

**Employment Standards Acknowledgement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge and agree that my employment with North American Security and Investigations, Inc., its divisions, subsidiaries and successors, is subject to the following terms and conditions:

1. I am an employee of North American Security and Investigations, Inc. and I am not employed by the client or facility in which I am assigned. I understand that I can expect transfers among facilities from time to time, which may include varying hours and/or changes in rate pay, based upon the client contract and business needs of the company. I understand that work schedules are not guaranteed and that a work week may be varied as required by North American Security and Investigations, Inc.
2. Certain benefits may be provided to me at designated clientele locations. My eligibility for such benefits is based upon the client contract governing the post to which I am assigned. A transfer from one site to another can and may result in a change in benefits status and/or eligibility.
3. Reporting to work on time, as scheduled, is an essential function for a security officer. I agree to provide as much advance notice as possible to North American Security and Investigations, Inc. when I am unable to report for my assigned shift. I understand that I must contact my immediate supervisor, my branch manager, or scheduler personally at least 4 hours before my scheduled shift or as designated by branch management. I understand that communicating with a co-worker or the client is not sufficient “notice”. A “no call, no show” is an extremely serious violation of Company Policy, inconsiderate to co-workers and may place a client contract in jeopardy.
4. Because of the round-the-clock nature of security work, I am expected to work extra shifts when reasonably necessary.
5. I may not leave my assigned post without proper relief or authorization. I agree not to have unauthorized personal visitors, including family members or pets while on post.
6. During the course of my employment, I may obtain knowledge of confidential Company and/or client information including client services and pay rates. I agree to hold all such information in trust and confidence and not to disclose this information unless authorized to do so by my direct supervisor or another member of North American Security and Investigations, Inc. management.
7. I agree to cooperate with the Company and its clients in any investigation requested by North American Security and Investigations, Inc. I will voluntarily participate in any investigation, interview or any other test or procedure requested by management.
8. My continued employment is contingent upon my continuing eligibility and receipt of the appropriate state and federal licensing. In states where applicable, if any time my guard card license is expired, my employment will be terminated. If I am arrested or convicted of any crime during the course of my employment, I must notify North American Security and Investigations, Inc. within three days of the event. When arrested I may be placed on unpaid suspension for the duration of the legal proceedings.
9. While I am employed by North American Security and Investigations, Inc. I may not work for a competitor, supplier, or client, or in any position that might create conflict of interest or interfere with my ability to perform my position with North American Security and Investigations, Inc.
10. North American Security and Investigations, Inc.’s policy prohibits romantic, sexual relationship, or any other relationship which creates potential conflict of interest, discord, or distractions that interfere with the workplace productivity.
11. Only those Security officers who are authorized by the Company to carry firearms and/or weapons to perform specific functions of their jobs are allowed to possess firearms or weapons at work. Any exceptions to the policy must be approved in writing by North American Security and Investigations, Inc. management.
12. I agree to conduct myself in a professional manner at all times. Profanity, racially or sexual charged, explicit jokes and language, or any form of violence or threat of violence, and sleeping while on post or while employed will not be tolerated.
13. Acceptable personal appearance, void of extreme styles and fashion, according to the standards of the job attire and handbook is an ongoing requirement of continued employment. I agree to comply with these standards and to report to work in a neat, clean, and acceptable uniform for my site.
14. I am responsible for the proper use and care of any Company or client equipment assigned to, or used by me in the performance of my job duties. Use of the computer, internet access, telephone, cell phones, e-mail, vehicles, access cards, and other equipment must be for legitimate business purposes only, not for personal use. I agree to pay for any damage or loss I cause to North American Security and Investigations, Inc. or client property due to my willful misconduct and/or negligence.
15. Matters related to my job and employment will be discussed with North American Security and Investigations, Inc. supervisors or managers, such as my immediate supervisor, not with the client or employees of the client.
16. I understand that I may be subject to discipline and/or termination of employment for violating a Company Policy.
17. IN ADDITION TO MY ACKNOWLEDMENT AND MY EMPLOYMENT WITH NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC. IS STRICLY EMPLOYMENT AT WILL, TERMINABLE BY EITHER NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC. OR ME, AT ANYTIME WITH OR WITHOUT NOTICE. I FURTHER ACKNOWLEDGE THAT ANY BREACH OF ANY OF THE PROVISIONS OF THIS ACKNOWLEGMENT MAY BE CAUSE FOR IMMEDIATE TERMINATION OF MY EMPLOYMENT.

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Employee Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

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Date