill, effort, and responsibility and are performed under similar working conditions. Furthermore, DSI Security Services will not rely on an applicant's salary history information to determine whether to offer employment to an applicant or to determine compensation.

If an employee believes that they have been discriminated against in violation of this Policy, they should immediately report their concerns to an immediate supervisor as well as the Corporate Human Resources Department so that DSI Security Services may address these concerns immediately. DSI Security Services will not discharge, or in any manner discriminate or retaliate against, any employee that makes a report pursuant to this Policy, or to report a violation of Labor Code sections 432.3 or 1197.5.

2. Payment of Wages

A. Pay Schedule

- Paydays are every Wednesday. Payment is for the hours work during the previous workweek.
- The payroll period begins on Thursday and ends on Wednesday.
- When a holiday falls on the normal pay day, Accounting will send out a notice about when your paycheck will be processed.

B. Workweek and Workday

The standard workweek begins at 12:00 a.m. on Thursday morning and ends at 11:59:59 p.m. on the following Wednesday night. The standard workday is from 12:00 a.m. to 11:59:59 p.m. on the same day. Work schedules for our employees are established within this framework. Each employee's supervisor will advise the employee regarding specific working hours. Punctual and consistent attendance is a specific condition of employment.

C. Methods of Pay

Direct deposit is available to employees at no charge. Alternatively, employees may pick up their paychecks. No paychecks will be mailed unless requested and approved in writing by DSI Security Services management, and in that case, checks will only be mailed to the address listed as current in the employee personnel file.

D. Amount of Pay

At the time of hire you are advised of your starting wage if applicable, you will also be informed about our training pay which provides a training wage for the length of your training. At the conclusion of your training period, your hourly pay rate may change. DSI Security Services will inform you of your pay rate or if you have multiple pay rates in writing. Feel free to ask your Supervisor or Branch Manager if you have questions about your pay.

When asked to attend quarterly/monthly training sessions, it should be noted that all security officers in attendance will receive pay at the rate of the current minimum wage.

If you have any questions regarding your pay or pay schedule you should contact your Branch Office.

3. Overtime Management

DSI Security Services provides compensation for all overtime hours worked by non-exempt employees in accordance with State and Federal laws as follows:

- Compensation for work in excess of 40 hours for the workweek, or in excess of 8 hours and not more than 12 hours for the workday, and for the first 8 hours on the seventh consecutive day of work in a single workweek, is paid at a rate one and one-half times your regular rate of pay.
- Compensation for work in excess of 12 hours in one workday and in excess of 8 hours on the seventh consecutive workday in a workweek will be paid at double the regular rate of pay.

Overtime must be approved in advance of being worked. Unapproved overtime will be paid, but may subject the employee to disciplinary action, up to and including termination.

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all non-exempt employees in accordance with Federal and State law. As required by law, overtime pay is based on actual hours worked. Time off on vacation leave, holidays, sick leave, or any leave of absence (if applicable) will not be considered hours worked for purposes of calculating overtime.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including termination of employment.

In some cases, overtime may be required in order to meet our clients' needs or ensure our clients' premises are secure. When requested to work overtime, employees are expected to do so, unless there are compelling reasons preventing the employee from working the overtime hours as determined by DSI Security Services Management. Failure to do so will be considered as declining (or "calling off") a shift and could result in discipline, up to and including termination.

4. Rest and Meal Periods

A. Rest Periods

Non-exempt employees are entitled to paid uninterrupted rest breaks based on an employee's total hours worked daily at a rate of ten (10) minutes rest time for every four (4) hours of work or major fraction of four (4) hours. The following chart provides an example of the number of rest breaks employees are authorized and permitted to take based on the number of hours worked in a day:

Hours Worked in One Workday	Number of Authorized Rest Breaks
Under 3 ½ hours	0
3½ hours to 6 hours	1

More than 6 hours to 10 hours	2
More than 10 hours to 14 hours	3
14 + hours	At least 4

These paid rest breaks must be at least ten (10) consecutive minutes for each four (4) hours worked or major fraction thereof and are to be taken in the middle of the employee's each four (4) hour work period to the extent that is possible.

Like meal periods, rest breaks are also intended to provide non-exempt employees an opportunity to be away from work. As such, employees are not permitted to perform any work during rest breaks. Employees must not combine rest breaks with other rest breaks or meal periods. Nor should employees take rest breaks at the beginning or end of their shift in order to arrive late or leave early. Employees are encouraged to take rest breaks away from their immediate work area. Employees are free to leave the work premises during their rest breaks.

Supervisors and managers are prohibited from requiring or encouraging non-exempt employees to perform work during rest breaks. Non-exempt employees must immediately report to the Corporate Human Resources Department any supervisor or manager who encourages or requires non-exempt employees to perform work during rest breaks.

Any non-exempt employee who is unable to take a rest break must immediately inform their supervisor or the Corporate Human Resources Department. Non-exempt employees who do not take a rest break as scheduled, take unauthorized rest breaks, or do not return on time from rest breaks may be subject to discipline, up to and including termination of employment.

If a rest break is not authorized and permitted in accordance with the provisions of this policy, DSI Security Services shall pay the employee one (1) hour of pay at the regular rate of compensation for each rest break as defined above that is not provided. These payments are referred to as 'premium payments'.

B. Off-Duty Meal Periods

Non-exempt employees who work more than five (5) hours in a workday are entitled to take an uninterrupted off-duty meal period of at least thirty (30) minutes during which they are relieved of all duties. If an employee works no more than six (6) hours in the workday, the employee and supervisor may mutually agree to waive the meal period in writing. Unless it is waived, employees must take this meal period no later than the end of the employee's fifth (5th) hour of work.

Non-exempt employees who work more than ten (10) hours in a workday are entitled to a second (2nd) uninterrupted, off-duty thirty meal period of at least thirty (30) minutes during which they are relieved of all duties. If an employee works no more than twelve (12) hours on the workday and the employee has taken the first (1st) meal period, then the employee and supervisor may mutually agree to waive the second (2nd) meal period in writing. Unless it is waived, employees must take this second (2nd) meal period no later than the end of the employee's tenth (10th) hour of work.

The number of off-duty meal periods an employee is provided in any one workday is based on the total hours worked per workday. The following chart, while not exhaustive, provides an example of the number of off-duty meal periods an employee is authorized and permitted to take based on the number of hours they worked in any workday:

Hours Worked in One Workday	Number of Authorized Meal Periods
0 hours to 5 hours	0
More than 5 hours to 6 hours	1 (Can be waived by mutual consent)
More than 5 hours to 10 hours	1
More than 10 hours to 15 hours	2
More than 15 hours to 20 hours	3

Meal periods are intended to provide non-exempt employees an opportunity to be away from work, and employees are not permitted to perform any work during meal and rest periods. Employees are encouraged to take meal periods away from their immediate work area. Employees must not combine meal periods with other meal periods or rest breaks. Nor should employees take meal periods at the beginning or end of their shift in order to arrive late or leave early. Employees are also free to leave the work premises during their meal. Employees must clock out at the beginning of their meal period, and when they return from a meal period. Employees must clock in before performing any necessary conclusory and/or preparatory activities.

Supervisors and managers are prohibited from requiring or encouraging non-exempt employees to perform work during meal or rest periods. Non-exempt employees must immediately report any supervisor or manager who encourages or requires non-exempt employees to perform work during meal or rest periods to the Corporate Human Resources Department.

Non-exempt employees should not perform any work during a meal period. Any non-exempt employee who performs work during their meal period must clock back in before performing any work to record the time spent working during their meal period. If for any reason, the employee is unable to record this time spent working, they must notify their supervisor or manager so the appropriate time-entry adjustment can be made.

Non-exempt employees who do not take meal or rest periods as pursuant to this Policy, take unauthorized meal periods, or do not return on time from meal periods may be subject to discipline, up to and including termination of employment.

If a meal period is not provided in accordance with the provisions of this policy, DSI Security Services shall pay the employee one (1) hour of pay at the regular rate of compensation for each meal period as defined above that is not provided. These payments are referred to as 'premium payments'. Any abuse

of the off-duty meal period policy will be subject to disciplinary action, up to and including termination.

C. On-Duty Meal Periods

Due to the nature of some of our assignments, some jobsites have shifts that prevent our security personnel from being relieved of all duties during their meal period. When the nature of work at a particular jobsite and shift prevents an employee from being relieved of all duties during the meal period, the employee and DSI Security Services may agree to an on-duty meal period by signing a revocable on-duty meal agreement. The employee will then be paid for the meal period but will not be relieved of duty during that time.

Unless an employee signs an on-duty meal agreement and the nature of the post prevents the employee from being relieved of all duties, he or she is authorized and permitted to take an off-duty thirty (30) minute meal period as stated above.

Employees are not required to agree to an on-duty meal period and may request to have an off-duty meal period. On-duty meal agreements must be in writing and approved by Corporate Human Resources or the president.

Failure to follow meal period policies is grounds for disciplinary action, up to and including termination.

Employees are required to notify their Branch Manager, Corporate Human Resources, the COO, or the President immediately anytime an employee is not permitted to take one of their meal periods or becomes aware that other employees are not being permitted to take their rest periods.

5. Time Records and Utilizing the Call-In Time Keeping System

A. Clock in /Clock out Procedures

All Security Officers employed by DSI Security Services will be considered non-exempt employees (hourly). The following procedures will apply to all hourly employees.

- DSI Security Services utilizes a telephone call-in system, or in the alternative a smart phone app, for employees to clock in and clock out. This system links directly with our payroll management system to ensure our employee's time is accurately recorded for payroll purposes. This system uses the social security number (SSN) of each employee as a unique identifier for payroll purposes.
- Unless you are requested to do so in advance, your replacement does not report on time, or circumstances demand it, employees are not to stay beyond their scheduled shift end time. An employee being relieved should immediately stop work and leave the site after clocking out. Unauthorized overtime will be paid, but the employee will also be subject to discipline.
- If circumstances arise and your supervisor requests that you clock in / clock out outside of your scheduled shift, or if the call-in system will not allow you to clock in or clock out, you must contact the Corporate Communications Center at 334-793-5720 or your Branch office.
- If the call-in system used to clock in and out is inoperable due to system failure, you may be asked to use time sheets to manually record your time.
- Employees are only authorized to clock themselves in and out. It is against DSI Security Services policy to utilize the call-in system, contact the Corporate Communications Center, and/or contact the Branch office to clock anyone besides yourself in and/or out. Any employee who violates this policy in any way will be subject to disciplinary action up to and including immediate termination.
- Prior to the end of your shift, record all relevant pass-on information in the logbook, or pass-on book. The on-coming officer will receive their briefing by reviewing the book rather than through verbal

briefing.

- At no time can your Supervisor require you to be at work early in order to “Turn Over” or “Be Briefed”. All violations should be immediately reported to management.

B. No Work Performed Outside Normal Working Hours

Non-exempt employees are strictly prohibited from performing “off-the-clock” work outside of their normal schedule and/or while away from the workplace, including any preparatory and/or conclusory work at the beginning and end of the workday, unless authorized by their supervisor. In the event an employee does perform any work while away from the workplace or outside of their normal scheduled business hours, they must record this work time on their timesheet and inform their supervisor immediately. Work covered by this provision could include business-related phone calls and emails. It is the employee's responsibility to clock in and clock out on the time record for every shift the employee works. Employees may not begin working until they have clocked in and may not do any work after they have clocked out. Working "off-the-clock" for any reason is a violation of Company policy.

If any nonexempt employee believes that they were required to work off-the-clock or not provided sufficient time to conduct preparatory and/or conclusory work while clocked in, or forgot to clock in or out, the affected employee is to report the matter to their supervisor immediately. All employees must immediately report any requests or direction that they perform any off-the-clock work to a supervisor or the Owner.

Non-exempt employees are not required to, and they should not, arrive early for their shifts. If an employee is advised to report to work early, the employee should report the matter to their supervisor immediately.

Non-exempt employees who perform unauthorized “off-the-clock” work are in violation of Company policy. Such employees will receive all pay due to them, but they will be subject to disciplinary action up to and including termination of employment.

C. Business Expense Reimbursement

Employees shall be entitled to reimbursement by DSI Security Services for reasonable expenses that are properly incurred in the performance of the employee's duties. Reimbursement of expenses may be denied to any employee who fails to obtain prior authorization for the expense without proper justification.

All requests for reimbursement, including mileage reimbursement, must be submitted to your Branch Manager or the COO, in writing with an explanation of the expenditure, and must be accompanied by original receipts. Your Branch Manager or the COO will review and must approve all reimbursement requests prior to reimbursement.

Reimbursement requests should be submitted within thirty (30) days of the date the expense was incurred. Falsification of expense reports will result in disciplinary action, up to and including termination of employment.

Employees who are hired as Armed Security Officers will be reimbursed for their weapon and related equipment. This reimbursement will be weekly and run through payroll.

D. Personal Cell Phone Reimbursement Policy

DSI Security Services reimburses employees for use of their personal cellular telephone for necessary and reasonable business use in accordance with California Labor Code section 2802 and as further delineated under section 5(B) of the “On the Job” section of this Handbook.

Time Off

1. Vacation

DSI Security Services provides a vacation time to eligible employees to enable employees to meet both their work and personal needs. DSI Security Services believes that vacation is valuable for employees not only to make their work experience with DSI Security Services personally satisfying but also to enhance their productivity.

A. Eligibility

Employees who have completed one (1) year of continuous full-time service will be eligible to accrue vacation. Full time service for the purpose of accruing vacation only is defined as working an average of at least 30 hours week. Unless otherwise stated in writing, vacation is only accrued at a rate for each hour worked (as delineated in the table below) during weeks where an eligible employee works at least 30 hours a week. Some employees may be eligible to accrue vacation under a different vacation policy.

B. Procedures

Vacation may be used for any reason, including vacation, illness, medical appointments, family care and personal business. Full-time eligible employees accrue Vacation based on their regularly scheduled workweek and continuous years of service and according to the following schedule:

Years of Service after Completion of 1 Year of Full Time Service	Accrual Rate Per Hour of Work ¹	Maximum Vacation Hours Accrued
Completion of 1 year of full time service and the end of the 5 th year of service thereafter -	.026	40
Beginning of 6 th year of service and the end of 10 th year of service	.051	80
11 or more Years of Service	.077	120

An employee may not accrue more than their yearly vacation benefits at any given time. Once an employee has reached their maximum vacation accrual, the employee will not become eligible to accrue any additional vacation until the employee's vacation balance falls below the maximum accrual. In other words, employees who are eligible to accrue forty (40) hours of vacation per year will not accrue any additional vacation until they use some of their vacation hours. Employees may not use more than their yearly maximum vacation accrual amount during any one year of employment. Employees will not receive retroactive credit for any period of time in which they do not accrue vacation because they had accrued the maximum amount. In addition, vacation hours do not accrue while employees are on an unpaid leave of absence or are on leave receiving disability payments.

C. Requesting Time Off

Employees shall submit a written request for time off to their immediate supervisor as early as possible, but not later than thirty (30) days prior to the requested time off dates. In the event that a thirty (30) day notice is not feasible, requests for time off will be reviewed at the discretion of DSI Security Services Management. Vacation days may be requested up to a maximum of five (5) consecutive days off at one (1) time, unless otherwise approved in writing by DSI Security Services Branch or Corporate Management.

D. Vested Benefit

Pursuant to the laws of the state of California, accrued vacation time is a vested benefit. Upon separation

¹ Applicable to weeks an eligible employee works at least 30 hours

of employment, employees will be paid for any unused vacation days that have accrued through the last day worked, based on employee's regular rate of pay at the time of separation.

