



# SECURITY MANAGEMENT INC

## Employee Handbook



Employee Handbook Jan. 2024  
Employee Initials \_\_\_\_\_

Security Management Inc. [www.smiproservices.com](http://www.smiproservices.com)  
Employer Initials \_\_\_\_\_

**(SMI) Security Management Inc. 100% Veteran Owned & (DVBE) Certified**

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## **Section 1 Introduction**

### **1.1 Welcome to SECURITY MANAGEMENT INC.**

Security Management Incorporated is a Nevada Corporation, licensed to provide Security and Private Detective services, under the following license's, in the following listed states. California Private Patrol Operator PPO#120538, Pennsylvania Security and Private Detective Services IAW Private Detective Act of 1953,22 (CP-01-MD-19-2019), and South Carolina Security Services SLED #3775 certified Security Company. As a company we want all of our employees to be successful, continue to grow professionally, and provide our customers with first class, unequalled services.

### **1.2 Employee Handbook**

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of SECURITY MANAGEMENT INC. (the "Company"), of 24950 Ave. Kearny, Valencia, California 91355, 1418 Baltimore Street, Suite 12118 Hanover, PA 17331, and 1605 Central Ave., Suite # 6172 Summerville, SC 29483 and to acquaint employees with many of the rules concerning employment with the Company.

This Handbook applies to all employees. Compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, expressed and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

The Handbook contains important information on the Company's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse, Meal/Rest Breaks and Confidentiality

Upon being employed by the Company, all employees will be required to sign and date an Acknowledgement of Receipt of Handbook form. Each employee is responsible for familiarizing themselves with all policies in the Handbook and agree to comply with all the rules applicable to each employee. An electronic copy of the Handbook is available to all employees on the Company website at [smiproservices.com](http://smiproservices.com). A hard copy of the Handbook is available to read at all Main Offices.

### 1.3 Changes in Policy

Since our business is constantly changing, the Company expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this Handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by the Company.

If you are uncertain about any policy or procedure, please check with your manager or Human Resources.

### 1.4 Employment-At-Will

Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice. Furthermore, the Company has the right to modify or alter an employee's position or impose any form of discipline it deems appropriate at any time.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. The Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

No person other than the President, or Vice President have the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the President, or Vice President of the Company have the authority to make any such agreement, which is only binding if it is in writing and signed by the President of the Company.

## Section 2 Employment Policies

### 2.1 Employee Classifications

The following terms are used to describe employees and their employment status:

**Exempt Employees** - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA"), and California, Pennsylvania, and

South Carolina state laws. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

**Non-exempt Employees** - Employees whose positions do not meet specific tests established by the FLSA, and California, Pennsylvania, and South Carolina state laws. All employees who are covered by the federal or state minimum wage and overtime laws are considered non-exempt. Employees working in non-exempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime as **Private Security Officers (PSO) and Security Guards**.

**Full-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 30 hours per work week.

**Part-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 30 hours per work week.

**Temporary Employees** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

**Independent Contractor or Consultant** - These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause and with or without notice.

## **2.2 Equal Employment Opportunity & Americans with Disabilities Act**

It is the policy of Security Management Inc. to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race,

religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

The Company expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Company will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Company's operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with the Company in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Company provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you need an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

## **2.3 Confidentiality**

In the course of employment with the Company, employees may have access to "Confidential Information" regarding the Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Company's premises, and during and even after the end of the employee's employment with the Company. This duty of confidentiality also applies to communications transmitted by the Company's electronic communications. See also Internet, Email and Computer Use policy, herein.

As a condition of employment with the Company, all employees must sign a Non-Disclosure Agreement.

## **2.4 Employment of Minors**

The FLSA's child labor provisions, which the Company strictly adheres to, are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

## **2.5 Employment of Relatives**

The Company recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the Company's operations. When the Company determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include: father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Company should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Company's operations exists. If the Company determines that such a problem exists, the Company will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

## **2.6 Introductory Period**

The first 90 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance in writing. If the Company finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Company's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Company for any definite period of time, but instead allows both you and the Company to evaluate whether or not you are right for the position. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.



## **2.7 Personnel Records and Employee References**

The Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Company and may not be removed from Company premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact a Human Resources representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Company's offices during regular business hours and in the presence of an individual appointed by the Company to maintain the records. You also have the right to obtain a copy of your personnel files, but you may be required to pay for any such copies. Upon written request from a current or former employee the Company will provide a copy of the employees' personnel files and records. You may add your comments to any disputed item in the file.

By policy, the Company will provide only the former or present employee's dates of employment and position(s) held with the Company. Compensation information may also be verified if written authorization is provided by the employee.

## **2.8 Privacy**

The Company is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms.

Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Company does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, the Company will set up guidelines for employees and management to follow to ensure that company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

## **2.9 Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Company within the past three years,

or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

### **2.10 Political Neutrality**

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. The Company will not discriminate against any employee because of identification with and support of any lawful political activity. Company employees are entitled to their own personal political position. The Company will not discriminate against employees based on their lawful political activity engaged in while outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Company, and that you are not representing the Company

### **2.11 Written Communication vs. Verbal Communication**

Directives, instructions, schedule changes, salary changes, promotions, terminations, etc. must all be delivered in writing via email, letter or text. Either by the employee to management or by management to the employee. Any of the above given in verbal form will not be considered valid fact unless it has been put into writing.

### **2.12 Employee Licenses and Certifications**

As a condition of employment for Security Guard/Private Security Officer (PSO) employees it is required that a current (non-expired) Guard Card issued by the Bureau of Security and Investigative Services, Pennsylvania Private Detective Act of 1953, or South Carolina Law Enforcement Division (SLED) be maintained for the state he/she is currently serving. For those posts that require an Armed Security Guard it is required that a current (non-expired) Exposed Firearm Permit issued by the Bureau of Security and Investigative Services, Pennsylvania Private Detective Act of 1953, and or South Carolina Law Enforcement Division (SLED) be maintained as well.

A notice will be provided to the employee 90 days prior to the license expiration date as a courtesy reminder that it must be renewed, however, this is ultimately the employee's responsibility. If the required license or certification expires the PSO/Security Guard will not be scheduled to work any posts/shifts until proof of renewal has been submitted to the office.

## **Section 3 Hours of Work and Payroll Practices**

### **3.1 Pay Periods and Paydays**

Employees are paid on a bi-Weekly basis. All employees will be paid every other Friday. All employees are paid by check or direct deposit (DD only available on a case-by-case basis) on the

above-mentioned payday. If the regular payday falls on a Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

### **3.2 Overtime**

Non-exempt employees will be paid in accordance with federal and California, Pennsylvania and South Carolina state laws.

In California, Pennsylvania and South Carolina with some exceptions, the standard work week for employees should not exceed 8 hours per day or 40 hours per week. Should the Company find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. The company work week runs from 0800 Monday morning to the next Monday at 0800.

All overtime work by non-exempt employees must be authorized in advance by the President or Vice President in writing (Email, Text, SMS is acceptable). Only hours actually worked will be used to calculate overtime pay.

### **3.3 Rest and Meal Periods**

All rest and meal periods will be in accordance with California State law and Federal or State Laws.

Non-exempt employees will be provided a 10-minute rest break for every four-hour period of work. This time is counted and paid as time worked. Employees scheduled to work more than a five-hour period will be provided a 30-minute unpaid meal period. Non-exempt employees who work six hours may waive their meal break. Non-exempt employees working more than ten hours are entitled to a second meal period, except that if the time worked does not exceed twelve hours, the second meal period may be waived by mutual consent between the employee and his/her manager. Reasonable break time will be provided to breast-feed an infant or to express breast milk. Time is counted as paid if taken concurrent with other break time, otherwise, time is counted as unpaid.

