

CONDITION of EMPLOYMENT

REAL SECURITY SERVICES Inc., (Hereafter referred to as the company), agrees to hire the below-named individual, (hereafter referred to as the employee). The employee accepts employment with REAL SECURITY 365 SERVICES INC. with the complete understanding of all the items below as conditions of employment and agrees to all terms indicated.

PAYROLL PAY DATE

Payroll checks are issued semi-monthly on the 1st and 15th of each month. For example, if you are hired on July 1st and you start working on July 4th. Your first paycheck will be issued to you on August 5th. However, paychecks will be issued the following business day if the 1st or the 15th fall on a weekend or holiday.

The employee has two (2) options in receiving paychecks:

1. The employee can physically pick up the check at the REAL SECURITY 365 SERVICES office located at 9824 East Washington st. Chagrin Falls, Ohio 44023 and sign for it.
2. Leave US Mail stamps at the REAL SECURITY 365 SERVICES SERVICE office to enable the paycheck to be mailed via the US Mail.

STATE of OHIO LICENCING AND FINGERPRINTING

The company will conduct employment reference checks, "investigative consumer reports", and background investigations on all candidates for employment before making a final employment offer and may use a third party to conduct these background checks.

Applicants must agree to state licensing and BCI & I fingerprinting before hire.

The employee understands and agrees with pre-employment drug screening and random drug testing throughout their employment with the company.

The company absorbs all costs related to the hiring process, and the employee is not explicitly responsible for charges that occurred. However, if the employee gets licensed, registered, and hired in and does not fulfill the schedule provided to them by REAL SECURITY 365 SERVICES, they will be charged for all costs related to their employment.

DATE of CONTINUOUS SERVICE

You will report to your supervisor, manager, or such other person as designated by the company from time to time.

You may also be expected to carry out additional/alternate duties consistent with your status as the company may from time to time require.

You will use all proper means to the best of your ability to maintain and improve the business of the company and further its interest. Your employment with the company commenced on your date of hire or as defined by the EMPLOYMENT AGREEMENT. No period of employment by any other employer counts as continuous employment with this company.

EMPLOYMENT AT WILL

Employment with the company is "at-will". This means that you may terminate your employment at any time with or without notice or cause, (it also means the company may do the same) While the company generally adheres to progressive discipline it is not bound or obligated to do so. Again, in the company's sole discretion may be terminated at any time, with or without notice or cause. In addition, the company may need to alter your employment status, hours, and schedule, or demote you without notice or cause. As an at-will employee, you are not guaranteed in any manner, that you will be employed for any specific period of time. No one in the company, except the president, can make a written, signed contract, or may make any representations or promises you that you are other than an at-will employee. Any employee, manager, or supervisor who makes such a representation or promise

to you is unauthorized.

UNIFORMS

Any equipment issued such as radios, chargers, pagers, and phones will be paid for at the time of issuance, through payroll deduction. Any issued uniform parts must be returned in good serviceable condition upon termination of employment. Shirts, pants, coats, or other wearable uniform parts are to be returned dry-cleaned/laundered or the employee will be charged for cleaning the uniform parts, and/or damages to said uniform parts not of normal wear and tear.

ADDITIONAL CONDITIONS

The employee understands and agrees to comply with the listed policies and procedures. The employee also understands that they are responsible for the performance of the duties requested of them throughout their employment. The employee understands that they may resign at any time without cause or reason. It is further understood that REAL SECURITY 365 SERVICES INC. May require a health evaluation which may include a physical or mental exam with their consent at no cost to the company. The Employee hereby consents to the release of their employment records to any future prospective employer or government agency.

I, hereby acknowledges that they have read the aforementioned information, and understand what is expected while employed by REAL SECURITY 365 SERVICES INC.

Print Date

Manager

EMPLOYEE AGREEMENT

This agreement is made in Avon, Ohio, as of _____ this of 20 by and between REAL SECURITY 365 SERVICES INC., who is herein called "Employer", and who is herein called "Employee", is set forth the Employer-Employee

relationship

The employee understands that he/she is employed "At Will" and that the employer may terminate the employee at any time without notice.