2. Personal Time

DSI Security Services may grant an unpaid leave of absence at its sole discretion. If you wish to continue your insurance coverage, you will be responsible for paying the insurance premium during your absence. Employees will be allowed to take personal time off for a maximum of sixty (60) days for a non-medical reason and up to twelve (12) months for a medical reason. Employee on personal leave shall be considered inactive for the purpose of accruing DSI benefits, sick leave, vacation, or other rights and benefits, unless otherwise required by the law. Additionally, the time that an employee spends on leave shall not count towards active employment time required to qualify for leave provided under California or Federal law.

Employees should request personal leave in far advance as possible, keep in touch with your Supervisor or the Branch Manager during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting your Supervisor or the Branch Manager, DSI Security Services will assume that you do not plan to return and that you have terminated your employment.

For medical leave, the Branch Manager or Corporate Human Resources will provide you a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. An employee returning from a medical disability leave must present a medical provider's certificate declaring your ability to return to work.

Upon return from a personal leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave. When returning from a personal leave of absence, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return.

DSI Security Services makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. DSI Security Services does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, you may self-pay the premiums under the provisions of COBRA. The Branch Manager can give you additional information on DSI Security Services personal leave.

If your reason for leave is a qualifying reason under the California Family Rights Act and/or the Federal Family Medical Leave Acts, it will be counted as family medical leave and charged to your entitlement of twelve (12) workweeks of family/medical leave in a 12-month period.

If you are granted an extended leave, you will be required to return your uniform. Your uniform will be reissued to you upon your return from leave.

3. Holidays

We provide services to our clients on holidays as well as on other days. Holidays are not considered paid days off from work. You may be expected to work on a holiday. Your branch scheduler will be able to tell you in advance if you must work on a holiday and which job sites and holidays are paid at a premium rate.

4. Jury Duty

DSI Security Services encourages employees to fulfill their civic responsibilities by serving jury duty when required. It will be the responsibility of the employee to contact DSI Security Services' Corporate Human Resources Department to determine the standards of pay in the event you are summoned for jury duty. Paid leave will be dictated through the applicable local /state law.

The above statement applies provided that you:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve.
- Furnish your supervisor with evidence of having served on a jury for the time claimed.

Employees must show the jury duty summons to their direct supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees should notify their supervisor as soon as they are released from jury duty so their normally scheduled working hours can resume. Jury absence will be noted on your time sheet. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay, vacation pay or FMLA leave.

5. Military Leave

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), military leaves of absence will be granted to eligible employees to attend scheduled drills or training if they are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard. USEERA provides protection of civilian jobs and benefits. While on military leave, vacation time may be used, otherwise leave will be unpaid.

Under USEERA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first thirty-one (31) days of uniformed service. Employees out on military leaves of absence which extend beyond the thirty-one (31) days will be eligible for COBRA Benefits for up to twenty-four (24) months. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with the Corporate Human Resources Department. Employees called to active duty must present their official orders, if available, to their supervisor immediately upon receipt so that arrangements can be made to ensure your job duties are temporarily continued in your absence. All time off for drills and reserve training should be coordinated with your supervisor so arrangements for a temporary replacement can be made in order not to jeopardize our services to the client.

A. Reemployment Rights

Employees will be reemployed following their return from military leaves of absence provided that they meet the following criteria:

- Employees are qualified for their position;
- Employees must have five (5) years or less of cumulative service in the uniformed services while working with DSI Security Services;
- Employees must provide advance notice of their service;
- Employees must notify DSI Security Services of their intent to return to work in a timely manner, and within the deadlines provided under the law, after the conclusion of their service;
- Employees must not have been separated from service with a disqualifying discharge or anything other than honorable conditions.

Employees with leaves of less than thirty-one (31) days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of duty, plus the time

required to return home safely and have an eight-hour rest period.

Employees with leaves between thirty-one (31) and one hundred and eighty (180) days must apply for re-employment no later than fourteen (14) days after completion of uniformed service. Employees with leaves longer than one hundred and eighty (180) days must apply for re-employment no later than ninety (90) days after completion of uniformed service.

Employees who meet the above criteria will be restored to the former position and benefits they would have attained had they not been absent due to military service or, in some cases, a comparable job.

B. Freedom from Discrimination and/or Retaliation

It is the policy of DSI Security Services not to discriminate against employees or applicants on the basis of present military service or past military service from which the employee or applicant was honorably discharged. Employees who:

- Are past or present members of the uniformed service;
- Have applied for membership in the uniformed service; or
- Are obligated to serve in the uniformed service.

Will not be denied any of the following on the basis of this status:

- Initial employment
- Reemployment
- Retention in employment
- Promotion
- Or any benefit of employment

Additionally, DSI Security Services will not retaliate against any person who assists in the enforcement of rights under USEERA.

6. Paid Sick Leave

DSI Security Services provides paid sick leave in compliance with the Healthy Workplaces, Healthy Families Act of 2014, effective July 1, 2015 (the “Act”) and all applicable Federal, State, and local laws. This policy shall not otherwise limit the benefits conferred to employees by any Federal, State, or local law. To the extent any Federal, State, or local ordinance or law is inconsistent with this policy, DSI Security Services will provide paid sick leave in accordance with the ordinance or law that provides the most generous paid sick leave to its employees, as applicable.

A. Eligibility

Any employee who has worked for DSI Security Services in California for thirty (30) days or more within a year from the commencement of employment will be entitled to accrue paid sick days under the Act. This policy applies to all employees, including exempt and non-exempt, part-time, full-time, and temporary employees.

B. Accrual, Use, and Carryover Requirements

All employees will accrue one hour of paid sick leave for every thirty (30) hours worked. Unless otherwise provided in this policy, employees may carry over any unused sick time under this policy to a maximum of forty-eight (48) hours (or six days) from one (1) year to the next. However, employees may not use more than twenty-four (24) hours (or three days) of paid sick leave under this policy in any twelve (12) month period, unless otherwise provided in this policy.

Once an employee reaches the maximum accrual, the employee will cease accruing additional sick

leave hours until the employee uses sick leave hours in conformity with this policy and drops below the cap. Employees may begin using sick leave hours under this policy on the ninetieth (90th) day of employment.

C. Reasons to Use Sick Leave

Unless otherwise provided herein, an employee can use paid sick leave for an existing health condition or preventive care for themselves or a “family member.” A family member under this act is a:

Child	Parent	Parent-in law	Registered domestic partner
Spouse	Grandparent	Grandchild	Sibling

Paid sick leave may also be used for an employee who is a victim of domestic violence, sexual assault, or stalking.

D. How to Request

If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification to their immediate supervisor. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable to their immediate supervisor. Sick leave may not be requested for more hours than were regularly scheduled for each workday.

DSI Security Services may require documentation to substantiate the need for paid sick leave after an employee has used more than three (3) consecutive days of sick leave. DSI Security Services will not require an employee to provide a description or explanation of the illness or condition necessitating the employee’s leave.

E. Separation from Employment

Compensation is never provided in lieu of taking sick leave and any accrued sick leave is not paid out upon termination of employment, resignation, retirement, or other separation from employment. If an employee is rehired within one year from the last day of employment, previously accrued unused sick days will be reinstated and accruing additional sick time will begin upon the first day of rehire.

F. Rate of Pay

For nonexempt employees, paid sick leave will be compensated at the regular rate of pay for the workweek in which the employee uses the paid sick leave. Paid sick leave for exempt employees is calculated in the same manner as DSI Security Services calculates wages for other forms of paid leave time. In no circumstance will paid sick leave be provided at less than the minimum wage, as applicable.

G. No Retaliation

DSI Security Services prohibits taking adverse employment action against any employee for reporting a violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a violation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

7. Leave Under the Family and Medical Leave Act (FMLA)

DSI Security Services will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under either law.

Employees should contact their supervisor as soon as they become aware of the need for a family and medical leave. The following is a summary of the relevant provisions.

A. Employee Eligibility

To be eligible for family and medical leave benefits, an employee must: (1) have worked for DSI Security Services for a total of at least twelve (12) months; (2) have worked at least twelve hundred and fifty (1,250) hours during the twelve (12) month period immediately prior to the date the family and medical leave commences; and (3) work at a location where at least fifty (50) employees are employed by DSI Security Services within seventy-five (75) miles.

B. Leave Available

Eligible employees may receive up to a total of twelve (12) workweeks of unpaid leave during a twelve (12) month period. A twelve (12) month period begins on the date of the employee's first use of family and medical leave. Successive twelve (12) month periods commence on the date of an employee's first use of family and medical leave after the preceding twelve (12) month period has ended. Leave may be used for one or more of the following reasons:

- 1) The birth of the employee's child or the placement of a child with the employee for adoption or foster care;
- 2) To care for the employee's immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition;
- 3) To take medical leave when the employee is unable to work because of a serious health condition; or
- 4) For employees who need to take leave due to a "qualifying exigency" ("Qualifying Exigency Leave") resulting from:
 - a) Their spouse, son, daughter, and/or parent is a member of the Armed Forces ("Military Member") being deployed to a foreign country; or
 - b) Their spouse, son, daughter, and/or parent is a member of the National Guard or Reserves ("Military Member") being deployed under a call or order to covered active duty to a foreign country

"Qualifying exigencies" include:

- 1) Issues arising from a military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- 2) Military events and related activities (e.g., Official ceremonies, programs, or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross) that are related to the covered active duty or call to covered active-duty status of a military member;
- 3) Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a military member (e.g. arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the military member);
- 4) Caring for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty (e.g., arranging for alternative care, providing care on an immediate need basis, admitting, or transferring the parent to a care facility, or attending meetings with staff at a care facility.);
- 5) Making or updating financial and legal arrangements to address a military member's absence;
- 6) Attending counseling provided by someone other than a health care provider for oneself, the military member, or the child of the military member, the need for which arises from the covered active duty or call to covered active duty status of the military member;
- 7) Taking up to fifteen (15) days of leave to spend time with a military member who is on short-term, temporary rest and recuperation leave during deployment;

- 8) Attending certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the military member's covered active-duty status, and addressing issues arising from the death of a military member; and
- 9) Any other event that the employee and DSI Security Services agree is a "qualifying exigency."

Under some circumstances, employees may take family and medical leave intermittently--which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. If an employee is pregnant, they may have the right to take a pregnancy disability leave in addition to a family and medical leave. Employees should review the pregnancy disability leave policy below and notify a supervisor or the President if they need leave due to their pregnancy.

In addition to the above-referenced family and medical leave, DSI Security Services also provides Military Caregiver Leave, which is a protected leave of absence for employees who are a spouse, son, daughter, parent or next of kin of a covered military member who need to take time off to provide care for the military member for:

- 1) The military member who, while on active duty with the United States Armed Forces, the National Guard or Reserves, suffered or aggravated a "serious injury or illness" that:
 - a) Requires the military member to undergo medical treatment, recuperation, or therapy as a result of that serious injury or illness; or
 - b) Places the military member on the temporary disability retired list.
- 2) The Military Member is a veteran of the Armed Forces, the National Guard, or Reserves ("Veteran Military Member") who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave who suffered or aggravated a "serious injury or illness" that:
 - a) Requires the Veteran Military Member to undergo medical treatment, recuperation, or therapy as a result of that serious injury or illness.

Under those circumstances, an affected employee is entitled to receive up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period, which can be taken either in one large block of time or intermittently. An employee who, in the same twelve (12) month period, previously took other family and medical leave is entitled to receive Military Caregiver Leave, but, under those circumstances, the total leave taken will not exceed twenty-six (26) weeks. For Military Caregiver Leave the twelve (12) month period begins on the date of the Employee's first use of Military Caregiver Leave.

Certain restrictions on these benefits may apply.

C. Notice & Certification

If an employee needs family and medical leave and/or Military Caregiver Leave, the employee may be required to provide:

- 1) Thirty (30) day advance notice when the need for the leave is foreseeable--where the need for leave is unforeseeable, please inform DSI Security Services as soon as reasonably practicable;
- 2) Medical certification from a health care provider (both prior to the leave and prior to reinstatement) or, for Qualifying Exigency Leave, a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member has been deployed to covered duty in a foreign country and the dates of the military member's deployment to that foreign country or for Rest and Recuperation leave, a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave. In addition, for Qualifying Exigency Leave, an eligible employee may be required to provide certification of the exigency necessitating leave. In providing this medical certification, DSI Security Services shall comply with the provisions of GINA, which prohibits employers from

requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with GINA, DSI Security Services is asking that employees not provide any genetic information when responding to this request for medical information. Please see the Requests for Medical Certification policy in this Handbook for more information;

- 3) Periodic recertification; and
- 4) Periodic reports during the leave.

When leave is needed to care for an immediate family member or an employee's own serious health condition, and is for planned medical treatment, they must try to schedule treatment so as not to unduly disrupt DSI Security Services' operations.

Upon receiving notice of an employee's need for family and medical leave and/or Military Caregiver Leave and absent any extenuating circumstances, DSI Security Services will notify the employee whether the leave will be designated as family and medical leave and/or Military Caregiver Leave within five business days of learning that leave is being taken for a qualifying reason.

D. Compensation During Leave

Family and medical leave is typically unpaid. Under those circumstances where an employee's family and medical leave is unpaid, DSI Security Services may require the employee to use available sick leave during family and medical leave. Under those circumstances where an employee's family and medical leave is paid (e.g., the employee is receiving State Disability benefits, California Family Leave benefits, etc.), the employee may elect to use available sick leave during family and medical leave. In such case, however, all of those payments will be coordinated with any state disability or other wage reimbursement benefits for which the employee may be eligible so that at no time will they receive a greater total payment than their regular salary.

Please be advised that the use of available paid leave will not extend the length of a family and medical leave.

E. Benefits During Leave

DSI Security Services will maintain, for up to a maximum of twelve (12) workweeks of family and medical leave and twenty-six (26) weeks for Military Caregiver Leave, any group health insurance coverage that an employee was provided before the leave on the same terms as if the employee had continued to work. In some instances, DSI Security Services may recover premiums it paid to maintain health coverage if they do not return to work following family and medical leave.

The time that DSI Security Services maintains and pays for group health coverage during pregnancy disability leave will not be used to meet DSI Security Services' obligation to pay for twelve (12) workweeks of health coverage during leave taken pursuant to family and medical leave under California law.

F. Job Reinstatement

Under most circumstances, upon return from family and medical leave, the employee will be reinstated to their previous position, or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, upon return from a family and medical leave, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if the employee would have been laid off had they not gone on family and medical leave, or if their position has been eliminated during the leave, then the employee will not be entitled to reinstatement.

Prior to returning to work after taking family and medical leave for the employee's own serious health condition, they will be required to submit a fitness-for-duty certification from their health care professional certifying that they are able to return to work. Failure to provide the fitness-for-duty

certification in a timely manner may either delay the employee's reinstatement to their position or result in a denial of their reinstatement request if the certification is never provided.

If the employee is returning from family and medical leave taken for their own serious health condition but is unable to perform the essential functions of their job because of a physical or mental disability, DSI Security Services will engage in the interactive process with the employee to determine if there is a reasonable accommodation that may be provided to enable them to perform the essential functions of their position to the extent that doing so would not create an undue hardship for DSI Security Services. The employee's use of family and medical leave will not result in the loss of any employment benefit that they earned or were entitled to before using family and medical leave.

G. Unlawful Acts

It is unlawful for DSI Security Services to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for DSI Security Services to refuse to hire or to terminate or discriminate against any individual for being involved in any proceedings related to family and medical leave.

For additional information about eligibility for family/medical leave, contact a supervisor or DSI Security Services Corporate office.

8. Leave Under the California Family Rights Act (CFRA)

DSI Security Services will grant eligible employees up to twelve (12) work weeks of unpaid, job-protected leave and health insurance continuation under the California Family Rights Act (CFRA) for certain specified reasons.

As of January 1, 2021, the CFRA applies to private employers of five or more employees. If an employee is eligible for FMLA leave, then leave under the CFRA and FMLA will run concurrently.

A. Employee Eligibility

To be eligible for CFRA leave under this policy, the employee must satisfy the following eligibility requirements:

- 1) The employee has worked for more than twelve (12) months (52 weeks); and
- 2) The employee has worked at least one thousand two hundred and fifty (1,250) hours during the twelve (12) month period before the need for the leave.

B. Conditions Triggering Leave

Eligible employees may take leave for any of the following reasons:

- 1) To care for the employee's own serious health condition.
- 2) To care for a minor child, dependent adult child, adult child, a child of a domestic partner, parent, grandparent, grandchild, sibling, spouse, or domestic partner with a serious health condition.
- 3) To bond with and care for a new child by birth, adoption, or foster placement.
- 4) For a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, child, or parent in the Armed Forces of the United States.

If both parents of a new child work for the same employer, each eligible parent is entitled to up to twelve (12) weeks of leave.

C. Definitions

- 1) A "child" is defined as a biological, adopted, or foster child; a stepchild; a child of a domestic partner; a legal ward; or a child who is either under 18 years of age or is an adult-dependent child of an employee who stands in loco parentis (acting or done in the place of a parent) to that child. An adult-dependent child is an individual who is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

- 2) A “parent” is defined as a biological, foster, or adoptive parents, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in loco parentis to the employee as a child.
- 3) A “spouse” is defined as a partner in a legal marriage or a registered domestic partner, including same-sex partners in a marriage with the employee.
- 4) A “domestic partner” is defined as two adults who have chosen to share one another’s lives in an intimate and committed relationship of mutual caring.
- 5) A “sibling” is defined as a person related to another person by blood, adoption, or affinity through a common legal or biological parent.
- 6) A “grandchild” is defined as a child of the employee’s child.
- 7) A “grandparent” is defined as a parent of the employee’s parent.
- 8) A “serious health condition” for employee and employees’ family member is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential healthcare facility, or continuing treatment. “Continuing treatment” is ongoing medical treatment or supervision by a health care provider.
- 9) A “qualifying exigency” is defined as an urgent need arising out of the fact that a covered military member is on covered active duty or call to covered active-duty status. Such events may include leave to spend time with a covered military member either prior to or post deployment, or to attend to household emergencies that would normally have been handled by the covered.

D. Identifying the Twelve (12) Month Period

For purposes of calculating the twelve (12) month period during which twelve (12) work weeks of leave may be taken, the Employer uses a rolling twelve (12) month calendar, which is defined as the twelve (12) months following the date on which the prior leave of absence began.

In addition, CFRA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the child’s birth or placement.

E. Intermittent Leave

Eligible employees may take CFRA leave in a single block of time, intermittently, or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt DSI Security Services’ operations.

F. Use of Accrued Paid Leave

Employees may choose (or DSI Security Services may require employees) to use accrued paid leave (such as sick leave, vacation, or PTO, as applicable) concurrently with some or all of the CFRA leave. Employees receiving state disability benefits or paid family leave benefits will not be required to use accrued paid leave. To use paid leave concurrently with CFRA leave, eligible employees must comply with DSI Security Services’ normal procedures for the applicable paid-leave policy.

G. Notice & Certification

- 1) If the employee’s need for CFRA leave is foreseeable, the employee must provide advance notice and, if due to a planned medical treatment or supervision, the employee must make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the employer, subject to the approval of the health care provider of the individual requiring the treatment or supervision. If the employee’s need for CFRA leave is not foreseeable, such as because of lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable or fifteen (15) days from the employer’s request.

- 2) If an employee needs to request CFRA leave to care for a covered family member, the employee may be required to provide medical certification issued by the health care provider of the individual requiring care within fifteen (15) calendar days of DSI Security Services' request for the certification. Certification will be sufficient if it includes all of the following:

- a. The date on which the serious health condition commenced.
- b. The probable duration of the condition.
- c. An estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care.
- d. A statement that the health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual care.

Failure to comply with these conditions may result in delay of the commencement of leave or denial of a leave request. Second or third medical opinions and periodic re-certifications may also be required. If additional leave is required, the employee may need to provide re-certification.

- 3) If an employee needs to request CFRA leave for their own serious health condition, an employee may be required to provide certification. Certification will be sufficient if it includes all of the following:
- a. The date on which the serious health condition commenced.
 - b. The probable duration of the condition.
 - c. A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

If additional leave is requested, an employee may need to provide re-certification regarding an employee's serious health condition on a reasonable basis.

- 4) An employee on CFRA leave may be requested to provide periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

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

H. Employer Responsibilities

To the extent required by law, DSI Security Services will inform employees whether they are eligible for leave under the CFRA. Should employees be eligible for CFRA leave, DSI Security Services will provide them with a notice that specifies any additional information required, as well their rights and responsibilities. DSI Security Services will also inform employees if leave will be designated as CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, DSI Security Services will provide a reason for the ineligibility.

I. Job Reinstatement

Under most circumstances, upon returning from CFRA leave, an employee will be reinstated to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions. However, upon return from a CFRA leave, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if they would have been laid off had they not gone on CFRA leave, or if their position has been eliminated during the leave, then they will not be entitled to reinstatement.

J. Failure to Return After CFRA Leave

If an employee fails to return to work as scheduled after CFRA leave or if an employee exceeds the twelve (12) week CFRA entitlement, the employee will be subject to DSI Security Services' other applicable leave

of absence, accommodation, and attendance policies. This may result in termination if the employee has no other Company-provided leave available that applies to the continued absence. Likewise, following the conclusion of the CFRA leave, the Employer's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

K. Unlawful Acts

It is unlawful for DSI Security Services to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for DSI Security Services to refuse to hire or to terminate or discriminate against any individual for being involved in any proceedings related to family and medical leave.

9. Concurrent Use of PFL (Paid Family Leave) and FMLA/CFRA Time

As discussed below, employees may be eligible for state benefits under the Paid Family Leave. If an employee is eligible for PFL benefits and also for leave under a Company policy, the time off will run concurrently with time available under all applicable leave of absence policies maintained by DSI Security Services. This includes the family and medical leave policies where the employee is eligible for time off under the California Family Rights Act (CFRA) and/or the federal Family and Medical Leave Act (FMLA). As a result, if an employee receives benefits under the PFL program, the time taken off will be counted against the maximum limitations on time off imposed by all potentially applicable Company leave policies and the CFRA and FMLA rules, to the extent legally permissible.

10. Pregnancy Disability Leave (PDL)

A. Employee Eligibility

DSI Security Services will grant eligible employees an unpaid pregnancy disability leave if disabled because of pregnancy, childbirth, or a related medical condition. It will not interfere with, attempt to interfere with, restrain, or deny an employee's rights to pregnancy disability leave.

B. Leave Available

If an employee is disabled due to pregnancy, childbirth, or a related medical condition, they may take up to a maximum of four months leave per pregnancy. The leave available is determined based on the number of days or hours the employee would normally work within four calendar months (one-third of a year equaling seventeen and one-third (17 1/3) weeks). If the employee's schedule varies from month to month, a monthly average of hours worked over the four months prior to the beginning of the leave shall be used for calculating the employee's normal work. As an alternative, DSI Security Services may modify work practices or policies, work duties, or work schedules, provide furniture, or transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of the employee's physician, and if it may be reasonably accommodated. Under some circumstances, employees may take pregnancy disability leave intermittently.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

C. Notice & Certification Requirements

Employees must provide DSI Security Services with reasonable advance notice of their need for a pregnancy disability leave. An employee must provide at least thirty (30) days advance notice before the start of reasonable accommodation, transfer or pregnancy disability leave if the need is foreseeable. If the employee is unable to give thirty (30) days' advance notice because it is not known when reasonable accommodation, transfer or leave will be required to begin or because of a change in circumstances, a medical emergency or other good cause, notice must be given as soon as practicable. In addition, the employee must provide DSI Security Services with a health care provider's statement certifying the last

day they can work and the expected duration of the leave. DSI Security Services will provide the employee with a medical certification form for the employee's healthcare provider to complete. When leave is foreseeable and at least thirty (30) days' notice has been provided, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the medical certification to DSI Security Services within fifteen (15) calendar days after its request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

In providing this medical certification, DSI Security Services shall comply with the provisions of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employers from requesting or requiring genetic information of an Employee or family member of the employee, except as specifically allowed by this law. To comply with GINA, DSI Security Services is asking that employees not provide any genetic information when responding to this request for medical information. Please see the Requests for Medical Certification policy in this Handbook for more information.

D. Compensation During Leave

If the employee is granted a pregnancy disability leave, DSI Security Services will pay the employee's paid sick leave for the period of time equivalent to their available paid sick leave. If the employee is an employee who is eligible to receive PTO, they will have the option of using any available PTO time. All of those payments will be integrated with any state disability or other wage reimbursement benefits that the employee may receive. At no time will the employee receive a greater total payment than their regular compensation.

E. Benefits During Leave

If the employee is eligible for pregnancy disability leave and is otherwise eligible for medical insurance coverage from DSI Security Services, it will maintain and pay for group health coverage for up to four (4) months of their leave. The coverage will remain at the same level and under the same conditions as it would have been had the employee not taken pregnancy disability leave.

The time that DSI Security Services maintains and pays for the employee's medical insurance coverage during the pregnancy disability leave will not be used to meet its obligation to pay for twelve (12) weeks of medical insurance coverage during leave taken pursuant to California family and medical leave.

F. Reinstatement

Upon the submission of a medical certification from a health care provider that the employee is able to return to work, the employee will, in most circumstances, be offered the same position held at the time of the leave. However, the employee will not be entitled to any greater right to reinstatement than if they had been employed continuously rather than on leave. For example, if the employee would have been laid off if they had not gone on leave, then the employee will not be entitled to reinstatement.

If upon return from a pregnancy disability leave the employee is unable to perform the essential functions of the job because of a physical or mental disability, DSI Security Services will engage in the interactive process with the employee to determine if there is a reasonable accommodation that may be provided to enable her to perform the essential functions of her position to the extent that doing so would not create an undue hardship for DSI Security Services.

11. PDL and FMLA

Leave taken under PDL runs concurrently with family medical leave under federal law, e.g., FMLA, these employees are responsible to make satisfactory arrangements with DSI Security Services to regularly pay their portion of the monthly benefit premium.

12. PDL and COBRA

PDL is a qualified event under COBRA. As such, employees on PDL who are not eligible for concurrent FMLA coverage are eligible for continuation of their health benefits under COBRA providing they currently participate in company-provided group health benefits. Employees who qualify for COBRA receive a separate COBRA notice advising them of their rights under COBRA and with instructions how to apply for coverage.

13. PDL and CFRA

Although PDL runs concurrently with FMLA, it does not run concurrently with CFRA. However, following delivery, parents are eligible for up to 12 weeks of leave under CFRA for the purposes of baby bonding. As with FMLA, eligible employees are able to maintain their group health insurance coverage during their leave under CFRA terms providing they make satisfactory arrangements with DSI Security Services to regularly pay their portion of the monthly benefit premium.

More information on CFRA entitlements can be found in the family medical leave policy. Contact Corporate Human Resources if you have any questions regarding your rights and obligations under FMLA, CFRA, PDL and COBRA.

14. Civil Air Patrol Act

Eligible employees that have been employed by DSI Security Services for at least ninety (90) days and are a member of the California Wing of the Civil Air Patrol will be granted up to ten (10) days of unpaid Civil Air Patrol Leave per calendar year, which can only be used in the event employee is instructed by the United States Air Force, the California Emergency Management Agency, or other authorized government agency ("Authorizing Government Agency"), to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Civil Air Patrol Leave for a single emergency operational mission shall not exceed three (3) days unless an extension of time is granted by the Authorizing Government Agency and the extension of the leave is approved by DSI Security Services.

A. Notice

You are required to give DSI Security Services as much notice as possible of the intended dates upon which the leave will begin and will end. In addition, you are expected to give DSI Security Services prompt notice if there is any change in their return date.

B. Reinstatement

Upon your return from Civil Air Patrol Leave, you will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, you will not be entitled to any greater right to reinstatement than if you had been employed continuously rather than on leave. For example, if you would have been laid off if you had not gone on leave, then you will not be entitled to reinstatement.

15. Organ Donation or Bone Marrow Donation Leave

A. Employee Eligibility

Organ Donation or Bone Marrow Donation Leave is available to those eligible employees who are organ or bone marrow donors under circumstances where there is a medical necessity for the donation of the organ or bone marrow by the employee.

B. Leave Available

Organ Donation or Bone Marrow Donation Leave is a paid leave of absence. For Organ Donation, eligible employees are permitted to take a paid leave of absence not exceeding thirty (30) business days in any

one-year period. In addition, eligible employees are also permitted to take an unpaid leave of absence not exceeding thirty (30) days for the purpose of organ donation. For Bone Marrow Donation, eligible employees are permitted to take a paid leave of absence not exceeding five (5) business days in any one-year period. The period during which the paid leave may be taken is measured from the date the employee's leave begins and consists of twelve (12) consecutive months. The leave described under this section may be taken at one time or intermittently, but in no event shall exceed the amount of leave described herein.

Organ Donation or Bone Marrow Donation Leaves of Absence do not run concurrently with CFRA and/or FMLA leave.

C. Notice & Certification

Requests for leave should be made in writing as far in advance as possible. In order to receive an Organ Donation or Bone Marrow Donation Leave of Absence, you must provide written verification to DSI Security Services that you are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

D. Use of Available Sick Leave Prior to Organ Donation or Bone Marrow Donation Leave

- Employees must use up to five (5) days of earned but unused sick leave before they will be eligible to receive Organ Donation Leave benefits.
- Employees must use up to two (2) weeks of their available sick leave before they will be eligible to receive Bone Marrow Donation Leave benefits.

E. Benefits During Leave

DSI Security Services will continue to pay for medical insurance for employees on an Organ Donation or Bone Marrow Donation Leave of Absence for the duration of the leave (30 business days for organ donation and 5 business days for bone marrow donation). Any period of time during which an employee is required to be absent from their position by reason of leave under this section is not a break in the employee's continuous service for the purpose of the employee's right, if any, to salary adjustments, sick leave, paid time off, or seniority. Further, health insurance coverage will continue in the same manner as if the employee had not taken leave under this section.

F. Reinstatement

You will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, an employee will not be entitled to any greater right to reinstatement than if they had been employed continuously rather than on leave. For example, if the employee would have been laid off if the employee had not gone on leave, then they will not be entitled to reinstatement.

If upon return from an organ donation or bone marrow donation leave of absence the employee is unable to perform the essential functions of the job because of a physical or mental disability, DSI Security Services will engage in the interactive process with the employee to determine if there is a reasonable accommodation that may be provided to enable the employee to perform the essential functions of their position to the extent that doing so would not create an undue hardship for DSI Security Services.

G. Unlawful Acts

It is unlawful for DSI Security Services to interfere with, restrain, or deny the exercise of any right provided by organ donation or bone marrow donation leave law. It is also unlawful for DSI Security Services to refuse to hire or to discharge or discriminate against any individual for being involved in any proceedings related to organ donation or bone marrow donation leave

16. Voting Time

Because DSI Security Services has a continuing interest in encouraging responsible citizenship, employees are urged to vote for candidates and issues of their choice at local, state, and national elections. Polls are open from 7:00 am to 8:00 am each Election Day. If the employee is scheduled to be at work during that time and they do not have sufficient time outside of working hours to vote at a statewide election, California law allows the employee to take up to two (2) hours off to vote, without losing any pay. Time off may be taken only at the beginning or end of the employee's shift, whichever provides the least disruption to the normal work schedule. To receive time off for voting, employees must notify their supervisor and present a valid voter's registration card. When employees return from voting, it is necessary to present a voter's receipt to their supervisor. Two hours maximum may be arranged in advance with their supervisor. Whenever possible, the employee's request for time off to vote must be made to their supervisor at least two (2) days prior to Election Day. Any time off for voting greater than two (2) hours is not paid.