Certain posts/job sites with 8-hour shifts may require the employee to sign and date a Meal Break Waiver.

In this instance it must be mutually agreed by all on-duty guards that they will take their meal break in place and not leave the job site. In return the Company will pay the employee at their hourly rate for the missed meal. By signing the meal break waiver, the guards agree to take their meal break in place, not leave the job site, and be paid for the time at their hourly rate.

Any questions regarding this meal break waiver can be directed to the President of the company for further explanation.

### **3.4 Time Cards and Tracking**

Non-exempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

The Company utilizes Humanity for online tracking of time worked, attendance and scheduling. Employees have access to the Application via their smart phone. The Company will provide instruction on the use of the Application.

### **3.5 Payroll Deductions**

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. **Deductions will be made for the following:** Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

### **3.6 Wage Garnishment**

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt, Income Withholding Order (IWO). Once the Company receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

### **3.7 Direct Deposit**

Direct deposit approval is given on a case-by-case basis. Employees who are approved for direct deposit will have their paychecks deposited into a bank account of an accredited participating bank or credit union.

### **3.8 California Fair Pay Act**

No employer shall pay any individual in the employer's employ at wage rates less than the rates paid to employees of the opposite sex in the same establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where the payment is made pursuant to a seniority system, a merit system, a system which measures earnings by quantity or quality of production, or a differential based on any bona fide factor other than sex. In addition, it is unlawful to pay employees less than employees of another race or ethnicity for "substantially similar work" and prior salary shall not, by itself, justify any disparity in compensation.

### **3.9 Cash Advance Loans and Repayment**

An employee may request a cash advance loan against their pay by completing the Employee Cash Advance Loan Request and Repayment Agreement Form. Loan and Repayment shall be at the approval and discretion of SMI. The employee shall have the right to repay without penalty.

Should employment with SMI end prior to full repayment of the loan SMI reserves the right to require the entire remaining balance due be paid immediately on or before the last day of employment.

If there is still an outstanding balance SMI shall use every legitimate means to retrieve it from the employee. In the event of default, the employee agrees to pay all reasonable attorney fees and costs of collection.

## **Section 4 Standards of Conduct and Employee Performance**

### **4.1 Anti- Harassment and Discrimination**

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Security Management Inc. policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

#### **Prohibited Conduct:**

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or

discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Prohibited harassment might also be transmitted using the Company's electronic communications system, or through other on-line conduct.

### **Complaint Procedure:**

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management. The company has an "open-door" policy. Any employee who identifies an issue or has a complaint is encouraged to follow a "Chain of Command" report to your supervisor or team leader first, before escalating to Senior Management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **4.2 Attendance**

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee is required to notify his or her supervisor at least 6 hours prior to the start of his or her shift, this allows time to find a replacement for the missed shift. If an employee will be late, even one minute, he or she is required to contact their Supervisor.

Starting a shift on time requires full, required uniform and with all equipment in place prior to shift start time. Employee must arrive early enough so that he or she is ready to work, fully geared up so shift starts on time. Arriving early, however, does not mean to login early. Employee's must login at the time their shift is scheduled to start unless they have received prior approval to login early. The same applies for the end of shift; the employee must clock out at the scheduled time or receive prior approval to work longer than scheduled.

If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. In the event that the employee fails to call his or her supervisor or report for work for 3 consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with the Company and will be removed from the payroll. Excessive absenteeism or tardiness may subject the employee to



disciplinary action, up to and including termination (first offense verbal warning, second time written warning, third time in 90 days is cause for dismissal).

### **4.3 Discipline and Standards of Conduct**

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- a. Sleeping on the job;
- b. Dishonesty;
- b. Falsification of Company records;
- c. Unauthorized use or possession of property that belongs to the Company, a coworker, or of the public;
- d. Reporting to work and/or using or operating company vehicles or equipment under the influence of drugs, their metabolites, or alcohol in his or her system;
- e. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- f. Fighting, violence or engaging in threats of violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- g. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety or other rules;
- h. Unauthorized or careless use of the Company's materials, equipment or property;

- i. Unauthorized and/or excessive absenteeism or tardiness;
- j. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- k. Sexual or other illegal harassment or discrimination;
- l. Unauthorized use or disclosure of the Company's confidential information;
- m. Violation of any Company policy.