The employee acknowledges that Ohio Law prohibits the employment of REAL SECURITY 365 SERVICES INC from using, copying, or permitting anyone to use or copy confidential information or trade secrets of REAL SECURITY 365 SERVICES.

Therefore, in consideration of the above statements and the mutual promise made in this agreement and for other valuable consideration Employer and Employee agree as follows:

A). JOB EMPLOYMENT

1). Pursuant to the terms and conditions set forth in this agreement REAL SECURITY 365 SERVICES INC., offers to employ and may disclose confidential information as part of such employment. The Employee hereby accepts said employment with the employer and acknowledges confidentiality as part of the job responsibility.

2). ENTIRE AGREEMENT. This agreement is the entire agreement between the employee and employer. Any prior written or oral statements, negotiations, arrangements, or agreements regarding employment are superseded by this agreement.

3). WAIVER of PROVISIONS. No refusal or neglect of the employer to exercise a right under this agreement or to enforce compliance with any provision of this agreement shall constitute a waiver of any provision or any right under this agreement.

4). SURVIVAL OF CONTRACT. All provisions of this agreement are serviceable

and neither this agreement nor any provision hereof shall be affected by the invalidly or inapplicability of any other provision of this agreement.

5). Employee promises that he/she is not bound by any obligations assigned to the employee under this agreement.6). TERM The term of this agreement shall commence on the date of hire and shall continue until termination as herein provided.

B). EMPLOYEES' RESPONSIBILITIES

1 GENERAL OBLIGATIONS. During the term of the agreement, the employee shall perform all the duties and responsibilities assigned to the employee in accordance with the policies and instructions of the employer, whether written or verbal and to the employer's complete satisfaction as it so decides.

2). EFFORT. During the agreement, the employee shall devote his/her best effort, expertise, and attention to the performance of his/her duties and obligations assigned to the employee and at all times, shall faithfully and diligently serve and further the employer's best interest.

3). BREACH OR VIOLATION OF AGREEMENT. The employer may immediately terminate this agreement at any time without prior demand or notice if; The employee breaches the agreement or fails to perform any of the employee's obligations, duties, promises or representations under this agreement; or the employee commits a crime against the employer or customer of the employer or employee commits any other crime, fraud or dishonesty.

4). BREACH or VIOLATION BY EMPLOYEE. The employee may terminate this agreement at any time without prior notice based on the employer's breach of the agreement or violation of its obligations, duties, promises, or representations under this agreement.

C). CONFIDENTIAL INFORMATION.

The employee acknowledges that he/she has access to certain information pertaining to the employer including, trade secrets, customer list, records, research, and development plans, employment records, data and policies, business methods, and operations, business correspondence, and other records all of which are owned by the employer and used in the operations and business of the employer.

Confidential information has proprietary features which must remain private and confidential.

Confidential information is generally not available to the public.

The confidential information has been developed by the employer and over an extended period of time and is continuously in the business of the employer.

Confidential information has an economic value to the employer which would be damaged if any of the confidential information was discovered to or used by any person or entity other than the employer.

If the employee breaches any of these promises in this section the employer shall suffer immediate, material and irreparable damage and harm and the employer shall be entitled to injunctive relief against the employee in addition to any and all legal and equitable remedies.