17. Volunteer Civil Service Time

No employee will be disciplined for taking unpaid time off to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency personnel. Eligible employees who are registered as a volunteer firefighter, reserve peace officer, or emergency rescue personnel (e.g. any officer, employee, or member of a fire department or fire protection or firefighting agency, or of a sheriff's department, police department, or a private fire department, whether a volunteer or paid worker, or any officer, employee, or member of a disaster medical response entity sponsored or requested by the state) who would like to perform emergency duty during work hours must notify their supervisor. Also, please alert a supervisor before leaving the premises when summoned for emergency duty.

In addition, eligible employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or as emergency rescue personnel shall be permitted to take a temporary leave of absence in order to attend fire, law enforcement or emergency rescue training. Prior to taking time off for this training, employees must notify their supervisor of their intent to attend the training session.

All time off to serve as a volunteer is unpaid.

18. Alcohol and Drug Rehabilitation Leave

DSI Security Services wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide the time off. If an employee requests time off to participate in such a program, DSI Security Services will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential. The employee may use any accrued sick leave or vacation benefits while on leave. However additional benefits will not be earned during the leave of absence. The leave will be subject to the same provisions and rules as apply to medical leaves.

19. Workers' Compensation Leave

A workers' compensation leave of absence will be granted for absence from work due to a work-related injury or illness determined by DSI Security Services' workers' compensation insurance carrier as a qualified event eligible for California workers' compensation benefits.

If you experience a work-related injury or illness, you are expected to report the injury or illness immediately to

your supervisor. If your injury or illness developed over a period of time, report it as soon as you learn or believe it was caused by your job. Reporting promptly helps prevent problems and delays in receiving benefits, including the medical care you may need. If DSI Security Services does not learn about your injury within 30 days, we may be unable to fully investigate the circumstances surrounding your injury or medical condition. As a result, you may lose your right to receive workers' compensation benefits.

It is important for you to get emergency treatment if you need it. Your Supervisor or Corporate Human Resources will tell you where to go for treatment. Tell the health care provider who treats you that your injury or illness is job-related. Corporate Human Resources will give or mail you a claim form, called an "DWC 1", within one working day after learning about your injury or illness. Fill out the claim form and return it to Corporate Human Resources or your Supervisor as soon as possible.

It is our goal to prevent work-related injuries from happening. We are always concerned when any of our employees are injured or ill due to a work-related condition. We believe that such absences represent a cost both to DSI Security Services as well as our employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and ability to return to work.

DSI Security Services wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of essential job functions. Thus, we will make an attempt to find a reasonable accommodation for an employee with a disability, which could include transitional or light duty work whenever this is possible.

A workers' compensation leave begins on the day your medical provider certifies that you are unable to work or medically limits your work with conditions that DSI Security Services cannot reasonably accommodate. Your workers' compensation leave ends when your doctor certifies that you are able to return to work or when your temporary disability status changes. Workers' compensation leave is an unpaid leave; however, you may be entitled to temporary disability benefits, that is, payments that partially offset your loss of wages. Your claims administrator will advise whether you are eligible and, if so, provide you with more details. Your workers' compensation leave will run concurrently with FMLA and/or CFRA coverage provided you are eligible.

If you receive company health benefits, you may be entitled to continuation of these benefits under COBRA provided you are not covered by FMLA and/or CFRA. Human Resources will inform you of your rights and entitlements as they relate to your specific circumstances.

When returning from a workers' compensation leave, you will be offered the same position you held at the time your leave began, if it is available. If your former position is not available, a comparable position will be offered, if available. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. DSI Security Services cannot make a guarantee of reinstatement from workers' compensation leave since the timing of your availability to return to work is subject to a number of factors outside of DSI Security Services' control.

For more information, relative to workers' compensation leave or COBRA, contact Corporate Human Resources.

20. Paid Family Leave (PFL)

California employees are eligible for benefits under the Paid Family Leave (PFL, referred to as 'Family Temporary Disability Insurance', e.g., FTDI) which provides up to six weeks of benefits for individuals who must take time off from work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new minor child.

Paid Family Leave insurance benefits are provided by the state of California Employment Development Department (EDD) and are based on the employee's past quarterly earnings. Paid family leave insurance does not provide job protection or return rights. As with other DSI Security Services leave policies, you are required to notify DSI Security Services in advance of your intention to take an unpaid leave of absence.

If you are absent for a reason that qualifies you for paid family leave (PFL), you will be required to use any accrued and unused sick leave during the seven (7) day waiting period before PFL benefits begin. You must exhaust all accrued vacation and/or sick leave before taking any unpaid absence.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused vacation and/or sick leave.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for seven (7) calendar days. If you have accrued sick leave, it will be used for the first seven (7) days, before SDI payments begin.

21. Domestic Violence Leave

A. Purpose - Objective

DSI Security Services provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking to attend legal proceedings or obtain other needed relief.

B. Eligibility

Employees who are victims of domestic violence, sexual assault, or stalking.

C. Procedures

Unpaid leave under this policy is available for an employee who is the victim of domestic violence, sexual assault or stalking to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety, or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Obtain services from a domestic violence shelter or rape crisis center.
- Seek medical attention for injuries caused by domestic violence or sexual assault.
- Obtain psychological counseling for the domestic violence or sexual assault.
- Take action, such as relocation, to protect against future domestic violence or sexual assault.

To request leave under this policy, an employee should provide Corporate Human Resources with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide Corporate Human Resources one of the following certifications upon returning back to work:

- A police report showing that the employee was a victim of domestic violence or sexual assault.
- A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
- Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.

Employees requesting leave under this policy may choose to use accrued paid vacation or sick leave.

In addition, DSI Security Services will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed workstation, or installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

To request an accommodation under this policy, an employee should contact Corporate Human Resources. DSI Security Services will engage the employee in a timely, good faith and interactive process to determine effective reasonable accommodations. Domestic violence, sexual assault, and stalking victims' leave for medical treatment does not exceed or add to the unpaid leave that FMLA allows.

22. Victims of Crime Leave

Unless otherwise provided by law, an employee who becomes a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- You must be the victim of a crime, or you must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

A registered domestic partner means a domestic partner who is registered in accordance with California state law. The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Before you are absent for such a reason, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, i.e., vacation.

23. Military Leave - National Guard Leave

Unless otherwise provided by law, employee who serve in the U.S. Armed Forces Reserve or National Guard may take the necessary time off from work without pay to fulfill this obligation and will retain all your legal rights to continued employment under existing laws. The employee must submit written verification from the appropriate military authority. DSI Security Services will reinstate those employees returning from military leave to the same or comparable position if they complete the following:

- Have a certificate of satisfactory completion of service.
- Apply within ninety (90) days after release from active duty or within such extended period, if any, as their rights are protected by law.

Also note that DSI Security Services will accommodate employees in the reserves on weekends or during the two (2) week annual active-duty requirement. Also note that DSI Security Services will make a reasonable attempt to accommodate employees in the Reserves on weekends or during the two (2) week annual active-duty requirement.

24. Spousal Leave for a Military Member

Unless otherwise provided by law, an employee who performs work for an average of twenty (20) or more hours per week and who has a spouse serving on active duty as a member of the Armed Forces, National Guard, or Reserves, is eligible to take up to ten (10) days of unpaid leave during their spouse's qualified military leave period.

For the purpose of this policy, a "qualified leave period" means the period during which the qualified member is on leave from deployment during a period of military conflict. A "qualified member" means a person who is a member of the United States Armed Forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or is a member of the National Guard who has been deployed during a period of military conflict, or a member of the Reserves who has been deployed during a period of military conflict.

In order to qualify for spousal leave, an employee must provide DSI Security Services with notice within two (2) business days of receiving official notice that the qualified member will be on leave from deployment. The notice must include a statement that the employee's leave will be during the time the qualified member is on leave from deployment.

25. Literary Assistance

DSI Security Services wishes to assist employees who require time off to attend an adult literacy education program. Any employee who needs time off to attend such a program must inform the President. DSI Security Services will attempt to make reasonable accommodations for the employee by providing unpaid time off unless it would cause an undue hardship to do so. DSI Security Services will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

26. Time off for School Activities

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, foster parents, a person who stands in loco parentis, a licensed childcare provider or grandparents having custody of one or more children in kindergarten or grades one (1) to twelve (12) may take time off for a school activity;
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month or a total of forty (40) hours each school year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If both parents are employed by DSI Security Services, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his/her supervisor;
- Employees must use accrued vacation in order to receive compensation for this time off;
- Employees who do not have accrued vacation available will take the time off without pay, and
- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

An employee may also be eligible to take time off to attend a school conference of a child or ward facing suspension from school is summoned to the school to discuss the matter. The employee should alert his/her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no

discriminatory action will be taken against an employee who takes time off for this purpose.

Special note regarding vacation accrual: Employees do not accrue any vacation pay while on any leave, unless otherwise specifically required by applicable law.

Employee Benefits

1. Security Officer Benefits

DSI Security Services offers a variety of benefits through Pan-American. These benefits include the following:

- Health Insurance
- Vision Insurance
- Dental Insurance
- Prescription Drug Coverage

The exact cost for each type of benefit is specified in a booklet which you will receive during your hiring process. Available benefits may change from time to time based on cost and demand therefore benefit details are not listed.

These are voluntary benefits and therefore are employee paid. DSI Security Services has negotiated these benefits to get you the best possible rates available and offer payroll deduction as an added benefit. You become eligible to participate after thirty (30) days of employment, and then you have thirty (30) days to make your enrollment selections.

The enrollment process can be completed by contacting Pan-American directly.

By Phone: To enroll now, call the toll-free enrollment center dedicated line and a representative will answer your questions and enroll you over the phone. Call 1-877-385-3601, Monday through Friday, 8am – 5pm, CST. Full bilingual (English-Spanish) services.

Once you have enrolled, Pan-America will send a file to our Corporate Accounting and the amount of premiums for each benefit will be payroll deducted.

Your benefits will be made available to you on the first of the next month following your 30-day waiting period and continue a weekly basis in conjunction with your payroll. If for some reason you do not receive a paycheck due to being out on leave, you must fill out the missed premium slip and mail your premium in directly to Pan-American.

If you have questions regarding your policy, it will be your responsibility to contact Pan-American at 1-800-694-9888.

2. 401(k) Plan

DSI Security Services is pleased to offer a 401k plan to all its eligible employees. This plan features a 25% matching contribution from DSI Security Services up to 3% of your annual pay. DSI Security Services has established the following eligibility requirements for participation in our 401k plan:

- Must be twenty-one (21) years of age.
- Must complete one year of service with DSI.
- Vesting: Six (6) year schedule
- DSI Security Services' contribution: 25% matching up to 3% of annual salary.

Vesting Schedule

Year 1: 0%

Year 2: 20%

Year 3: 40%

Year 4: 60%

Year 5: 80%

Year 6: 100%

**Vesting will only occur at the completion/end of the year of service in question.*

DSI Security Services has chosen Transamerica Retirement Services to administer and manage our 401k plan. Once you meet the eligibility requirements above, you will be allowed to enroll in the plan. There are two ways to enroll in the plan once you have obtained one year of service with DSI Security Services:

- Phone: To enroll by phone call 1-800-401-tran (8726)
- Internet: To enroll via the internet, log onto: www.ta-retirement.com

Once you become eligible, a complete enrollment package will be available to you at the Branch Office that explains the entire 401k plan, and the enrollment procedures, in detail. A summary plan description is also available to you at any time upon your request.

3. COBRA

DSI Security Services complies with the Federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination, reduction in working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation of coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify the Corporate Human Resources Department within sixty (60) days to maintain the right to continue coverage. At that time, Corporate Human Resources will provide enrollment materials to the employee or covered dependent within fourteen (14) days of that notification.

The covered employee or dependent has sixty (60) days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to human resources.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within forty-five (45) days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

Continuation of COBRA coverage will end for any of the following reasons: DSI Security Services discontinues its insurance plan, the premium payment is not made in a timely fashion, and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to twenty-nine (29) months. Continuation coverage will otherwise end after thirty-six (36) months. Coverage and deadlines under COBRA are subject to change pursuant to applicable law.

On-The-Job

1. Attendance, Punctuality, And Dependability

Since security is a twenty-four (24) hour a day, three hundred and sixty-five (365) days a year business our staffing needs change. It is important that you have a telephone and a responsible means of transportation so, we may contact you to present work shift opportunities on a specific workday, a swing, or a graveyard shift; in fact, these two (2) requirements are required conditions of your employment with DSI Security Services for obvious reasons, such as schedule changes or requesting coverage for another shift.

Punctuality is also an integral part of your duties as you will normally be relieving a fellow officer. Being on time means being prepared to assume your duties at the appointed time of your post. Never leave your post until you are properly relieved unless your post orders state you are not to be relieved, this is otherwise referred to as a “cold post”. In the event that you work a “cold post”, you must contact the Corporate Communications Center at 1- 800-239-5720 upon arrival and departure of your post.

If your relief has not arrived within thirty (30) minutes, notify DSI’s Corporate Communications Center. If your relief shows up after notifying DSI Security Services, please give us a call back so they can cancel the order for your relief.

- **Calling-Off Procedures:** Good attendance is very important as absences create serious scheduling problems and a hardship to other officer who must try and cover your shift and, in most cases, creates overtime for DSI Security Services. If for some reason you are unable to report for work, you need to notify your Branch Office or the Corporate Communications Center at least four hours in advance so they can find a replacement. Never have someone else call off for you unless it is absolutely impossible for you to call. If you are calling off due to health problems, be sure to contact the Branch Office prior to your next schedule shift to inform them if you will be available.
- If your absence is due to illness, you may be required to provide a doctor’s statement in order to return to work, if your absence exceeds three (3) days.
- Should undue tardiness or absenteeism become apparent, disciplinary action up to and including discharge may be required.
- **Reporting for Duty:** When you report for duty you will want to make sure of the following:
 - You are well rested
 - You are in proper DSI Security Services uniform
 - You will want to take any emergency phones, and make sure you have a pen and pocket notebook.

Most job sites will have written post orders so, be sure you understand them for the job you are working. DSI Security Services provides a logbook on each job, it contains various information. You will become more familiar with the logbook on post during your training.

The following reports are used daily. They are:

- | | |
|---|---------------------------|
| • Sign-in sheets (this is how you are paid) | • Incident Reports |
| • Daily Activity Reports (DAR) | • Customer Generated Logs |

2. Customer Service Standards

Customers are the driving force and the reason an organization exists. The long-term success of DSI Security Services not only depends on you, but on customer loyalty, so knowledge of our client’s post orders, their rules

and regulations are as equally important as knowing DSI Security Services'. It is important that you have good communication and customer service skills. A customer is defined as anyone who uses DSI Security Services' product or services; they are vendors, co-workers, employees of the client and the general public. Listed below are some basic suggestions to ensure you are exhibiting excellent customer service.

55% of communication is achieved through body language: good grooming, a warm smile, and good eye contact; listening and focusing on customer are some good examples. 38% is achieved by how we speak, such as using a calm, caring tone, or enthusiasm.

Additional things you need to know when dealing with our customers:

- Consideration of our clients is shown by the way we treat the facility so keep your work area free of litter and trash and clean up after yourself when finished eating.
- Do not ask for special favors from anyone at your job site as it places you in a compromising position and can arouse suspicion.
- Do not accept favors unless it is approved by your supervisor.
- Do not use your position to seek a job with the customer.
- Do not use client phones for personal use.
- Do not take your gripes or grievances to our client.
- Do not read literature that is not job related on post.
- Do not watch TV on post
- Do not leave a post without proper relief.