#### **4.4 Dress Code**

All employees of Security Management Inc. are required to wear the standard uniform as outlined in their duty description. We perform security at high visibility public locations and Officers must present themselves in a professional manner at all times. Personal appearance must be considered in the eyes of management: professional, clean, and serviceable.

Any exposed tattoos must not be seen as inappropriate, offensive, demeaning or derogatory. Facial and body piercings that are exposed and could present a non-professional appearance are not allowed and must be removed prior to working a shift. Faddish type hairstyles, to be determined by management, that could present a non-professional appearance are not allowed. Shorts are only allowed with written instructions and approval from the President of the Company, Ron Reppenhagen.

#### **4.5 Safety**

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes **"safety first."** It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.

Bi-weekly tailgate safety lessons with job specific topics will be provided with your paychecks for your review. You are encouraged to ask questions of your supervisor for any clarification. These meetings will be documented with sign-off acknowledging the employee's understanding of the lesson.

As an incentive, each employee that goes one year from date of hire without any safety related incidents will be given one (1) of the following. This will reset each year on your anniversary or date of safety incident:



- a. Certificate of achievement
- b. Saving bond
- c. Gift certificate
- d. One day off paid per year

#### **4.6 Parking on Site**

Parking is provided in designated areas for SMI employees as a courtesy and only while on duty. Any damage, impound, towing and/or storage fees are the responsibility of the employee. If SMI helps pay for any of these items, the fees will be deducted from the employee's paycheck.

#### **4.7 Substance and Abuse**

The Company is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase or transfer illegal drugs at any time while on the Company's premises or while using the Company vehicles or equipment, or at any location during work time to include customer's property.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The term "illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

Any violation of this policy will result in disciplinary action, up to and including termination.

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

#### **4.8 Workplace Searches**

All offices, desks, file drawers, cabinets, lockers, Company vehicles, and other Company equipment (including but not limited to computers, e-mail and voice mail) and facilities or any area on Company premises are the property of the Company ("Company Property") and are intended for business use. Employees should have no expectation of privacy with respect to Company property and/or items stored within or on Company Property (to include computers,

cell phones, and electronic devices) or on Company premises. Inspection may be conducted at any time, without notice, at the discretion of the Company.

In addition, when the Company deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes or any other possessions or articles brought on to the Company's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

#### **4.9 Internet, Email and Computer Use Policy**

The Company uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones, electronic devices, and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Company premises; (2) accessed using the Company computer or telecommunications equipment, or via Company-paid access methods; and/or (3) used in a manner which identifies the Company. The following list is not exhaustive, and the Company may implement additional rules from time to time.

- a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Company computer systems.
- b. Employee's own electronic media may only be used **during breaks or to contact management**. All other company policies, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace apply.
- c. All electronic information created by any employee on Company premises, Customer's property, during the employee's tour of duty, or transmitted to Company property using any means of electronic communication is the property of Security Management Inc. and

remains the property of the Company. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information. The Company will override all personal passwords if necessary, for any reason.

- d. The Company reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system
- e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. No employee may install or use anonymous e-mail transmission programs (like Facebook, Facetime, Skype, LinkedIn, YouTube, Twitter, and Instagram) or encryption of e-mail communications on company electronics.
- f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, electronic devices, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.
- g. Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about Security Management Inc., its products or services, or other types of information that will appear in the electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

#### 4.10 Social Media Policy

Security Management Inc. is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to: Facebook, Instagram, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities and any similar online platforms.

Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. The Company and its employees are committed to conducting ourselves in accordance with the best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the company's interests or reputation are not permitted. The use of social media channels on company time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, Instagram, YouTube, LinkedIn, or other social media networks) created on behalf of the Company will be the property of the Company.

Employees must not disclose private or confidential information about the Company, its employees, clients, suppliers or customers on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

The Company maintains the right to monitor company-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination

#### 4.11 Personal Cell Phone and Company Provided Cell Phone Policy

##### Personal Cell Phones:

The use of personal cell phones during work is **restricted to official business only** because it can interfere with health and safety of others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep personal cell phone use confined to breaks and meal periods (other than emergencies). Conversations should be had away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's

duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

The Company may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Company business, employees must comply with all Company policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

### **Company Provided Cell Phones:**

The company provided cell phone is to be used only for company business calls, texts and emails and not for personal use; this includes the download of apps, games, music, etc. Any unauthorized purchases and/or calls resulting in additional charges will be the responsibility of the employee and may be deducted from their pay.

Internet usage resulting in overages due to personal use may be the responsibility of the employee. Therefore, limiting internet use to business related issues only is advisable.

Always keep in mind the privacy and confidentiality of our customers and business-related items when using the internet; as public Wi-Fi, not a secured connection, can lead to leaks of sensitive information.

Replacement cost of the company provided cell phone due to loss, theft, damage and/or neglect is the employees responsibility and he/she acknowledges they will be charged which may be deducted from their pay.

Upon leaving the company, whether voluntarily or by termination, the employee agrees to return the company provided cell phone immediately to their supervisor or mailed to the offices at the following address or the cost will be deducted from final pay:

SMI  
24950 Avenue Kearny  
Valencia, CA 91355

### **4.12 Equipment Agreement for Private Security Officers (PSO) and Security Guards**

It is the policy of the Company to issue all Private Security Officers (PSO) and Security Guards their initial basic issue of equipment. This consists of two (2) polo style Security Shirts, one (1) lightweight Security Jacket, and one (1) Surefire Flashlight with Surefire Batteries and Holster.

There will be no initial charge for basic issue items unless the individual PSO/Guard terminates employment with SMI within the first 90 days or equipment is damaged due to neglect. After 90 days of employment there will be no deduction for shirts and jacket. If the individual PSO/Guard leaves before 90 days of employment, either through voluntary or management termination the

cost for shirts, jacket and other issued equipment will be deducted (not to exceed SMI's cost including shipping) from their final paycheck. As per Federal regulations a terminated employee must receive their check at the time of termination and employees who leave voluntarily will receive their final check within 72 hours of last day worked. The final checks will have any unreturned, eligible equipment deducted as per the statement above.

The individual PSO/Guard is 100% responsible for maintaining their company issued equipment in a high state of cleanliness, serviceability, and readiness always. If the Company issued shirts and jacket are discovered to not function correctly or present a non-professional appearance through normal wear and tear (not neglect i.e. stains, rips or tears) the item may be direct exchanged (DX) for replacement (within 90 days). Otherwise the individual PSO/Guard is responsible for shirts and jacket replacement. Replacement can be done either by the individual PSO/Guard through the Company suppliers or replaced by the employee at our cost (to include shipping). It is the individual PSO's/Guard's responsibility for additional shirts and jackets beyond the basic issue. Determination as to condition will be at the discretion of SMI Management.

SureFire flashlights, holsters and batteries will always remain the property of Security Management Inc. When an individual PSO/Guard leaves the employment of SMI the SureFire flashlight, batteries, and holster will be returned to the company's main office. If equipment is discovered to not function correctly or worn- out through normal wear and tear (not neglect i.e. water damage, misuse, or not using the Surefire batteries) the item may be direct exchanged (DX) for a replacement (flashlight within the 1st year - batteries as needed). All SureFire flashlights must use SureFire batteries only. Batteries will be provided by the company on a one for one exchange. Otherwise the individual PSO/Guard is responsible for equipment replacement which can either be done by the individual PSO/Guard or replaced by SMI at our cost (to include shipping). Determination as to condition will be at the discretion of the company.