The employer or the employee, at will at any time for any reason (with or without good cause), or for no reason upon the expiration of ten days after written notice is mailed or personally delivered by the termination party or the other party. The employer shall have the sole discretion to determine whether the employee shall continue to render service

Print

Sign

Date

Manager

This policy applies to all work-related injuries and illnesses affecting all REAL SECURITY 365 SERVICES employees. (Full, Part Time, and Temporary)

Procedure:

1. Following an injury, the injured employee must complete a written statement detailing the incident and a supervisor must complete an accident investigation form in accordance with company policy and submit the report to the Safety Coordinator.
2. The safety coordinator will review the report for completeness and accuracy and sign off on the document at the bottom of the form.
3. The accident information form will then be sent to the operations manager for their review and signature.
4. The safety coordinator will then complete the First Report of Injury (FROI) from the information provided in the initial accident report from the officer and the supervisor, and any other sources needed for completion.
5. The safety coordinator will call in, fax, or complete the online First Report of Injury, (FRO'), to the MCO within one, (1), business day.
6. The safety coordinator will verify the submission of the claim to the Bureau by receiving a case number from the MCO, TPA or the Bureau within 48 hours of the accident.
7. If the case number is not received within 48 hours of submission of the claim to the MCO, the MCO should be contacted immediately.
8. A copy of the completed Accident Investigation Form and First Report of Injury will be filed and retained by REAL SECURITY 365 SERVICES in the accident file.
9. The safety coordinator is responsible for following up on the progress of the injured employee and also the status of any corrective actions needed as a result of the accident investigation.

Print Date Sign Manager

COMPANY PROPERTY AGREEMENT

I recognize that I am financially responsible for any company property issued to me. I also understand that I am responsible to ensure that all company property remains at all times in good working order, and that should an item of the company property that has been issued to me needs repair or replacement, it is my responsibility to notify my supervisor or a designated company representative immediately in an effort to affect its repair or replacement.

I understand that any company equipment that is not in good working order at the time of my resignation or termination will be considered my failure to maintain that item of company property, and because I am financially responsible for all company property issued to me, the price of repair or replacement will be my responsibility. Based on applicable state statutes, reimbursement to the company will be achieved through payroll deduction of my wages.

My signature below serves as undisputed proof that I understand my responsibility regarding the company property issued to me and serves as authorization for REAL SECURITY 365 SERVICES INC. to deduct the appropriate amount from my final paycheck.

STATEMENT OF FINANCIAL RESPONSIBILITY

There are several costs incurred that are associated with the hiring of a new employee. The State of Ohio and the Federal Government, (BCI and FBI background check), both charge fees for the employee to be licensed as a

security guard. However, these charges are completely absorbed by the company, so long as the employee fulfills their scheduled shifts and works enough hours to cover the cost of these fees. The employee has the option of paying for these fees up front in cash or by other monetary means or have the fees deducted from their last paycheck (should they be held financially responsible.)

All associated uniform parts and accessories needed may be purchased separately from a uniform company.

In the event of any type of termination of the employee, the employee agrees to pay for any outstanding cost and/or subsequent cost for collection that may be incurred by REAL SECURITY 365 SERVICES. The employee agrees that any money owed to REAL SECURITY 365 SERVICES can be deducted from the employee's paycheck. All identifying patches, badges and accouterments including the State of Ohio-issued Identification card issued by the State of Ohio will be returned as required by law.

I _____ understand that the cost of all licensing and uniforms will be absorbed by REAL SECURITY 365 Services so long as I complete the hiring process and work my scheduled shifts for REAL SECURITY 365 Services for a minimum of six (6) months. I agree that I am solely responsible for these costs should I not fulfill my obligations to REAL SECURITY 365 SERVICES. I understand that these costs are as follows.

\$46- Long sleeve uniform shirt \$40- Short sleeve uniform shirt. \$40- Pants (if issued) \$40-

FBI fingerprints (if applicable) \$30- BCI Fingerprints \$40- PI/SG registration fee.

The applicant agrees to these terms and conditions of financial responsibility.

Print Date

Sign

Manager

REAL SECURITY SERVICES

SEXUAL HARASSMENT POLICY

REAL SECURITY SERVICES views sexual harassment and sexual advances as unacceptable conduct in the workplace. Such behavior will not be tolerated or condoned. Under the Federal Equal Employment Opportunity Commission guidelines, sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These actions constitute sexual harassment when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is not the intent of REAL SECURITY 365 SERVICES to regulate the social interaction or relationships freely entered by employees: however, REAL SECURITY 365 SERVICES SERVICES do view sexual harassment and sexual advances as unacceptable conditions in the workplace.

1. REAL SECURITY SERVICES will not tolerate sexual harassment in any form, which imposes a requirement of sexual cooperation as a condition of

- employment, promotion, lay-off, training and any other term and condition of employment.
2. Supervisory personnel may use implicit or explicit sexual behavior to control, influence or affect the career, salary, or job of an employee.
 3. Each member of management has the responsibility to ensure that the working environment is free from sexual harassment. Employees shall feel free to raise their concerns in this area without fear of retaliation.
 4. All employees shall be afforded a working environment free from unsolicited verbal comments, gestures, or physical conduct of a sexual nature.

HOW TO PREVENT SEXUAL HARASSMENT

1. Conduct yourself in a professional manner.
2. Become familiar with your right to work in an environment free from discrimination based on sex.
3. Be prepared to assert these rights.
4. Become acquainted with your organization's policy and procedures for reporting harassment.
5. Take a few minutes to stop and decide, ahead of time, what kind of action you would take if you were harassed.

NOTIFICATION OF DRUG TEST

I _____ (REAL SECURITY SERVICES Employee), have been informed by REAL SECURITY 365 SERVICES INC of the reason for any pre-employment drug screen and future urine test for drugs and/or alcohol, and I also understand that a urine test can be requested of me at any time without cause while employed at REAL SECURITY 365 SERVICES. I understand that I may be tested randomly and due hereby give my consent. In addition, I fully understand that the results of the stated test will be forwarded to my employer, REAL SECURITY 365 SERVICES, and become part of my employment record.

If the given test results are positive for any substances, and for this reason, I am not hired, or if already employed by REAL SECURITY 365 SERVICES I will be therefore dismissed/terminated immediately with no exception. I fully understand that I will be given an opportunity to explain the results of said test but that does not constitute a reason for or for reinstatement to my position or employment.

I hereby authorize these test results to be released to REAL SECURITY 365 SERVICES INC. Print Date Sign

Manager

EMPLOYEE ACKNOWLEDGMENT FORM

The employee manual describes important information about WSS, and I understand that I should consult the Operations Manager regarding any questions not answered by this manual.

Since the information, policies and benefits described here are subject to change, I acknowledge that revisions to this manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. only the President of REAL SECURITY 365 SERVICES has the ability to adopt any revisions to the policies in this manual.

I have entered into my employment relationship with REAL SECURITY 365 SERVICES voluntarily and acknowledge that there is no specified length of employment. Accordingly, either REAL SECURITY 365 SERVICES or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual and I understand that it is my responsibility to read, understand and comply with the policies contained in this manual and any revisions made to it.

State Issued Security ID Card

This card has been used to you by, and is the property of, the State of Ohio and is only valid during your employment with REAL SECURITY 365 SERVICES. At the end of your employment, the card must be handed into the office. Your last paycheck will be held by REAL SECURITY 365 SERVICES management until the

The card is turned in.

Print Date Sign

Manager

STATEMENT OF PHYSICAL ABILITY

Can you stand for long periods of time?

Can you walk for long periods of time?

Can you work in inclement weather?

Do you have any conditions that would keep you from the performance of the normal

duties? Do you take any medications that would preclude you from operating a motor

vehicle?

Do you have any phobias that could prevent your assignment to certain sites such as but not limited to sheets, exposed spaces, the dark, etc.?

REAL SECURITY SERVICES

USE OF FORCE POLICY

Only the President, Vice President, and/or CEO of REAL SECURITY 365 SERVICES may make changes to the "Use of Force Policy".

This policy pertains to Security Officers, it is not to be applied to, followed by, or utilized by Sworn Law Enforcement Officers. Sworn Law Enforcement Officers will operate under the use of force policies of their respective departments and in accordance with all local, state, and federal laws.