3. Appearance

A. Personal Grooming and Appearance Standards

Since the DSI Security Services security officer is the most visible part of our service maintaining a good personal appearance in your uniform will gain you respect and recognition as a professional security officer. A competent looking security officer serves as a strong deterrent against violations of rules and regulations. Your appearance can also aid you in getting the cooperation of people you deal with professionally.

- As a male security officer, hair must be neatly trimmed and not touch the back of your collar. Hair longer than the collar must be worn in a bun or under a cap. Mustaches should not extend below the corner of the upper lip and sideburns should not extend past the earlobe and must be straight.
- In such case an employee decides to wear a beard, the length of the facial hair shall not exceed one-quarter of an inch. If you need an accommodation because of a medical condition or disability such as a skin disorder (e.g., pseudo folliculitis), DSI Security Services will require that you submit a valid physician's statement supporting your request. Only one physician's statement will be required for the duration of employment. However, if the disorder is temporary, a physician's statement shall be required every ninety (90) calendar days for the duration of the disorder. The physician's statement(s) shall be submitted to the Branch Manager and placed in the employee's medical file. At no time may an employee be permitted to wear their facial hair in what is deemed an "exotic design" by DSI Security Services Management. Facial hair must be worn in a standard appearance, if worn at all. It will be at the discretion of DSI Security Services Management to decide if the beard is not in line with company standards.
- As a female security officer, you should wear your hair in a neat professional fashion. The wearing of a style that obstructs your vision, creates a safety hazard, or prevents the wearing of a cap, where required, is prohibited.
- If you require reasonable accommodation as a result of a sincerely held religious belief or race,

including hairstyles associated with race, please submit your request to the Corporate Human Resources Department so that it can engage in an interactive process related to your request.

- As always it is very important to maintain good hygiene.
- For safety reasons:
 - Only one ring per hand is permitted
 - No loose-fitting bracelets and/or watches may be worn
 - Necklaces and/or chains must be kept tucked under your uniform shirt
 - Only stud type earrings are permitted
 - Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
 - Tattoos must be appropriate in content and keeping with a professional image. No obscene tattoos will be permitted.

B. Uniform Appearance

As a benefit, DSI Security Services is providing you with clean uniforms. To complete your DSI Security Services uniform requirements, you will need standard black footwear of a safe type and black/navy socks.

Do not adorn the uniform with items not issued or required, and do not substitute personal items for issued items. It is your responsibility to care for and maintain your uniform. They do not require any special cleaning or maintenance and are machine washable and can be machine dried.

Presenting a professional appearance in your uniform will gain you cooperation with other professionals when you are enforcing or explaining rules. Always arrive at your assigned post properly dressed and ready for work. Other uniform requirements include:

- Keep your collar buttoned when wearing tie (if required by assignment)
- Do not overload breast pockets
- Always wear sleeves down and buttoned, and pocket flaps buttoned (if required by assignment)
- A properly fitting black belt should be worn at all times with the uniform.
- A properly fitting white undershirt should be worn with the uniform. The undershirt should be free from any type of stains, graphics and/or printing
- Where required by post the hat will be an essential part of the uniform and must be worn at all times
- When wearing a hat, always wear the hat squarely on your head
- The DSI Security Services issued hat is the only authorized article of headgear allowed
- All required personal protective equipment (PPE) must be worn at all times. Anyone discovered not following post directives on PPE will be subject to disciplinary action, up to and including termination.
- If an item of your uniform becomes worn or frayed, or does not fit, you may request a replacement from the Branch office at no cost to you
- Your uniform items are not to be worn off-duty
- Company I.D. Cards and state licenses may be required to be visible depending on the state in which you work
- All uniforms must be maintained in a clean and unwrinkled condition.
- Officers in uniform may not enter bars, cocktail lounges, taverns, or other places where alcoholic beverages are being served unless assigned to such a place while on duty.
- Security officers are also required to arrive to their post in uniform. Dressing in uniform after arriving to a post will not be tolerated. In some cases, an employee will be removed from a job site or sent home until properly dressed. This may result in loss of hours worked.

C. Care of Your Uniform

Your uniform may be laundered with your regular clothing. No special care is required. However, you should promptly remove it from the dryer to avoid wrinkling.

D. Uniform Return

Upon resignation or termination of your employment from DSI Security Services, you must return all uniforms and equipment in clean, reusable, serviceable condition. Failure to return uniforms at time of separation will result in legal action.

E. Site Specific Appearance Policies

Additional or modified appearance standards may be required based on your assigned post location. There are times in which customer policies will not allow for the wearing of specific items for safety matters, contamination, or specialized uniform appearance. If this impacts your assigned location, it will be communicated to you from local branch management.

4. Consensual Romantic or Sexual Relationships

Consensual romantic and/or sexual relationships with co-workers, customer employees or anyone else affiliated with a DSI Security Services customer are strongly discouraged. In the event that you become romantically and/or sexually involved with any of the above you must notify your Branch Manager immediately.

If a circumstance arises that results in a direct supervisory relationship between employees involved in a romantic or sexual relationship the employees must contact Branch management and one of the employees may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between the employees, the supervisory employee will not be involved in any personnel action involving the other employee in the romantic or sexual relationship. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

In the event you become involved with anyone affiliated with our customers, DSI Security Services will be required to notify our customer contact in order to determine if the relationship will be deemed a conflict of interest.

5. Telephone and Radio Etiquette

A. Telephone Etiquette

When you answer the client's telephone, you should say the following:

- Greeting (Good Morning, Afternoon, Or Evening)
- Client's Name
- Your Title and Name

For example: "Good Afternoon; ACME Manufacturing Company; Security Officer Smith speaking; may I help you?" Remember that every time you use the telephone, you are representing DSI Security Services. Convey warmth with a smile in your voice. Remember the caller is not interrupting you; it is your part job to talk with him or her.

Courtesy is always of utmost importance. Our clients expect you to be firm but also polite. When stopping and/or questioning people, treat them with tact, respect, and courtesy. A smile and a polite manner make a good impression, encourages cooperation, and makes your job more pleasant.

Use of client phones for personal use will result in disciplinary action up to and including immediate termination.

B. Cellphone Use

This policy outlines cellular telephone use at work, and the safe use of cellular telephones by employees while driving.

C. Personal Cellular Phone Use and Reimbursement

While DSI Security Services may generally furnish a work phone for use at a work site, you agree that DSI Security Services may install an electronic time and record keeping application on your personal electronic device, including but not limited to smartphones, tablets, wearable technology, computers, mobile phones, and cellphones ("devices"), to perform work for DSI Security Services such as tracking your hours worked, and meal periods, as well as logging employee's daily activity reports ("D.A.R."), occasional telephone calls, email correspondence and/or text messages on DSI Security Services' behalf. However, to protect DSI Security Services and its employees, any use of a device on behalf of DSI Security Services must conform to this policy as described below. In addition, each user is responsible for using their device in a sensible, productive, ethical, and lawful manner.

This policy applies to work performed on a device on DSI Security Services' behalf during working and nonworking hours, on and off of DSI Security Services' premises or any worksite at which Employee is assigned to work.

D. Limitations on Expectation of Privacy

All material, data, communications, and information, including but not limited to email (both outgoing and incoming), telephone conversations and voicemail, instant messages, and internet and social media postings and activities created on, received or transmitted by, printed from, or stored or recorded on a DSI Security device ("Data") and for DSI Security Services' business or on behalf of DSI Security Services on the employee's device ("Company Content") is the property of DSI Security Services, regardless of who owns the device(s) used.

Employees are expressly advised that in order to prevent misuse of Data and Company Content and ensure compliance with Company's policies and procedures and all applicable laws, DSI Security Services reserves the right to monitor, intercept, review, and remotely wipe, without further notice, all Data and Company Content, in DSI Security Services' sole discretion. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, logins, recordings, and other uses of the device, whether the device is in the employee's possession or DSI Security Services' possession. Therefore, employees should have no expectation of privacy whatsoever in any Data and Company Content. While DSI Security Services will provide advance notice where possible and will take reasonable precautions to avoid the loss of their personal content if the device must be wiped to protect Data and Company Content, it is the employee's responsibility to regularly back up their personal content so that they do not lose personal information if the device is wiped.

DSI Security Services may also make and preserve copies of all Data and Company Content, including any location tracking data that the electronic time and report keeping application collects from the employee's device, in DSI Security Services' sole discretion, for a period of time after those copies are created and may delete those copies from time to time without notice. In addition, DSI Security Services may obtain and disclose copies of any Data and Company Content for litigation, investigations, and as otherwise required by law.

You understand and agree that the electronic time and report keeping application may collect geolocation and other data, such as the time and physical location that you use your device, and you explicitly allow DSI Security Services to access and use this information to carry out DSI Security Services'

business, including but not limited to compliance with all applicable laws and regulations, timekeeping, payroll, and D.A.R. tracking and reporting, administering and maintaining DSI Security Services' operations, Company investigations and/or litigation, conducting internal audits, and maintaining insurance policies. It is not DSI Security Services' intention to view any such data collected during non-working hours, but DSI Security Services may inadvertently view this data when viewing the collected data collected for working hours.

By signing the Handbook acknowledgment at the end of this Handbook, you understand and consent to DSI Security Services monitoring, intercepting, reviewing, copying, disclosing, collecting, and remotely wiping all Data and Company Content, and data collected by the electronic time and report keeping application, in DSI Security Services' sole discretion. The employee also agrees that the use of any device for DSI Security Services' business or on behalf of DSI Security Services is at their own risk and DSI Security Services will not be responsible for any losses, damages, or liability arising out of the use of any device for DSI Security Services' business or on behalf of DSI Security Services under this policy, including any loss, corruption, or use of any content or loss of access to or use of any device, its software, or its functionality, unless the employee's device is damaged or requires replacement as a result of their use of the device for DSI Security Services' business or work purposes not due to the employee's gross negligence or recklessness.

E. Security Requirements – General

All devices used for DSI Security Services' business or on behalf of DSI Security Services must be registered with and authorized by the Corporate Human Resources Department.

To protect DSI Security Services' confidential business information from being lost or becoming public, you must immediately report any device used for DSI Security Services' business or on behalf of DSI Security Services that is lost, stolen, accessed by unauthorized persons, or otherwise compromised so DSI Security Services can assess the risk and, if necessary, remotely wipe all of DSI Security Services Content, in DSI Security Services' sole discretion. You must also promptly provide DSI Security Services with access to the device when requested or required for DSI Security Services' legitimate business purposes, including in the event of any security incident, investigation, or litigation.

When using their device for DSI Security Services' business, you must:

- 1) Password protect the device through the use of strong passwords.
- 2) Maintain the device's settings such that the device locks itself and requires a password if it is idle for one minute and use of the device is suspended after three failed login attempts.
- 3) Maintain the device's original operating system and keep it current with security patches and updates.
- 4) Prohibit access to the electronic time and report keeping application or any Company Content, including, but not limited to DSI Security Services' confidential information and trade secrets, on their device by anyone not authorized by the Company, including their family, friends, and business associates.
- 5) Unless authorized by a supervisor, or the Corporate Human Resources Department, not download or transfer work product or sensitive business content.
- 6) Not back up or otherwise store Company Content to cloud-based storage or services without DSI Security Services' consent. Any such backups or other stored copies of Company Content inadvertently created must be deleted immediately.
- 7) Not transmit any Company Content or Company information over an unsecured Wi-Fi network.

At all times, you must use their best efforts to physically secure the device against loss, theft, damage, or use by persons who have not been authorized to access the device by DSI Security Services.

F. Appropriate Use

DSI Security Services' policies prohibiting harassment, discrimination, and retaliation apply to the use of all devices under this policy. Employees may not use any device in a manner that may be construed by others as harassing or offensive based on race, including hairstyles associated with race, color, national origin, ancestry, sex, gender, transgender status, gender identity, gender expression, age, sexual orientation, age, religion or creed, including religious dress and grooming practices, physical or mental disability, requesting accommodation for disability or religious beliefs, medical condition, pregnancy, childbirth, breastfeeding or related medical conditions, marital status, registered domestic partner status, citizenship status, military or veteran status, genetic characteristics or information, or any other basis protected by applicable federal, state, or local law.

Nonexempt employees using their own devices under this policy must record all time spent working. Nonexempt are not permitted to use their devices for work purposes during nonworking hours without prior written authorization from DSI Security Services but must record all time spent working whether it is during working or nonworking hours.

Any employee who discontinues use of their device under this policy or leaves DSI Security Services' employ must allow DSI Security Services to remove any Company Content or DSI Security Services' work product from their device and to disable any software or services provided by DSI Security Services.

DSI Security Services prohibits employees from talking, texting, emailing, or otherwise using a mobile or other electronic device, regardless of who owns the device, while operating DSI Security Services' vehicles, machinery, or equipment, or while operating personal vehicles, machinery, or equipment for DSI Security Services' business or on behalf of DSI Security Services. Employees must also comply with any applicable federal, state, or local law restricting the use of mobile or other electronic devices while operating vehicles, machinery, or equipment. For their own health and safety and the health and safety of others, employees should not use their devices while operating vehicles, machinery, or equipment of any kind.

G. Technological Support

Except for any electronic time and report keeping application, DSI Security Services does not provide technological support for personal employee devices. By signing the Handbook acknowledgment at the end of this Handbook, you acknowledge that the employee alone is responsible for any repairs, maintenance, or replacement costs and services, unless the employee's device is damaged or requires replacement as a result of their use of the device for DSI Security Services' business or work purposes but not due to the employee's gross negligence or recklessness.

H. Costs and Reimbursements

DSI Security Services will reimburse employees an amount determined by DSI Security Services for the use of their personal cellular phones. Employees are required to know the limits of their particular cellular rate plan such as the peak and off-peak minutes included in the monthly plan, data limits, text message limits, and roaming charges. DSI Security Services has determined that the reimbursed amount is more than adequate to cover all costs associated with employee device usage for work purposes. However, if an employee feels the allowance does not adequately cover DSI Security Services' business-related usage, the employee should contact their supervisor immediately.

I. Consequences for Failure to Comply

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment.

J. Administration of This Policy

DSI Security Services expressly reserves the right to change, modify, or delete the provisions of this Cell Phone Use and Reimbursement Policy without notice. If an employee has any questions about this policy, they should contact the Corporate Human Resources Department.

K. Conduct Not Prohibited by This Policy

This policy is not intended to preclude or dissuade employees from engaging in any legally protected activities/activities protected by state or federal law, including the National Labor Relations Act such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

L. Personal Phone Calls During Work Hours

Excessive personal calls during the workday, regardless of the telephone used, can interfere with employee productivity and be distracting to others. A reasonable standard DSI Security Services encourages is to limit personal calls during work time to an "as needed" or emergency basis. Employees are therefore asked to make any other personal calls during non-work or break time, where possible, and to ensure that friends and family members are aware of DSI Security Services' policy. Flexibility will be provided in circumstances demanding immediate attention

M. Authorized Use of Company Provided Cellular Telephones

Where job or business needs demand immediate access to an employee, DSI Security Services may issue a business cellular telephone to an employee for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such telephones are to be used for business reasons only. Therefore, Employees have no right of privacy as to any information or file maintained in or on DSI Security Services provided telephone. Telephone logs will be audited regularly to ensure no unauthorized use has occurred. Employees may not delete or copy any information on the cellular telephone and may not download any application or software on the cellular telephone without prior written authorization from DSI Security Services.

