

# Collective Entertainment & Events

## Security Staff Code of Conduct & Training Acknowledgement

This document confirms that the undersigned employee understands and agrees to comply with the professional standards required of licensed security personnel in the Province of British Columbia. These standards reflect the training principles taught through the Justice Institute of British Columbia Basic Security Training Program and the legal obligations outlined in the Security Services Act (British Columbia).

### 1. Licensing & Certification

I confirm that I hold a valid British Columbia Security Worker License or have applied and am awaiting approval.

I have completed Basic Security Training (BST) or an equivalent recognized program.

I will provide proof of certification and maintain my license in good standing.

I understand I may not perform security duties without proper licensing where required.

Employee Initials: \_\_\_\_\_

### 2. Professional Conduct

I agree to act professionally and respectfully toward guests, coworkers, performers, and the public.

I will maintain a calm and non-confrontational approach in all situations.

I will follow instructions from supervisors, event organizers, and venue management.

I will not engage in discrimination, harassment, intimidation, or abuse of authority.

I will represent Collective Entertainment & Events with professionalism at all times.

Employee Initials: \_\_\_\_\_

### 3. Use of Authority

I understand that security guards in British Columbia are not police officers.

I may only use authority permitted under Canadian law.

Citizen's arrest may only occur under lawful conditions.

Any force used must be reasonable and minimal.

I will follow training standards related to de-escalation, conflict management, and crowd control.

Employee Initials: \_\_\_\_\_

### 4. Safety Responsibilities

I agree to prioritize the safety of guests, staff, and performers.

I will monitor entrances, exits, restricted areas, and crowd conditions.

I will report hazards, suspicious behaviour, or emergencies immediately.  
I will follow event security plans and emergency procedures.

Employee Initials: \_\_\_\_\_

## 5. Incident Reporting

I understand that all significant events must be documented.  
I agree to complete incident reports for situations including medical emergencies, removal of guests, physical altercations, property damage, safety hazards, or involvement of police or emergency services.

Employee Initials: \_\_\_\_\_

## 6. Substance Use

While on duty I will not consume alcohol or drugs and will not report to work impaired.  
Violation of this policy may result in immediate removal from duty.

Employee Initials: \_\_\_\_\_

## 7. Confidentiality

I agree to maintain confidentiality regarding guest information, event operations, security procedures, and internal company matters.

Employee Initials: \_\_\_\_\_

## 8. Compliance with Company Policies

I agree to follow all policies set by Collective Entertainment & Events, event venues, provincial regulations, and local bylaws. Failure to comply may result in disciplinary action or termination.

Employee Initials: \_\_\_\_\_

## Employee Declaration

Employee Name:	
Security License Number:	
Employee Signature:	
Date:	
Supervisor Name:	
Supervisor Signature:	

Date: