

**Client's Choice Security Solutions
and Loss Prevention, LLC
(#B10560701)**



Policy Manual

INTRODUCTORY STATEMENT

This manual is designed to acquaint employees with information about working conditions, employee benefits, and the policies affecting their employment. Employees should familiarize themselves with the contents of this manual as soon as possible, for it will answer many questions about employment with Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). You should read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee manual can anticipate every circumstance or question about policy. As Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) continues to grow, the need may arise to change policies described in the handbook. Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) therefore reserves the right to revise, supplement, or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

George Choice
President & CEO

NATURE OF EMPLOYMENT

Employment with Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) may terminate the employment relationship at will at any time, with or without cause.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) and any of its employees. The provisions of the manual have been developed at the discretion of management and may be amended or cancelled at any time, at Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701)'s sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Chief Executive Officer of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701).

EMPLOYEE RELATIONS

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) amply demonstrates its commitment to employees by responding effectively to employee concerns. In an effort to protect and maintain direct employer/employee communications, we will resist organization, within applicable legal limits, and protect the right of employees to speak for themselves.

If and when employees examine the option of representation by individuals outside Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701), however, we strongly encourage careful consideration of such related issues as regular deductions from paychecks for representation fees, the potential for outside interference with supervisory relationships, and the commitment to comply with directions from third parties.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) will be based on merit, qualifications, and abilities. Except where required or

permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Personnel Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701)'s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). The materials, products, designs, plans, ideas, and data of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) are the property of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment and legal action.

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701)'s scheduling demands, regardless of any existing outside work requirements.

If Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) determines that an employee's outside work interferes with performance or the ability to meet the requirements of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701).

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701).

SAFETY

To provide a safe and healthful work environment for employees, customers, and visitors, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) has established a workplace safety program. This program is a top priority for Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). The Safety Manager (Vice President of Support Services) has responsibility for implementing, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) provides information to employees about workplace safety and health issues through regular internal communication

channels such as supervisor-employee meetings, bulletin board Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) s, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor who will notify the Safety Manager and Director of Personnel. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Financial information
- Labor relation's strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Technological data
- Technological prototypes

All employees may be required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

EMPLOYMENT CATEGORIES

It is the intent of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701).

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or adjustment status and who are regularly scheduled to work Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) 's full-time schedule. Generally, they are eligible for Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) 's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or adjustment status and who are scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) 's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) 's other benefit programs.

ACCESS TO PERSONNEL FILES

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701), and access to the information they contain is restricted. Removal or copying of information is prohibited. Generally, only supervisors and management personnel of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Personnel Department. With reasonable advance notice, employees may review their own personnel files in Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) 's offices and in the presence of an individual appointed by Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) to maintain the files.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) are well qualified and have a strong potential to be productive and successful, it is the policy of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) to check the employment references of all applicants.

The Personnel Department will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) of any changes in personnel data. Personal mailing addresses, telephone numbers, pager numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy. The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule. The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time.

VACATION EARNING SCHEDULE

Full-time Hourly Wage Employees After 1 year (minimum of 2,040 hours)- 5 days

EMPLOYMENT APPLICATIONS

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) 's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

ADJUSTMENT PERIOD

All new and rehired employees work on an adjustment basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) must complete a secondary adjustment period of the same length with each reassignment to a new position. Any significant absence will automatically extend a adjustment period by the length of the absence. If Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) determines that the designated adjustment period does not allow sufficient time to thoroughly evaluate the employee's performance, the adjustment period may be extended for a specified period.

TRAINING PAY

In consideration of your services, you will be paid \$7.25 an hour for training for a minimum of 16 hours. Upon completion of training your hourly pay will be hourly the amount approved by Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) payable in accordance with the standard payroll practices of the Company and subject to all withholdings and deductions as required by law.

HOLIDAYS

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) recognizes the following holidays:

- New Year's Day (January 1)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

In order to be compensated for holidays, an eligible employee must be employed in excess of 90 days, and must have worked his/her standard schedule as well as the holiday.

PAYDAYS

All Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) employees are paid bi-weekly every Monday no later than 5:00 PM. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the last day of work before the regularly scheduled payday.

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Employees will be notified of their individual work schedules on paydays. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, tampering with VAS or barcode systems, or recording time on another employee's time record is a criminal act and could result in disciplinary action, up to and including termination of employment and or prosecution, if it is determined it was done deliberately.

ADMINISTRATIVE PAY CORRECTIONS

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must be justified in writing through competent authority. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) presents to customers and visitors. Uniformed personnel must always look sharp, keep themselves and their uniform neat and clean. Officers must wear all components of their uniform while on duty and must not wear apparel or jewelry, which is prohibited as described in the Security Officer's Pocket Manual.

EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property

- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) is at the mutual consent of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). In instances of tardiness, they shall notify their manager, Watch Commander, or Executive as soon as possible. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify the Manager, watch commander, or appropriate Executive Supervisor no less than four (4) hours in advance of the anticipated absence. In the event an administrative employee notifies the Watch Commander four hours in advance, he shall also be required to contact his direct supervisor at the beginning of his workday. In instances of tardiness, the administrative employee shall notify the Manager, Watch Commander, or Executive as soon as possible. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

SECURITY INSPECTIONS

Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) wishes to maintain a work environment that is free of illegal drugs, alcohol, illegal firearms, explosives, or other improper materials. Desks, lockers, company vehicles and other storage devices may be provided for the convenience of employees but remain the sole property of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701). Accordingly, any agent or representative of Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the adjustment period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every annual anniversary, coinciding generally with the anniversary of the employee's original date of hire.

EMPLOYMENT TERMINATION

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

RESIGNATION - employment termination initiated by an employee who chooses to leave the organization voluntarily, including no show or abandonment of job. **Any employee who does not submit a 2 weeks' notice prior to separation of the Company, will be paid the state of Texas minimum wage of \$7.25 an hour.**

TERMINATION - employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for nondisciplinary reasons.

Since employment with Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) is based on mutual consent, both the employee and Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) have the right to terminate employment at will, with or without cause, at any time.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Client's Choice Security Solutions and Loss Prevention, LLC (#B10560701) will also take all legal action deemed appropriate to recover or protect its property.