A REAL SECURITY 365 SERVICES Officer is working for a private corporation in that he/she is a private citizen with no more rights, privileges, or defense to the use of force than any other private citizen. Security Officers must be familiar with the policies of the particular client whose account they are working under. Security Officers serve as a watchman-like function. The primary duty of a security officer is to observe and report.

AT ALL TIMES THE USE OF FORCE WILL BE USED AS A LAST RESORT WHEN ALL OTHER MEASURES HAVE BEEN EXHAUSTED.

The use of force carries with it a great obligation. A Security Officer may use NON-DEADLY FORCE when it is reasonably necessary to defend themselves or others. A security officer may use the force to affect an arrest when a crime has been committed and there is a reasonable belief that the person upon whom force has been used committed that crime. NON-DEADLY FORCE may also be appropriate when it is reasonably necessary to prevent an unlawful entry. Security Officers may not use force to recover property.

A SECURITY OFFICER MAY USE DEADLY FORCE ONLY TO PROTECT HIS OR HER LIFE OR THE LIFE OF ANOTHER OR SERIOUS BODILY INJURY OR HIM/HERSELF OR.

It is imperative that at all times the minimum amount of force be used when a threat ends the use of physical force must also end. Any time force is used Law Enforcement Authorities must be notified, and a supervisor from REAL SECURITY 365 SERVICES must be notified, (Supervisor, Director of Operations, Chief of Security, or Commanders). Human resources shall also be notified at the earliest convenience.

The person upon whom force was used shall be arrested. First aid and medical treatment shall be rendered as needed and deemed necessary for the proper treatment of the injured person now in custody and for any and all persons injured due to the incident including the Security Officer.

A written report will be filed at the time of the event or as soon as possible after the event by the respective Security Officer and given only to a Whittquard Security Services supervisor that will disseminate it to Law Enforcement Officials and others as deemed necessary and needed. Failure to file a report in a timely manner will result in IMMEDIATE TERMINATION.

IN THE CASE THE USE OF DEADLY FORCE MAKE NO STATEMENTS TO ANYONE UNTIL ADVISED BY THE LEGAL COUNCIL.

Security officers will only carry those weapons and firearms that are specifically approved by REAL SECURITY 365 SERVICES and that the individual Security Officer has received, completed, and is certified by the State of Ohio and a valid certificate from OPOTA has been issued and is on file with REAL SECURITY 365 SERVICES to use and carry. The use and or carry of unauthorized weapons while on duty as a REAL SECURITY 365 SERVICES Protective Security Officer or Security will result in disciplinary actions up to and including immediate termination.

REAL SECURITY SERVICES

CONFIDENTIALITY AND NON-COMPETE AGREEMENT

This AGREEMENT was made and entered into this day of 20 by _____

and between (EMPLOYEE) and REAL SECURITY 365 SERVICES INC. (the company).

WITNESSETH

WHEREAS, the parties hereto recognize and acknowledge that the employee, over the course of employment, has developed and /or will develop substantial knowledge of the business of the company; and

WHEREAS, the information which the employee will learn is confidential business information and/or trade secrets; and

WHEREAS, the parties hereto further recognize and acknowledge that the employee's participation in a business of the same sort or similar to the business of the company immediately subsequent to or during his/her employment with the company would have a severe and irreparable adverse effect upon the operations and prospects of the company's business because of the confidential business information, trade secrets, skill and expertise that employee will obtain while employed by the company; and

WHEREAS, the parties recognize and agree that the employee is exercising this agreement in consideration of the company employing the employee and that the employee is required to enter into this agreement as a material condition of his/her employment with the company; and

WHEREAS, the parties hereto deem it to be in their best interest to enter into this agreement.

NOW THEREFORE, in consideration of the above and the receipt of other goods and valuables consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1). The employee agrees that within the State of Ohio (the "RESTRICTED AREA")he/she shall not, and shall cause any entity that he/she controls or is affiliated with not to, during his/her employment with the company and for a period of twenty-four (24) months after the date of the employees' termination of employment with the company: carry on, engage in, own, manage, operate, finance, consult, contract, be employed by, affiliate or otherwise associate with any entity and/or individual which is engaged in the company business, (which is attached hereto and incorporated herein), furnish information to or communicate with any of the company customers or intercompany behalf of any business entity or other person that competes with or may reasonably be construed to compete with the company business in any manner directly or indirectly or indirectly compete with the company or solicit any customer or supplier of the company to cease doing business with the company within the restricted area. The parties agree that the restricted area is a reasonable geographical limitation of this agreement.

General Availability

Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays
1 st								
2 nd								
3 rd								

Do you have any scheduling restrictions? If so, please list and sign.

Account Assigned

Shift Monday Tuesday Wednesday Thursday Friday Saturday Sunday

1st							
2nd							
3rd							

Schedule is subject to change per company needs & account coverage requirements.

Uniforms Shirts

Size	Type	Issued	Returned	Quantity

Print Date Sign

Manager

REAL SECURITY 365 SERVICES VEHICLE POLICY

When driving a REAL SECURITY 365 Services patrol vehicle, the following are to be strictly adhered to:

- NO smoking in company vehicles. (This includes electronic cigarettes) □
NO eating in the company vehicle.
- Do not leave personal belongings in the vehicle.
- Seat belts must always be worn.
- All traffic laws must be followed.
- Speed limits MUST be adhered to. A GPS system has been installed on all REAL SECURITY 365 Services vehicles.
- NO excessive idling of vehicles. No more than 20 minutes of a vehicle running and not driving/patrolling is permitted.
- Oil, coolant and all other necessary fluids must be checked daily at the start and end of your shift.

- All lighting must be checked at the start of your shift.
- Tire pressure must be checked at the start and end of your shift. □ The vehicle must remain on site or be returned to the office at the end of your shift. Vehicles will NOT be taken home to your private residence unless prior authorization has been given by REAL SECURITY 365 Services Management.

IF ANYONE IS FOUND IN VIOLATION OF THIS POLICY, A POINT SYSTEM IS IN PLACE.

EACH NOTIFICATION OF A POLICY VIOLATION (i.e. Speeding, Idling, etc.) A POINT WILL BE ADDED TO YOUR RECORD. AT 10 POINTS \$20 WILL BE DEDUCTED FROM

YOUR CHECK. AT 20 POINTS you WILL BE WRITTEN UP AND BARRED FROM DRIVING A VEHICLE FOR A PERIOD OF TIME DETERMINED BY MANAGEMENT.

Sign

Manager

REAL SECURITY SERVICES

_____ hereby state that I have read, signed, and understand all documents and policies presented to me by REAL SECURITY 365 SERVICES and their affiliates. I hereby understand that I am bound to these terms and conditions set forth on this day

of 20

REAL SECURITY SERVICES

Logs & Report Writing Guidelines

It has come to my attention that the quality of Daily Logs and Incident Reports in some locations is inadequate. I will remind you that entries must be CLEAR descriptions of what occurred and only filled out once the round/patrol is completed. DO NOT fill out logs in advance! "Rounds made, all secure" is not an acceptable entry for your log. Report exactly what you did, observed, or responded to. Also, please not write the exact same sentence entry after entry. Sometimes rounds/patrols can become very routine, change your route, timing, and direction of travel, do not become predictable. All of this is a basic security procedure, and it is our job not to be complacent.

Incident reports need to be clear, concise, and complete descriptions of what occurred. Go step by step in chronological order, Following WHO, WHAT, WHEN, WHERE, & HOW. Report the FACTS ONLY! Do not add your own ideas or inferences on WHY. The "WHY" should only be used when reporting someone's DIRECT QUOTE when they have responded to a question. Make your report as neat and legible as possible and not overly long.

Any Logs or Reports filed CAN & WILL become a LEGAL DOCUMENT if a situation arises and records are subpoenaed by Law Enforcement/Court Systems.

REAL SECURITY 365 SERVICES Manager