Employees who receive an alert while on-duty are expected to return the alert within fifteen (15) minutes from receipt. If DSI Security Services cellular telephone is going to be off or out of signal range for any reason, the employee must contact DSI Security Services Dispatch and let Dispatch know why and how long the cellular telephone will be off the air, then call dispatch back when the Employee is back on the air.

Employees in possession of Company equipment such as cellular telephones are expected to protect the equipment from loss, damage, or theft. Furthermore, DSI Security Services' policies prohibiting harassment, discrimination, and retaliation apply to the use DSI Security Services cellular telephone. Employees may not use DSI Security Services' cellular phone in a manner that may be construed by others as harassing or offensive based on race, including hairstyles associated with race, color, national origin, ancestry, sex, gender, transgender status, gender identity, gender expression, age, sexual orientation, age, religion or creed, including religious dress and grooming practices, physical or mental disability, requesting accommodation for disability or religious beliefs, medical condition, pregnancy, childbirth, breastfeeding or related medical conditions, marital status, registered domestic partner status, citizenship status, military or veteran status, genetic characteristics or information, or any other basis protected by applicable federal, state, or local law.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the telephone for return or inspection. Employees unable to present the telephone in

good working condition within the reasonable time period requested may be expected to bear the cost of replacement to the extent allowed under the law.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

N. Radio Etiquette

Employees should use only professional and appropriate language while communicating on the customer radio.

6. Internal Investigations and Searches

Employee offices, desks, lockers, company cars, cabinets, files, and work areas, may be provided for use of employees but they remain the sole property of DSI Security Services. As such, these are not private and may be inspected with or without employee consent at any time and for any purpose. DSI Security Services also reserves the right to inspect any items brought into and/or removed from DSI Security Services offices and/or workplaces. Items found during a search shall be confiscated if management reasonably and in good faith believes those items violate any law or regulation, endanger DSI Security Services or employee safety and welfare, or otherwise violates any policy of DSI Security Services. DSI Security Services is not liable for the loss of personal items brought on the premises.

All employees are expected to fully cooperate with any and all investigations and/or searches, regardless of their nature.

7. Smoking Policy

Our goal is to have a smoke-free environment. Smoking is not permitted at any time in DSI Security Services work areas, including company vehicles or customer or client areas.

Smoking is permitted only in designated smoking areas. Uniformed officers of DSI Security Services must remain out of public view if choosing to smoke in a designated area. Smokers should be considerate of coworkers, customers, and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building. Under this policy smoking includes the use of cigarettes, e-cigarettes, and all other use of tobacco products.

8. Scheduling

- Getting the right officer assigned to the right job at the right time is handled by the Branch office, usually accomplished over the telephone after your initial assignment.
- It is a condition of hire that you have and keep as long as you work for DSI Security Services, a telephone by which you can be reached directly.
- On occasion, we may need to change your shift schedule or your instructions at the last minute due to an emergency. We will attempt to give as much notice as possible. In no case are you allowed to switch shifts or job assignments with another officer without specific advanced approval of your supervisor / branch office. When an approved change occurs, each Officer must sign in under their own name. Officers are never allowed to compensate another officer for working.
- Since security is needed twenty-four (24) hours a day, three hundred and sixty-five (365) days a year, you may occasionally be called to work a day, a swing, or a graveyard shift.
- If you are a full-time security officer, you will normally work forty (40) hours per week. Your Branch office

will try to assign you to the shift and type of duty you like; however, this is not always possible.

- Our staffing needs change as our client requirements increase or decrease. In some cases, shifts may rotate on a regular or irregular basis.
- You are hired to work either full-time or part-time, not to work a specific post, shift or day. DSI Security will try to keep you as consistent as possible with your shifts, but due to the ever-changing nature of our business and customer needs, this may be altered.
- Days off may change as required.

9. Corporate Communications Center

In the service business, nothing is more important than a timely response to the concerns of the customer. DSI Security Services takes this obligation seriously, and to enhance this effort we have created a twenty-four (24) hour a day, seven (7) day a week, corporate communications center. By calling one number (1-800-239-5720), you are able to reach any member of DSI Security Services Management (local or corporate) at any time. This Communications Center is continually staffed by a trained Corporate Communications Representative to assist our customers and employees with any need that may arise.

10. Rules of Conduct

It is the policy of DSI Security Services to provide procedures for Supervisors and Managers to follow in working with employees who do not meet DSI Security Services' standards in the areas of attendance, job performance, or conduct.

It is the intent of DSI Security Services to promote and preserve a safe, productive, and pleasant work environment to enable employees to achieve their highest level of productivity and self- fulfillment. An employee is therefore expected to perform their job duties and to comply with company policies and procedures in all areas, including attendance, safe work practices, work performance, and professional conduct at all times.

Corrective action taken by Supervisors should be in accordance with the degree of the seriousness of the infraction. However, these procedures are not issued for the purpose of guaranteeing employees that particular disciplinary steps will be taken in all cases, nor for the purpose of making any sort of commitment to employees. Disregarding or failing to conform to these standards shall warrant disciplinary action ranging from a warning notice to dismissal.

The value of your service depends on your alertness, your reliability, and on the confidence and trust you earn. The following violations of good conduct will not be condoned and are grounds for discipline up to and including termination of your employment. This may seem harsh, but these matters are important to the survival of our business and to the standards of our profession. This list is not all inclusive but is indicative of the type of conduct that is prohibited. Obviously, other situations may arise or occur which warrant disciplinary action or dismissal.

- Theft, destruction, damage, or unauthorized removal or use of DSI Security Services property or materials, including documents, records, computer programs, training materials and other proprietary information and materials.
- Commission of any dishonest or violent act or conduct which is disruptive or destructive toward fellow employees or customers.
- Failure to report to DSI Security Services within five days, any conviction under any criminal statute occurring at or away from the workplace.
- Unsafe driving of a company vehicle or personal vehicle while on company business.
- Negligence that results in injury to employees, visitors, or a customer.

- Repeated tardiness, unreported, unexcused, or excessive absences, or abuse of an approved leave of absence or failure to request and obtain an approved leave of absence or an extension in a timely manner.
- Falsification, misrepresentation, or withholding of pertinent facts in securing employment.
- Falsification of time sheets, reports, or other records.
- Violation of appearance standards.
- Refusal to follow instructions of supervisory or authorized personnel, rude or discourteous conduct toward a supervisor, employees, clients, visitors, or any action which endangers the health or safety of others.
- Unauthorized possession, display, or use of explosives, firearms, or other dangerous weapons while on duty or on DSI Security Services/ client properties.
- Failure to observe safety rules and policies or wear safety equipment.
- Off duty conduct which adversely affects employees or DSI Security Services' integrity, reputation, or credibility.
- Fighting with, threatening, or intimidating any person, including employees, on company premises or property connected with company business.
- Failure to report for duty (unexcused absence) / no call, no show
- Violating DSI Security Services company policy regarding a drug-and alcohol-free workplace.
- Destruction, theft, or unauthorized use of client's property, to include scrounging from discarded or apparently unused items without prior written approval from DSI Security Services.
- Leaving a post without proper relief.
- Refusal to comply with the orders of a DSI Security Services Supervisor in regard to your duties or being insubordinate to a DSI Security Services Supervisor or a client.
- Gambling, fighting, provoking a fight, sleeping, or dozing on the job.
- Interfering with others in the performance of their jobs.
- Improper use of DSI Security Services or clients' telephones. Using a client's telephone for personal use (except in an emergency), and not reporting and offering to pay for such calls.
- Reading literature that is not job related, watching TV, or listening to the (broadcast) radio.
- Using a computer for non-work-related purposes while on the job.
- Selling or attempting to sell or trade anything to a client's employees or visitors.
- Smoking or using tobacco products in an unauthorized area.
- Violating DSI Security Services' sexual harassment, EEO, or ace relations policies.
- Taking an animal of any kind to the job. A reasonable accommodation for use of service animals must be requested.
- Failure to have a telephone by which you can be reached directly.
- Failure to have a functioning means of personal transportation by which you can travel to work.
- Having visitors on post or allowing unauthorized persons on any facility.
- Making a statement to any type of news media about your job, duties or an incident that may have occurred.
- Failure to maintain a valid state or local security guard registration or license (where required).
- Behavior or language that is insulting or derogatory to DSI Security Services or a client of DSI Security Services.
- Knowingly acting against the legitimate business interests of DSI Security Services or a DSI Security Services client by such actions as: divulging confidential trade information, aiding competitors, or making false statements which discredit DSI Security Services or a client to the public.

- Being employed by another private security company while employed by DSI Security Services- this is considered a conflict of interest.
- Taking your work-related concerns to our clients. You are employed by DSI Security Services. If you have concerns or problems with your job, discuss them to your DSI Security Services supervisor to prevent a delayed response.
- Using a bicycle or personal vehicle to make rounds when not authorized by post instructions.
- Failure to cooperate with internal company investigations.
- Failure to abide by customer directives issued through means of post orders, memos, or verbal communication.
- Violating any company directive, policy, or procedure
- Causing a disruption in the workplace which may result in generating dissension and disharmony amongst your fellow security officers.

11. Use of Company Equipment and Computer Systems

A. General Usage

DSI Security Services requires a general computer usage policy to accomplish its business objectives in a secure and timely manner. Instituting such a policy demonstrates the commitment DSI Security Services has to safeguard Corporate information assets. That commitment must extend from every individual involved in business operations. The e- mail/internet system, all company issued cell phones, blackberry's, and pagers, all information systems, and all data transmitted or received through any of these systems, are the exclusive property of DSI Security Services. No individual should have any expectation of privacy in any communication over this system.

- At no time shall an employee use client equipment or DSI Security Services equipment for personal use. Should an employee use this equipment for personal use, disciplinary action up to and including termination will occur.
- All data on information systems at DSI Security Services is classified as company proprietary information.
- Any attempt to circumvent DSI Security Services' security procedures is strictly prohibited.
- Unauthorized use, destruction, modification, and/or distribution of DSI Security Services' information or information systems is strictly prohibited.
- All DSI Security Services' information systems will be subject to monitoring and auditing at all times. Monitoring / auditing will be conducted for reasons such as improving customer satisfaction, improving quality of products and/or services, and ensuring a safe, nondiscriminatory work environment for all employees.
- **Users acknowledge that they have no expectation of privacy with regard to their activity on DSI Security Services' information systems.**
- Employee use of company-owned technology constitutes consent to being monitored during such use.
- Use of any DSI Security Services' information systems or dissemination of information in a manner bringing disrepute, damage, or ill- will against DSI Security Services is not authorized.
- Individual passwords will be kept strictly confidential. In no situation should a username and password be given to another individual.
- No company system should be used to solicit or advocate non-company or personal interests.
- Employees are expected to protect the privacy of DSI Security Services and its employees and clients and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes

but is not limited to customer information, trade secrets, financial information, and strategic business plans.

- Misuse, as defined in this policy, will be handled directly with the offender, and could include disciplinary action up to and including termination.

B. Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using DSI Security Services or client equipment.

DSI Security Services reserves the right to monitor comments or discussions about DSI Security Services, its employees and clients and the industry, including products and competitors, posted by anyone, including employees and non-employees, on the internet.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including blogging/social media.

DSI Security Services reserves the right to use content management tools to monitor, review or block any content that violates DSI Security Services rules and guidelines.

C. Desktop Services

DSI Security Services discourages/prohibits the downloading of software from the internet because of significant risk of infecting DSI Security Services systems with a virus and the unreliability of such downloaded software. All DSI Security Services information systems will be subject to periodic inventory and inspection for compliance.

12. Blogging Policy - Social Media or Technology Sites

At DSI Security Services, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for DSI Security Services.

A. Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with DSI Security Services as well as any other form of electronic communication. The same principles and guidelines found in DSI Security Services' policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of DSI Security Services or DSI Security Services legitimate business interests may result in disciplinary action up to and including termination.

B. Know and Follow the Rules

Carefully read these guidelines, the DSI Security Services use of company equipment and computer systems policy and the nondiscrimination & harassment policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject

you to disciplinary action up to and including termination.

C. Be Respectful

Always be fair and courteous to fellow employees, customers or people who work on behalf of DSI Security Services. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our open-door policy than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers or employees, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

D. Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about DSI Security Services, fellow employees, customers, people working on behalf of DSI Security Services or competitors.

E. Post Only Appropriate and Respectful Content

- Maintain the confidentiality of DSI Security Services trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Express only your personal opinions. Never represent yourself as a spokesperson for DSI Security Services. If DSI Security Services is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of DSI Security Services, fellow employees, customers, or people working on behalf of DSI Security Services. Do not publish a blog or online post related to the work you do, or subjects employed with DSI Security. It is best to include a disclaimer such as "the postings on this site are my own and do not necessarily reflect the views of DSI Security Services."

F. Using Social Media at Work

Refrain from using social media while on work time or on equipment provided by DSI Security Services or a customer of DSI Security Services. Do not use DSI Security Services email addresses to register on social networks, blogs or other online tools utilized for personal use.

G. Retaliation is Prohibited

DSI Security Services prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

H. Media Contacts

Employees should not speak to the media on DSI Security Services' behalf without contacting the Corporate Human Resources Department. All media inquiries should be directed to them.

I. For More Information

If you have questions or need further guidance, please contact Corporate Human Resources.

This policy is not intended to preclude or dissuade employees from engaging in any legally protected activities/activities protected by state or federal law, including the National Labor Relations Act such as

discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities

13. Disciplinary Action

DSI Security Services reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this handbook or any other DSI Security Services document is intended to:

- Modify this “at-will” employment,
- Promise disciplinary counseling,
- Promise notice in circumstances where DSI Security Services considers immediate termination or discipline to be appropriate.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may not be followed in some instances. DSI Security Services reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

DSI Security Services reserves the right to take any disciplinary action it considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, such as Rules of Conduct, listed below are some other examples where immediate termination could result. This list is general in nature and is not intended to be all-inclusive:

- Showing disrespect to a customer, provider, or the general public resulting in a grievance or loss of good will.
- Refusal or failure to follow directives from a Supervisor, Manager, or DSI Security Services Officer.
- Breach of confidentiality relating to employer, employee, and customer, or provider information.
- Altering, damaging, or destroying company property or records, or another employee’s property.
- Dishonesty.
- Providing false or misleading information to any DSI Security Services representative or on any DSI Security Services records including the employment application, benefit forms, time sheets, expense reimbursement forms, etc.
- Fighting or engaging in disorderly conduct on DSI Security Services’ or customer’s premises.
- Violations of any of DSI Security Services’ employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest, and code of conduct.
- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.
- Committing perjury during an internal investigation.
- Violating a company policy, procedure, or directive

DSI Security Services recognizes that personal issues can sometimes affect your performance. In the event that you feel where personal matters are impacting your job performance, you are encouraged to contact Corporate Human Resources Department at 1-800-239-5720.

14. Solicitation

In an effort to assure a productive and harmonious work environment, persons not employed with DSI Security Services may not solicit or distribute literature in the workplace at any time for any purpose.

DSI Security Services recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit, wear, or distribute stickers, buttons, badges, or literature concerning these activities during working time or in working areas.

15. Worker's Compensation Benefits

The Worker's Compensation program provides insurance for any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Safety

1. Worker's Compensation Reporting

Each employee is covered by workers compensation insurance. All on-the-job injuries, regardless of severity, are to be reported to your supervisor immediately. You will also be required to submit a complete report concerning the accident and your injuries, submit photos of your injuries and the accident site, and participate in any investigation regarding the accident.

DSI Security Services will only perform post-accident testing if there is a "reasonable possibility" that drug use was a contributing factor in the injury or illness, or if testing is performed to comply with a federal/state workmen's compensation law or drug free workplace program. If intoxicants are found in the employees' system, the employee may forfeit all rights to worker's compensation.

Retaliation of any kind or discriminating against an employee who reports a work –related injury or illness is prohibited. If you feel you have been retaliated against due to reporting a work-related injury or illness, please report the incident immediately to the DSI Security Services Employee Care Line (1-800-239-5720 ext. 174). An employee who retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

Please contact the Corporate Human Resources Department at 1-800-239-5720 ext.176 should you have any questions concerning worker's compensation insurance.

2. On the Job Safety

A. Safety Hazards in the Workplace/Surroundings

All employees working with DSI Security Services share a common heritage of quality and productivity. While it is DSI Security Services' goal to provide a service of the highest standards, DSI Security Service is equally committed to performing this endeavor in the safest manner possible. Our commitment extends beyond simply watching out for ourselves; it includes concern for the safety of our colleagues. We each possess ownership of our work environment and must continue to correct safety and health concerns where they are found.

Each employee has a responsibility to work safely, read this section thoroughly, be familiar with all the rules, and to comply with them in his or her daily activities.

He or she should remember all the injuries and occupational health illnesses can be prevented and should ask him or herself "what must I do to keep from being hurt and from hurting others?"

In addition to the responsibility that each employee has to work safely, Security Supervisors have the following responsibilities:

- They have the primary responsibility under state OSHA and DSI Security Services rules for the safety of the employees reporting to them.
- Immediate supervisors are required to ensure that their employees have received and understand specific safety instructions, rules, and procedures for their areas as well as the site safety rules listed in this section.
- Each DSI Security Services Security officer is required to comply with all applicable laws, statutes, ordinances, policies, orders, rules, regulations, and procedures relating to employee health, safety,

and welfare (collectively “safety rules”), whether such safety rules are promulgated by Federal or State or local government, DSI Security Services, or its client. DSI Security Services and client safety rules may be found in, among other places, the general orders, regulations, and instructions for uniformed personnel, and DSI Security Services safety training materials.

Failure and refusal to comply with safety rules may result in disciplinary action up to and including termination of employment and may also result in denial of workers’ compensation or similar benefits if an employee suffers a work-related injury or illness as a result of the employee’s willful or intentional misconduct and/or failure or refusal to comply with such safety rules.

B. General Safety Rules

- Use safeguards, devices, and protective equipment, furnished by DSI Security Services and/or our customers as specified by area operating procedures. Removal of these devices or failure to use them is prohibited.
- Observe all posted danger, warning, and caution signs. Altering or removing them is prohibited.
- All horseplay, scuffling, and other acts which tend to have an adverse effect on the safety and the welfare of the employees is prohibited.
- Repairing or operating equipment is not permitted by anyone other than authorized and qualified personnel as determined by the DSI Security Services customer contact.
- Before or after handling any hazardous material, follow the area procedures for clean- up and/or disposal. Material safety data sheets are available from the customer contact.
- Eat and drink only in designated areas.
- Alcoholic beverages, regulated narcotics, explosives, firearms and other weapons, ammunition, cameras, and recording devices are not permitted on the premises.
- Report all job-related injuries or illnesses immediately to your supervisor.
- Report safety hazards to your supervisor immediately. As an employee, it is your responsibility to confront and report unsafe acts and practices.
- Emergency exits, evacuation routes and emergency equipment or emergency lighting must not be altered or obstructed without written permission from management. Any damage should be reported in your daily activity report.
- Emergency exits should be used only in an emergency.
- When construction or maintenance work is being performed, use adequate barricades and warning signs to prevent the movement of personnel through the area.
- Keep work in areas and hallways clean at all times. All areas must maintain good housekeeping practices.
- Running in the facility is prohibited except to prevent loss of life or injury.
- Safety (confined space, open flames, or hot work) permits will be secured prior to beginning work.
- All officers and safety devices must be in place before operating equipment.
- You must observe the posted speed limit around the building, and you must obey all traffic signs, pedestrians must walk in the marked walkways. Remember, however, that a pedestrian always has the right of way.
- In case of fires, accidents, or other emergencies, follow the procedures outlined in the appropriate sections of this document
- An approval must be obtained before any of the following can be done:
 - Work on the fire protection or fire detections systems
 - Blasting operations
 - Burning, welding, cutting, soldering, grinding, or other hot work

- Using a gas, diesel, or lp (propane) powered engine indoors
- Entering confined spaces (these will be identified by your supervisors)
- Lifting, hoisting, or air lifting with cranes, derricks, hoists, or a helicopter
- Moving emergency equipment (fire extinguishers, first aid kits, etc.)
- Excavating or trenching
- Using any form of laser equipment
- Using power actuated tools
- Operating a power vehicle or a self-propelled work platform
- Using any source of radioactive material
- Working with materials containing asbestos
- Working with any hazardous chemical (including solvents and paints)
- Working with compressed air or gasses
- Turning off any utility (electrical, compressed air, steam, etc.). Each individual working on a system will install his or her own lock out device on the piece of equipment as directed by his or her supervisor.
- Working on heating, ventilation, or air conditioning equipment
- Working on a roof
- Installing a temporary electrical service
- Working on an energized electrical circuit

C. Lifting Safety

- Always use the buddy system or mechanical lifting device if a load weighs more than ten (10) pounds. If you do not know how heavy a load is, before you attempt to lift it, test the load. If the load is too heavy, bulky, or blocks your vision, get help, or use a mechanical lifting device.
- Clear a path before lifting a load.
- Situate yourself in front of the load.
- Bend at the knees not at the waist. Keep your back in alignment.
- Grasp the load and let your legs do the lifting. Pull the load into your body as you straighten your legs. Again, if the load is too heavy (over 50 lbs.) Or bulky, get help.
- If you must turn, turn with your whole body. Avoid twisting your spine.
- When you set the load down, bend at the knees and slowly lower the load. Carefully put the load down without pinching your fingers.

D. Safe Patrolling Procedures

Your day-to-day performance while patrolling is just as important to your client as your behavior in a crisis. Patrolling should contribute to everyone's safety and security. The client is counting on you to be alert and reliable to help prevent damage to his or her property. Observing and reporting safety and security hazards can help prevent thefts, injury, and even major disasters.

- Read, be thoroughly familiar with, and follow all the specific directions found in this document.
- Familiarize yourself with all areas of the facility you will be designated to control.
- Watch where you are going and what you are doing. Injuries from slipping, tripping, and falling, are generally caused by inattention, and hurrying through the patrol route. Pay special attention to where you are walking in poorly lit areas.
- "Look" in order to "see" violations and hazards.
- Listen carefully so that you can hear and differentiate questionable sounds.
- Be alert to unusual odors.
- Watch for oily or wet substances on the floor.
- Remain alert to your surroundings.

- Use required safety equipment. Always wear your DSI Security Services safety vest when patrolling outside so as to visible to all vehicles.
- Watch for the following:
 - Poorly stacked materials
 - Slick floors and pavement
 - Water or ice in unusual places o damaged flooring or pavement
 - Lack of warning signs in potentially dangerous areas
 - Open elevator shafts
 - Poorly lighted areas, stairways, and halls
 - Obstructions in hallways, aisles, or stairways
 - high-voltage areas left unlocked
 - Exits blocked or not well secured
 - Disorderly house keeping
 - Check outside lighting and emergency lights to ensure that they are not broken and are working properly.

E. Emergency Equipment Placement

Although all possible attempts are made to reduce the number of hazards found in the work environment, in some instances, employees must perform potentially hazardous tasks or work in potentially hazardous areas. One example is working with hazardous chemicals. An important defense against injury is wearing of personal protective equipment (PPE). Personal protective clothing and equipment will be worn whenever chemical or physical exposure or contact could potentially harm an individual. DSI Security Services will provide PPE for work in designated areas. If you do not work in such an area where PPE is required but feel that PPE is necessary to ensure your health and safety, talk to your manger.

F. Fire Protection and Prevention Skills

DSI Security Services Security personnel should never attempt to fight fire or delay calling the fire department in an attempt to extinguish the fire.

- A DSI Security Services Security officer maintains the following responsibilities in dealing with an actual fire:
 - Stay calm
 - Analyze the situation
 - Notify the fire department immediately
 - Keep crowds away
- When reporting a fire to the local fire department, DSI Security Services Security officers should be prepared to provide the following information:
 - Your name and number
 - Address of the facility
 - Exact location of the fire
 - Nature of the fire (class type)
- If a telephone is not available, you should sound the nearest fire alarm. If the fire is small and is not spreading, then you should attempt to extinguish the fire before it grows and causes more destruction. However, this should be done only after the fire has been reported.
- Fire is rapid combustion in air which is accompanied by heat and flame. Fire protection involves five (5) activities:
 - Fire prevention – minimizing every cause of fire. It includes the prevention of careless, negligent, or malicious acts, which may cause a fire or create a fire hazard.

- Safeguarding employees – evacuating all unnecessary persons from danger areas.
- Fire extinguishing – can be done quickly with minimum of loss only through a thorough knowledge of firefighting equipment and its operation. First three (3) to five (5) minutes of a fire are the most important.
- After-fire loss – protect materials and equipment to prevent further loss by vandalism or theft.
- Fire control – security officers should be aware of the location of each of the following at any post in which you are assigned:
 - Alarm boxes & method of activation
 - Telephone & whom to call
 - Extinguishers & how to use
 - Halls and corridors & where to go
 - All exits & useable windows
- Fire Prevention: The time to stop a fire is before it starts. Fire prevention, as mentioned, is minimizing every cause of fire. For the security officer, this means enforcing the client's fire safety rules and reporting any potential fire hazards. Because a security officer is generally mobile, you are better able to detect potential hazards and irregularities. While on patrol, you should be observant of the following:
 - Are fire regulations posted?
 - Are fire exits and emergency areas blocked or inadequate?
 - Are fire extinguishers operable or easily accessible?
 - Are sprinkler valves sealed or blocked?
 - Are smoking control signs posted and rules enforced?
 - Are flammable liquids kept in closed, approved containers?
 - Are fire extinguishers operable and easily accessible?
 - Are flammable liquids stored away from heat sources?
 - Are electrical conductors completely insulated?
 - Is electrical equipment properly ground?
 - Are electrical receptacles overloaded and electrical cords or wires haphazardly strung across floors?
 - Are cigarettes or other cigar stubs disposed of in suitable ashtrays or containers? Are they left smoldering in a wastebasket or on the floor?
- Fire Extinguishing: The time it takes for one to extinguish a fire can determine the amount of damage that the fire may cause on a DSI Security Services customers property. The first five (5) minutes are the most vital, so reporting a fire should be immediate. There are three means for which you can extinguish a fire safely, if the fire department has not arrived:
 - Cooling – using water or water solution to lower the temperature of substances below burning point.
 - Smothering or blanketing – oxygen content is reduced by using chemicals, water, fog, sand, blankets, etc.
 - Starving – cutting off the supply of fuel.
- Classes of fire:
 - Class "A" – wood, rubbish, textiles, paper, etc. This type of material requires a quenching and cooling type extinguishing agent.
 - Class "B" – oils, gasoline, solvents, greases, paints, etc. This type of material requires a blanketing or smothering type of extinguishing agent. When extinguishing this type of fire, you must exercise caution in spreading the burning substance through the pressure of the extinguisher.
 - Class "C" – electrical equipment, machinery, automobiles, etc. This type of material requires a

- non-conducting extinguishing agent.
 - Class “D” – combustible metals such as magnesium, titanium, sodium, etc. This type of material requires a dry, powder type agent.
- Understanding fire extinguishers
 - Fire extinguishers are identified by labeling the class of fire inside a symbol. Extinguishers are suitable for more than one class of will generally contain multiple symbols placed in a horizontal sequence.
 - Most fire extinguishers are of the stored pressure type and operate simply by removing the safety pin and squeezing the pistol type grip control. This method of operation pertains to all extinguishers, expect for those which distribute foam. This type of extinguisher must be inverted to mix contents for discharge.
 - When attempting to put out a fire, a DSI Security Services Security officer should follow these procedures:
 - Determine the class of fire
 - Locate the suitable extinguisher
 - Carry extinguisher to fire site and set on floor or ground
 - Remove hose from bracket
 - Remove safety pin
 - Activate
 - Direct extinguishing agent at base of fire
- What to do in the event of a fire or fire alarm
 - Open all inner locked doors to give the fire department immediate access to the affected areas.
 - Go to the main entrance to wait for emergency vehicles.
 - Assist firefighting personnel by keeping all people who are not engaged in fighting the fire out of the area.
 - Keep the fire lanes open.
 - Locate and assist injured until medical help arrives. Note: security personnel should not move victims unless circumstances make it necessary for the safety of the victims or the personnel assisting them.
 - Check for fires and downed power lines.
 - Contact the production supervisor to shut down the compressed air tanks.
 - move any equipment that might add fuel to the fire and hinder fire fighters.
 - All security personnel should remain on duty even if relief security officers arrive.
 - After the fire is out, security personnel should be sure the scene is protected.

G. Hazardous Materials

- Evaluate the emergency by identifying the character, source, amount, and extent of released materials and the potential harm it could cause to human health and the environment.
- Make sure all security personnel are informed of the situation.
- Notify maintenance and the cleaning crew of the spill.
- Report to the spill area and ensure that clean up occurs.
- Contact personnel at home, if needed.

H. Occupational Safety and Health Requirements (OSHA related training, blood borne pathogens, etc.)

- DSI Security Services’ Contagious Diseases & Life-Threatening Illnesses Policy was first promulgated in 1989. Current OSHA regulations recognize the importance of occupational exposures and require formulized plans to reduce the potential of workplace exposures.
- The requirements of these regulations are set forth below. Each DSI Security Services employee must

be made aware of these regulations.

- This OSHA Blood Borne Pathogens Exposure Control Plan will be made part of each document, which will be reviewed twice a year and revised as needed. (The Risk Management Department and the Inspection, Regulatory and Compliance Division (IRC) must be advised of any facility where there are routine occupational exposures to infectious diseases) the OSHA blood borne pathogens exposure control plan includes the following:
 - An explanation of the standard - blood borne pathogens: OSHA Regulation 29 CFR Part 1910.1030. ("occupational exposure to blood borne pathogens") establishes standards to control occupational exposures to blood borne communicable diseases. OSHA has mandated that occupational exposure be minimized or eliminated through a combination of work controls personal protective equipment, training, Hepatitis b, vaccination, and signs of labels.
- The blood borne regulations cover all employees who have an occupational exposure to blood or other potentially infectious materials. The other potentially infectious materials include:
 - Semen, vaginal secretions, cerebrospinal fluids, synovial fluid, pleural fluid, etc.
 - Any human tissue (living or dead), and
 - Any HIV or HBV containing tissues, cultures and/or organs
- Institute a system of universal precautions where appropriate.
- List any workplace changes made to reduce occupational hazards.
- Describe type and use of personal protective equipment.
- Describe workplace and housekeeping practices to reduce exposures to infectious diseases.
- Establish a practice of washing hands after using protective equipment.
- Establish a procedure which prevents eating, drinking, cleaning contact lens, etc., in areas where there is potential occupational exposure to blood borne or other infectious material (refer to Rule 125a, Section 2c4c)
- Create written schedules for cleaning potentially contaminated areas.
- Instructing security officers that broken glass or other sharp instruments will not be picked up by hand.
- Administration of Hepatitis B Vaccination – in certain circumstances, the Hepatitis B Vaccination series must be made available, free of charge, to security officers. The manager must make contact with learning and development prior to beginning an account and any time a newly hired security officer assumes a level a position.
- HBV vaccinations must be offered under two (2) circumstances:
 - If assigned to a position, which has been identified as one, which has a Level A exposure to potentially infectious materials, the Security Officer must be offered the Hepatitis B vaccination series prior to initial assignment. The opportunity to be vaccinated form must be kept as a permanent part of the Security Officer's medical records (see below for record keeping requirements).
 - Following any incident in which any Security Officer comes into contact with potentially infectious materials, the manager must immediately offer a confidential medical evaluation and follow-up. (Exposure can take place at accounts of any level –A, B, or C) The exposed individual must be offered the opportunity to be given the Hepatitis B Vaccination within twenty-four (24) hours following contact.
- The Health Care Professional is obliged to give the exposed employee written evaluation within fifteen (15) days. The Security Officer must sign the opportunity to be vaccinated form.
- A description of the purpose and location of infectious materials labeling used in the workplace.
- Reporting procedures in event of an exposure.