Upon termination of employment, either through voluntary or management termination it is 100% the responsibility of the individual PSO/Guard to return their SureFire flashlight, holster and batteries to the company main office (within 3 days for voluntary resignation and immediately for Management termination). If the SureFire flashlight, holster, and batteries are not returned in a serviceable condition the cost of repair or replacement (not to exceed SMI's cost to include shipping) will be deducted from the PSO's/Guard's final pay check. Determination as to condition will be at the discretion of the company.

#### **4.13 SMI Personnel Interaction with Customers**

All current SMI employees are to address any and all concerns with their SMI supervisors ONLY regarding any posting or personal matters so they can be addressed within our Company. These things should NEVER be taken to, or discussed with the Customer before SMI has had the chance to resolve the issue.

## **Section 5**

### **Employee Benefits and Services**

#### **5.1 Generally**

The Company provides insurance programs as mandated by state and federal regulations for all employees. From time to time, benefits may be added or deleted from the benefits package. The Company reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact HR.

#### **5.2 Worker's Compensation**

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Security Management Inc. carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

All injuries and illness must be reported immediately to a supervisor or manager, as stated in Section 4.5 Safety.

#### **5.3 Social Security Benefits (FICA)**

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

#### **5.4 Unemployment Insurance**

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.



## 5.5 Health Care

The following health care benefit is offered to all employees after their 90<sup>th</sup> day of employment with Security Management Inc. The Company will pay 10% of the premium and the employee pays 90%.

- AFLAC Supplemental Insurance; covers accidents, short-term disability and many other benefits all of which are listed in the new hire documents.

## 5.6 Calsavers

Calsavers is a retirement saving plan offered by the State of California that takes effect after 30 days of employment. This is a voluntary plan, however, every new employee is enrolled in the plan and it is that employee's responsibility to opt-out of the program by following the instructions provided at the time of hire. Employees can opt-out or back into the program at any time and also have the ability to change their contribution percentages.

# Section 6 Employee Leaves of Absence and Time Off

## 6.1 Generally

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. With that said, Security Management Inc. **does not provide any paid vacation or leave to any of our employees.** This may change in the future. The Company does however have available several types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request **at least 10 days** in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Company management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Company, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Company.

All requests for a leave of absence will be considered in-light of their effect on the Company and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the Company to support a leave for medical reasons. Failure to provide the required certification to the Company in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension, and have it approved before the expiration of the currently approved leave.



While the Company will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

Employees on medical disability leave for eight or more consecutive calendar days may be eligible for California State Disability Insurance (SDI) benefits. Employees are responsible for applying for these benefits themselves and can obtain forms from their health care provider. SDI does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law. You must apply separately for a medical leave of absence under our Family/Medical Leave, Pregnancy Disability or Personal Leave policies.

## 6.2 Holidays

Security Management Inc. observes the following holidays and the office will be closed:

- New Year's Day
- Easter Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Hourly employees will be paid holiday pay for hours worked on company holidays at one and one-half times their normal hourly rate (as of the date of the holiday) for actual hours worked on company listed holidays.

If an **eligible non-exempt at-will** employee works on a recognized holiday with Company approval, he or she will receive holiday pay (half-time) plus wages at his or her straight-time rate for the hours worked on the above holiday.

## 6.3 Healthy Workplace Healthy Family Act

### **Paid Sick Leave Entitlement:**

Beginning January 1, 2024, an employee who works in California for 30 or more days within a year from the beginning of employment and completes a 90-day employment period is entitled to paid sick leave.

The Company maintains the *No Accrual/Up Front* policy of paid sick leave as per the California Department of Industrial Relations Paid Sick Leave which allows 40 hours of paid sick leave in a year-long period.

