

**PARABELLUM**

17451 Bastanchury Road # 204-25  
Yorba Linda, CA 92886  
United States  
(805) 765-1232

To: **All Employees**

From: Justin Vanderpool, Owner of Parabellum

Subject: **Zero Tolerance Theft Policy**

Parabellum has a ZERO tolerance theft policy that will be enforced in every instance by termination of employment.

The theft of ANY property belonging to the Company, Client, Exhibitor, Decorator, Contractor or Guest; will result in immediate suspension without pay with intent to terminate. This includes, but is not limited to: equipment, materials, supplies, display merchandise, plants, decorations, food, trash, recyclables or anything of value, including intellectual property and confidential or privileged information. Falsification of documents, reports, or gross negligence of duties will be considered theft of client and company payroll hours for time worked.

You are being employed as a Security Officer, This is a position of public trust. All incidents of theft, embezzlement, or procurement of assets illegally; will be reported to law enforcement for prosecution.

All employees are required to read and sign this document. The signed letter will be placed in each employee's file. Your signature indicates that you have read and are aware of this policy.

Employee Signature:

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Printed Name:

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Date Signed:

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Witnessed By:

Date:

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Owner of Parabellum