- Mic/Unit Manager must contact Risk Management immediately so that the Security Officer can be offered a confidential medical evaluation which may include the offer of an HBV vaccination. The Health Care Administrator shall be provided with a completed copy of the post exposure incident and evaluation report.
- DSI Security Services must receive a written copy of the Medical Professional's evaluation. The Security Officer shall also be given a copy of the report. The report should be sent to Risk Management.
- Work Environment Learning: The Learning and Development Program must be given to each Security Officer as a part of the initial office and work environment learning. This Learning and Development Program will be provided by a thorough review of the universal precautions in the initial classroom learning and development.
- The initial work environment learning for those Security Officers at level A positions will consist of a review of the OSHA Standard and Exposure Control Plan. For all other Officers, the initial work environment learning will consist of a review of the OSHA Standard and Incident Reporting Procedures. Verification of this learning and development must be recorded on the Security Officer's initial monthly learning and career development record.

3. Driver Safety

- Anyone who drives a company vehicle must have a valid California driver's license. Any stated restrictions must be always followed.
- All persons operating and riding in company-owned vehicles must wear a seat belt at all times. Any person who fails to comply with this rule shall be subject to five days suspension without pay for the first offense; fifteen days suspension without pay for the second offense and termination for the third offense.
- Employees shall not remove or tamper with any portion of the seat belt safety system including shoulder harness, warning buzzer, light, airbag, or the associated detection or wiring devices of either system.
- Any driver having two (2) moving citations in a one-year period, or three citations in a three (3) year period, a single violation (including DUI, reckless driving, hit and run, etc.) or who is responsible for causing an accident in any vehicle will either be required to attend a defensive driving course, at employee expense, or will be prohibited from operating a company vehicle at the option of DSI Security Services. Where driving is an essential job function, the prohibition will result in demotion or termination.
- Persons operating company/client owned, leased, or rented vehicles must follow all vehicular and traffic regulations and laws. DSI Security Services will not pay for any tickets or citations, unless otherwise required under the law. We do not expect or permit anyone to use illegal or unsafe driving practices during the course of employment.
- Employees shall not operate a vehicle (company or client owned) while on duty, under the influence of drugs or alcohol or after consuming intoxicants. If intoxicants are consumed, you will not be allowed to operate a DSI Security Services vehicle; a minimum of six hours must lapse prior to operating company vehicles. Receipt of a DUI in a company vehicle will result in termination.
- Should you receive a violation while driving a company or personal vehicle, you must notify your Supervisor, Branch Manager within twenty-four (24) hours. DSI Security Services also requests from you an annual motor vehicle report applicable in the state you are assigned. If one is not provided within ten (10) days of your anniversary date, one (1) will be requested from an alternate source. Failure to provide the annual motor vehicle report may lead to discipline up to and including termination. This is considered a condition of your continued employment.
- In the event you are involved in an accident, immediately notify your Supervisor. A DSI Security Services

accident form must be prepared at the time of the accident and forwarded to Corporate Operations for disposition. DSI Security Services accident forms must be maintained in the glove compartment at all times.

- Employees may have to use their own automobiles for company business. When the use is authorized by your Branch Manager, you will be paid at the DOL recommended rate per mile or in some cases on an allowance basis. You are responsible for your own auto insurance. DSI Security Services auto liability Insurance only covers vehicles owned/leased by DSI Security Services.
- While using your privately owned vehicle, your insurance is primary. No coverage is provided by DSI Security Services. The mileage rate or allowance paid to you is all inclusive. No additional insurance costs are provided for. You must provide statutory auto liability insurance for your own privately owned vehicle. While DSI Security Services will not require you to list DSI Security Services as an additional insured party, we will require proof of auto liability coverage. Such proof may be in the form of a policy or premium receipt or other such documentation.
- Employees who drive must not use a cellular telephone or other device which causes a driver distraction, while in a moving vehicle.

Cell phone use while driving

Regardless of the circumstances, including slow or stopped traffic, employees whose job responsibilities include driving may not use cell phones, including voice calls, sending, reading, or reviewing text messages and/or e-mails while driving. Employees who are charged with traffic violations resulting from cell phone use while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will result in disciplinary action, up to and including termination of employment.

Leaving DSI Security Services

1. Dismissals

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – Voluntary employment termination initiated by an employee. DSI Security Services respectfully requests employees give two (2) weeks' notice of their intent to resign. Employees must notify their direct supervisor that they are resigning their position. This notification gives DSI Security Services an opportunity to plan for your departure and arrange for other means of getting work done so that service to our clients is not interrupted. If an employee resigns their position by providing a two-week notice, it will be at the discretion of the manager if they would like to reinstate the employee after this resignation notice has been submitted. It will also be a discretionary decision if the manager would make the resignation effective immediately.
- **Termination** – Involuntary employment termination initiated by DSI Security Services.
- **Layoff** – Involuntary employment termination initiated by DSI Security Services for non-disciplinary reasons.

2. Returning Company Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all DSI Security Services property immediately upon request or upon termination from employment. DSI Security Services may take all action deemed appropriate to recover or protect its property.

Uniforms are the sole property of DSI Security Services. When you are no longer employed by DSI Security Services your uniform must be returned or DSI Security Services will seek appropriate legal action.

Policies Applicable to Security Officer Employees

1. Bureau of Security and Investigative Services

California has a regulatory bureau that oversees contract security companies and their security personnel. This agency is the Bureau of Security and Investigative Services (“BSIS”). You are required to obtain and maintain a State-issued registration (“Guard Card”) to work as a security officer. The guard card must be in your possession at all times while you are on duty. Although DSI Security Services may assist you in obtaining your registration, it is your responsibility to keep it current and to renew it prior to expiration. If your guard card is expired or has been revoked, you may not work as a security officer. An invalid or expired guard card is grounds for immediate termination of employment.

BSIS sets forth rules governing your job, the violation of which could result in revocation of your license, fine or even imprisonment. The most important rules for you to know and follow are:

- You shall not falsely represent that you are employed by a private patrol operator (contract security guard company).
- You shall not knowingly make any false report to your employer or client.
- You shall not use a badge except when on duty and in uniform. The badge shall be worn on the exterior of the uniform, not carried in a wallet, or displayed by hand or on a belt.
- Any badge or cap insignia worn on duty must have the name of the security company and the breast badge must bear a number that can be traced to you.
- You shall not report on duty without a valid guard card in your possession.
- When your registration has expired, you will be required to reapply for a guard card. You cannot work without a valid guard card. You should reapply for your guard card well before it expires.
- Your registration may be suspended if you fail to notify the BSIS of any change of address within fifteen (15) days.
- You may not carry a firearm, baton, or chemical agent unless you have successfully completed a state-approved course and been issued a certificate for carrying such devices and be assigned to a jobsite by DSI Security Services where such a device(s) is authorized.
- You must never represent yourself to be a police officer, sheriff, or any other law enforcement official. To do so is a crime and is punishable by fine, imprisonment, or both.
- Your BSIS training modules, including the annual 8-hour refresher course must be up to date or you will not be allowed to work as a security officer.

These are only a few of the rules and regulations that apply to security officers in California. Security officers are responsible for knowing and complying with all BSIS rules and regulations and California law.

Note that it is your responsibility to stay up to date with your security officer training, as mandated by the state of California. It is also your responsibility to provide copies of all your training certificates to DSI Security Services.

DSI Security Services may provide services in jurisdictions other than California. It is the responsibility of employees to know and comply with all laws and regulations related to security officers in the jurisdiction in which they work.

2. Use of Force Policy

DSI Security Services has established this use of force policy and it is applicable to all security officer personnel.

The level of force used is based upon the totality of the circumstances surrounding the immediate situation. DSI Security Services employees must use only that force that appears reasonably necessary to bring an incident under control, while protecting the lives of others and themselves.

It is the policy of DSI Security Services that all employees conduct their duties with the intent to avoid physical confrontations with others.

A. Power to Arrest, Search and Detain

Security officers do not have police powers beyond that of any ordinary citizen and must operate under the laws permitting private person arrests and use of reasonable force. Security officers are not permitted to touch, search, or arrest any individual except under limited circumstances. Security officers may touch, search, or detain an individual only:

- When the individual has consented to the search freely and voluntarily.
- When security officers are acting in self-defense.
- When security officers are witnessing a misdemeanor in progress or when they have a reasonable belief that a felony was committed by the suspect.
- When security officers are acting to protect the physical safety of others.
- At the specific instruction of on-duty law enforcement personnel.
- When making a legal citizen's arrest. [NOTE: Law enforcement personnel must be immediately called to take custody]. At that point, a search can only be conducted to determine whether there are any weapons on a suspect's person.
- To enforce a merchant's right to detain under California Penal Code §490.5 ("shopkeepers' privilege").

B. Use of Force

Security personnel must exercise caution and good judgment when considering the use of any type of force. If faced with a clear and immediate threat of bodily harm, security personnel should always consider retreating if reasonable to do so at the time. Use of force should be employed only as follows:

- If reasonable to protect yourself or others from a clear and immediate threat of bodily harm or injury.
- Use only the amount of force reasonably necessary to repel an attack or threat of attack or to effectuate a lawful detention or citizen's arrest.
- Never use deadly force just to protect property.
- If a use of force situation arises, call the police for assistance and company management.
- Record all incidents in an incident report, as appropriate (a verbal report must be made immediately).

Deadly force may never be used for the protection of property or information. "Deadly force" is any use of force that is likely to cause death or serious bodily injury. Deadly force must only be used to defend life or imminent threat of great bodily injury. Employees who improperly use or apply excessive force may be held liable for their actions in a court of law, both criminally and civilly and subject to disciplinary action, up to and including, immediate termination.

Documentation - In the event of a physical altercation involving an employee, you must make every effort to secure names and addresses of all witnesses and of those persons involved. You must submit a detailed written incident report of the incident to your supervisor as soon as possible, and within 24 hours.

C. Reports and Logs

DSI Security Services Supervisors are required to submit to DSI Security Services Daily Logs, and any incident reports. The reports must be printed legibly in English, with the correct spelling and grammar, and as accurate and detailed as possible.

All use of force incidents shall be reported to BSIS (in accordance with Business & Professions Code Sections 7583.2, 7583.4, and 7599.42)

D. Post Orders

Only DSI Security Services Management staff will distribute work assignments to all security personnel. When possible, security personnel will be advised of future assignments well in advance so you will have ample time to prepare for the assignment. Once you have begun an assignment, you will report directly to your Supervisor for all matters relating to its completion. Your Supervisor, depending on the number of officers assigned to a particular post, will explain what and how to handle an emergency situation.

Prior to beginning a post assignment, you will be given a shift schedule and you will be briefed by your Supervisor, human resources, or the president as to approved working hours. Most importantly, post orders will be made available to you. Post orders describe in detail the job duties of each Security Officer assigned to a particular post. These post orders communicate the expectations of the particular client. It should list emergency numbers and the required functions to be performed at a given post.

Whenever possible, a Supervisor will be available on your first day of any assignment to go over your duties with you. Upon encountering any problems at a particular post, call your Supervisor immediately.

If a client, or an employee of a client, requests that you perform a duty that is not in the written post orders, you should first seek authorization from your Supervisor immediately. DSI Security Services understands that sometimes advanced authorization may not be possible. In such instances, always use your best judgment when performing duties or when requested to perform duties that are not a usual part of the written post orders.

3. Reports and Logs

DSI Security Services expects each of its employees to follow our standard policy regarding daily activity reports and incident reports.

Daily Activity Reports ("DAR") - DSI Security Services requires that its security officers make entries into their DARs every hour of each shift. DARs will be checked randomly by Supervisors and/or Branch Manager. Therefore, it is the Security officer's responsibility to ensure DARs are completed accurately and on time.

Remember the following when preparing DARs and incident reports:

- Write the reports with the reader in mind.
- All written communication must be printed legibly in English (no cursive handwriting or scribbling). DARs must also be filled out using complete sentences.
- All daily reports, incident reports, etc. will be written with the correct spelling and grammar, in upper case block letters. These reports must be completed prior to leaving your post.
- The DAR must indicate when the officer on duty is visited by DSI Security Services Supervisors or Management.
- The DAR must indicate when the officer on duty is visited by the police or client.

- DARs must be completed correctly and in sufficient detail. Be as accurate as possible.
- DARs must provide detailed accounts of all incidents such as loitering or trespassing.
- DARs should never be left blank.
- DARs must not be pre-written. Preparing DARs ahead of time is grounds for disciplinary action, up to and including termination.

Security Officers are also required to make at least one safety check during each shift and record the time the check was conducted in the DAR. The common hazards you should watch for on your round include:

- Slippery floors
- Tripping hazards
- Poor lighting
- Inadequate warning signs
- Leaks such as water, steam, oil, gasoline, chemicals, unusual fumes
- Open holes
- Low hanging objects, piled supplies, blocked aisles, protruding nails
- Unusual sounds
- Any condition you determine unsafe

4. Incident Reports

An Incident Report is necessary when something happens that must be documented more fully than a DAR allows. When a reportable incident occurs, the DAR should briefly log the event. The Incident Report, however, should detail in full all facts related to the incident. Some posts have separate incident reports for specific types of events such as any type of confrontations, parking violations, alarm activation, etc.

You should call your Supervisor every time you prepare an Incident Report. Employees have twenty-four (24) hours to submit this report to their Supervisor unless permission is otherwise granted by Corporate Human Resources or the President.

Failure to submit properly completed DARs and Incident Reports on time could result in disciplinary action taken against the employee up to and including termination.

5. Never Leave Your Post Unattended

Failure to stay at your post until relieved, or failure to arrive on time to a shift without warning the Supervisor (“No Call/No Show”) is grounds for immediate termination.

“Proper relief” is a Security Officer who is sober, in proper uniform and trained for the job. Of course, a proper relief may be a Supervisor, or some other person identified in your orders. If your relief has not arrived fifteen (15) minutes after the start of their scheduled shift, notify the On-call Supervisor immediately.

If your relief shows up after you notify the Corporate Communications Center, advise Corporate Communications Center that relief has arrived to avoid dispatching another officer.

AS A DSI SECURITY SERVICES EMPLOYEE

I will contribute to the success of DSI Security Services by providing “Superior Service” to accomplish our mission statement.

I will.....

- Reflect our commitment to our clients by words, appearance, and actions.
- Demonstrate a team effort to my fellow officers at all times
- Keep my work area clean, neat, and professional at all times. I will not bring material to work that may be offensive or discrediting to myself, my co-workers, our clients or DSI Security Services.
- Contribute to “Value Added” service by being professional at all times.
- Strive to grow with DSI Security Services as it grows.

We are all in this adventure together and it takes a team effort everyday by all to achieve our mission, keep the vision before us, maintain our values, set higher goals, and deliver superior service.

Receipt of Employee Handbook

I acknowledge receipt of the DSI Security Services Employee Handbook. I further understand that I am responsible for knowing and understanding its contents and I will comply with the policies contained therein and any revisions made to it. Furthermore, I acknowledge that my employment is “at-will” and that this handbook is not a contract of employment. I understand that if I have questions, I will contact my Branch Manager or Corporate Human Resources.

Date: _____

Employee’s Name (Print): _____

Employee’s/Applicant’s Signature: _____