The *No Accrual/Up Front* policy makes the full amount of sick leave for the year available immediately at the beginning of a year-long period, except for initial hires where it must be available for use by the 90th day of employment. The employer must provide at least 40 hours or five days of paid sick leave per year and the full amount of this leave must be available for the employee's use from the beginning of each year of employment, calendar year, or 12-month

period. The employer determines how the year will be calculated, whether it tracks a typical calendar year, fiscal year, or other 12-month period.

**Usage:**

New employees may use paid sick days beginning on the 90th day of employment.

An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.

An employer shall provide paid sick days upon the oral, by phone (not digital text message), or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

An employer may limit the use of paid sick days to 40 hours or five days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days, or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on the website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

**6.4 Paid Family Leave Benefits**

Employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child may qualify for "Paid Family Leave" benefits from the State of California. The state's Paid Family Leave (PFL) program provides partial wage replacement benefits during an absence for these purposes. The PFL program does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law.

You must apply separately for a leave of absence under our Employee Leaves of Absence and Time Off policies. All California employees contribute to a pool of funds which has been set aside to pay for Paid Family Leave Benefits. The funds are collected every payroll period by an increase in the State Disability Insurance (SDI) rate. The program is administered by the State, not by the Company.

Effective January 1, 2018, State Paid Family Leave (PFL) and State Disability Insurance (SDI) wage-replacement benefits will increase to 60 or 70 percent of a participant's wages (from the current level of 55 percent), depending on income level and up to the statutory cap. In addition, the current seven-day waiting period for PFL benefits will be eliminated as of January 1, 2018.

PFL benefits, which are wholly funded by employee contributions, provide up to six weeks of wage-replacement benefits for bonding with a new child or to care for an ill family member.

## **6.5 Notice of Domestic Violence Leave and Accommodation Rights**

### **Your Right to Take Time Off:**

You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.

If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.

You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.

In general, you don't have to give your employer proof to use leave for these reasons.

If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

### **Your Right to Reasonable Accommodation:**

You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you.

Your employer can ask you for a signed statement certifying that your request is for a proper purpose and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

### **Your Right to Be Free from Retaliation and Discrimination:**

Your employer cannot treat you differently or fire you because:

- a. You asked for leave time to get help.
- b. You asked your employer for help or changes in the workplace to make sure you are safe at work.

- c. You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.

## **6.6 Family and Medical Leave**

Because of the Company's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

## **6.7 Workers' Compensation Leave**

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

A pamphlet explaining workers compensation in the event of a workplace injury can be found on the company website [www.smiproservices.com](http://www.smiproservices.com) or may be requested from HR. All injuries must be reported immediately to your supervisor.

You can choose to predesignate a physician, chiropractor and acupuncturist to be used for your workplace injury, this form is also available on the company website or from HR.

## **6.8 Jury Duty**

U.S. citizens have a civic obligation to provide jury duty service when called.

By state law, employees can use vacation, personal leave, or comp time to cover time they are out for jury duty.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

## **6.9 Voting Time**

Employees who are registered voters and who lack sufficient time outside of work to vote in any local, state, and national election may take up to two hours off work with pay at the beginning or

end of the day for this purpose. Employees should provide at least two working days' notice when time off is required for voting.



## Acknowledgement of Receipt of Employee Handbook

**Employee Name:** \_\_\_\_\_

By signing and dating, I acknowledge that the SECURITY MANAGEMENT INC. (the "Company") Employee Handbook has been reviewed with me by a representative of the Company. Any questions I had have been explained by a representative of the Company. The Employee Handbook contains important information on all the Company's policies, procedures and benefits, including the polices on Anti-Harassment/Discrimination, Substance Use and Abuse, Meal/Rest Breaks and Congeniality.

I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand that the Company reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate. I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment.

I have received the Company Employee Handbook and agree to abide by the policies and procedures contained in the Handbook.

An electronic copy of the Employee Handbook is available on the Company website at [www.smiproservices.com](http://www.smiproservices.com).

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Employer Name and Title (please print)

\_\_\_\_\_  
Employer Signature

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature