

NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC.

EMPLOYEE HANDBOOK

TABLE OF CONTENTS

Page

[INTRODUCTION iv](#_Toc463278884)

[THIS HANDBOOK v](#_Toc463278885)

[I. EMPLOYMENT POLICIES 1](#_Toc463278886)

[1.1 EQUAL EMPLOYMENT OPPORTUNITY 1](#_Toc463278887)

[1.2 POLICY AGAINST HARASSMENT 2](#_Toc463278888)

[1.3 GOSSIP, BULLYING, ABUSIVE CONDUCT OR COMMUNICATIONS 3](#_Toc463278889)

[1.4 REPORTING HARASSMENT, DISCRIMINATION, RETALIATION OR BULLYING TO THE COMPANY 3](#_Toc463278890)

[1.5 FRATERNIZATION 4](#_Toc463278891)

[1.6 IMMIGRATION LAW COMPLIANCE 4](#_Toc463278892)

[1.7 EMPLOYMENT STATUS 5](#_Toc463278893)

[1.7.1 Regular Full‑Time Employee 5](#_Toc463278894)

[1.7.2 Regular Part‑Time Employee 5](#_Toc463278895)

[1.7.3 Temporary Employee 5](#_Toc463278896)

[1.7.4 Exempt Employee 5](#_Toc463278897)

[1.7.5 Non-Exempt Employee 5](#_Toc463278898)

[1.7.6 Reference Checks/Clearances/Licenses 5](#_Toc463278899)

[1.7.7 Employment of Relatives/Personal Relationships 6](#_Toc463278900)

[1.7.8 Outside Employment & Other Activities 6](#_Toc463278901)

[1.7.9 Introductory Period 6](#_Toc463278902)

[1.7.10 Promotion and Job Openings 7](#_Toc463278903)

[1.7.11 Terminations 7](#_Toc463278904)

[1.8 CONDITIONS OF EMPLOYMENT 7](#_Toc463278905)

[1.8.1 Work Schedules 7](#_Toc463278906)

[1.8.2 Meal Periods 7](#_Toc463278907)

[1.8.3 Rest Periods 8](#_Toc463278908)

[1.8.4 Recovery Periods 9](#_Toc463278909)

[1.8.5 Lactation Accommodation 9](#_Toc463278910)

[1.8.6 Attendance 9](#_Toc463278911)

[1.8.7 Performance Reviews 10](#_Toc463278912)

[1.9 COMPENSATION 11](#_Toc463278913)

[1.9.1 Workweek/Workday 11](#_Toc463278914)

[1.9.2 Overtime 11](#_Toc463278915)

[1.9.3 Pay Period/Pay Day 11](#_Toc463278916)

[1.9.4 Payroll Deductions 11](#_Toc463278917)

[1.9.5 Payroll Errors 12](#_Toc463278918)

[1.9.6 Pay Advances, Loans or Check Cashing 12](#_Toc463278919)

[1.9.7 Garnishments 12](#_Toc463278920)

[1.9.8 Time Records 12](#_Toc463278921)

[1.9.9 Unclaimed/Lost Paychecks 13](#_Toc463278922)

[II. BENEFITS 14](#_Toc463278923)

[2.1 VACATIONS/PAID TIME OFF 14](#_Toc463278924)

[2.2 SICK LEAVE 14](#_Toc463278925)

[2.3 LEAVES OF ABSENCE 15](#_Toc463278926)

[2.3.1 Insurance and Benefits During All Disability Leaves 15](#_Toc463278927)

[2.3.2 Disability Leave 16](#_Toc463278928)

[2.3.3 Family and Medical Care Leave/California Family Rights Act Leave (“FMLA/CFRA”) 16](#_Toc463278929)

[2.3.4 Pregnancy‑Related Job Modification or Disability Leave 18](#_Toc463278930)

[2.3.5 Paid Family Leave 19](#_Toc463278931)

[2.3.6 Coordinating CFRA Leave, PDL and PFL 19](#_Toc463278932)

[2.3.7 Bone Marrow or Organ Donor Leave 20](#_Toc463278933)

[2.3.8 Workers’ Compensation Leave 20](#_Toc463278934)

[2.3.9 Jury Duty/Appearance as a Witness 20](#_Toc463278935)

[2.3.10 Civil Air Patrol Leave 21](#_Toc463278936)

[2.3.11 Military Leave 21](#_Toc463278937)

[2.3.12 Military Family Leave 21](#_Toc463278938)

[2.3.13 Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes 21](#_Toc463278939)

[2.3.14 Bereavement Leave 22](#_Toc463278940)

[2.3.15 Time Offto Vote 22](#_Toc463278941)

[2.3.16 Visiting Child's School 22](#_Toc463278942)

[2.3.17 Volunteer Firefighter/Peace Officer/Rescue Personnel 23](#_Toc463278943)

[2.4 GROUP INSURANCE 23](#_Toc463278944)

[III. GENERAL POLICIES 24](#_Toc463278945)

[3.1 CONFIDENTIAL INFORMATION 24](#_Toc463278946)

[3.2 TECHNOLOGY AND COMMUNICATIONS SYSTEMS 24](#_Toc463278947)

[3.3 SOCIAL MEDIA POLICY 25](#_Toc463278948)

[3.4 ENDORSEMENT POLICY 26](#_Toc463278949)

[3.5 USE OF COMMUNICATION DEVICES 27](#_Toc463278950)

[3.5.1 Workplace Use 27](#_Toc463278951)

[3.5.2 Camera Cell Phones/Audio and Video Recording 27](#_Toc463278952)

[3.5.3 Company-Provided Devices 28](#_Toc463278953)

[3.6 COMPANY INSPECTION 28](#_Toc463278954)

[3.7 COMPANY PROPERTY 28](#_Toc463278955)

[3.8 UNIFORMS AND EQUIPMENT 28](#_Toc463278956)

[3.9 WORK AREA HOUSEKEEPING 28](#_Toc463278957)

[3.10 VISITORS 29](#_Toc463278958)

[3.11 SOLICITATION 29](#_Toc463278959)

[3.11.1 Solicitation by Employees 29](#_Toc463278960)

[3.11.2 Solicitation by Third Parties 29](#_Toc463278961)

[3.12 BULLETIN BOARDS 29](#_Toc463278962)

[3.13 OFFICE COMMUNICATIONS 29](#_Toc463278963)

[3.14 EMPLOYMENT REFERENCES 29](#_Toc463278964)

[3.15 PERSONNEL INFORMATION AND FILES 30](#_Toc463278965)

[3.16 PAYROLL INFORMATION 30](#_Toc463278966)

[3.17 USE OF VEHICLES ON COMPANY BUSINESS 30](#_Toc463278967)

[3.17.1 Personal Automobiles 30](#_Toc463278968)

[3.17.2 Company Vehicles 30](#_Toc463278969)

[3.17.3 Use of Communication Devices While Driving 31](#_Toc463278970)

[3.18 PARKING & TRANSPORTATION 31](#_Toc463278971)

[3.19 EMPLOYEE MEETINGS 31](#_Toc463278972)

[3.20 CONFLICTS OF INTEREST 31](#_Toc463278973)

[3.21 GIFTS 32](#_Toc463278974)

[3.22 PUBLIC STATEMENTS AND THE MEDIA 32](#_Toc463278975)

[3.23 BUSINESS EXPENSE REIMBURSEMENT 32](#_Toc463278976)

[3.24 PERSONAL COMMUNICATION DEVICE REIMBURSEMENT 32](#_Toc463278977)

[3.25 TRAVEL EXPENSE REIMBURSEMENT 33](#_Toc463278978)

[IV. HEALTH AND SAFETY 34](#_Toc463278979)

[4.1 WORKERS' COMPENSATION 34](#_Toc463278980)

[4.2 OFFICE HAZARDS 34](#_Toc463278981)

[4.3 INJURY AND ILLNESS PREVENTION 34](#_Toc463278982)

[4.4 FIRST AID 35](#_Toc463278983)

[4.5 SMOKING/USE OF TOBACCO 35](#_Toc463278984)

[4.6 ALCOHOL AND DRUG ABUSE POLICY 35](#_Toc463278985)

[4.7 VIDEO SURVEILLANCE 36](#_Toc463278986)

[4.8 WORKPLACE VIOLENCE 36](#_Toc463278987)

[4.9 WEAPONS 37](#_Toc463278988)

[4.10 SUITABLE SEATING 38](#_Toc463278989)

[V. PERFORMANCE AND CONDUCT 39](#_Toc463278990)

[5.1 DRESS CODE 39](#_Toc463278991)

[5.2 RULES OF CONDUCT 39](#_Toc463278992)

[5.3 DISCIPLINE 42](#_Toc463278993)

[5.4 OPEN-DOOR POLICY 42](#_Toc463278994)

[VI. ARBITRATION 43](#_Toc463278995)

[VII. CONCLUSION 44](#_Toc463278996)

[EMPLOYEE ACKNOWLEDGMENTS 45](#_Toc463278997)

# INTRODUCTION

Welcome to North American Security and Investigations, Inc.! One of the most important assets of any company is its employees. At the heart of every successful organization is a group of people who work together toward a common goal. We believe that we are such a company. We welcome you to our team.

# THIS HANDBOOK

This employee handbook is presented for your information. We hope that it will introduce you to North American Security and Investigations, Inc. (the "Company") and enhance your job performance and satisfaction. However, this handbook is not a contract of employment and does not guarantee your continued employment.

**This handbook supersedes any prior handbook, verbal or written policy or procedure that may conflict with its provisions. We reserve the right to modify or change any of the policies or procedures contained in this handbook as necessary. Any changes to this handbook will be in writing. No oral statements, representations, conduct or practices of any officer or employee of the company will modify any of these policies.**

None of these policies is intended to interfere with employees’ rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

All employees of the Company, including you, are employed at will. This means that we may change your terms and conditions of employment at any time, with or without advance notice or cause. It also means you may terminate your employment at any time, for any reason, and we have the same right to terminate your employment at any time for any reason. This at‑will relationship cannot be modified during your employment unless we enter into a detailed written agreement signed by you and Chief Executive Officer.

# EMPLOYMENT POLICIES

## EQUAL EMPLOYMENT OPPORTUNITY

We provide equal employment opportunities to all qualified applicants and employees without discrimination with regard to race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver’s license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected by law. We also prohibit 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.

We are committed to maintaining a work environment which is free from discrimination, harassment and retaliation. It is offensive to abuse another person’s dignity through ethnic, racist or sexist slurs, or other derogatory or objectionable conduct. You may not harass, discriminate or retaliate against another applicant or employee because of that person’s actual or perceived race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver’s license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected under applicable law. We will not tolerate discrimination, harassment or retaliation by any employee (including supervisors, managers or co-workers) or independent contractor of the Company, or by any outside persons in contact with our employees and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

We will reasonably accommodate the known physical or mental disabilities of an otherwise qualified applicant or employee, unless undue hardship would result. If you require accommodation to perform the essential functions of your job, please contact Director of Operations to notify us of your disability and to describe the accommodations you believe are necessary to enable you to perform your job duties. We will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to the Company.

If you have questions or concerns about discrimination, harassment or retaliation in the workplace you should bring these issues to the attention of Director of Operations, Chief Executive Officer, or Case Manager. You can raise concerns, report problems, or make complaints without fear of reprisal. In accordance with Company policy, anyone engaging in any type of unlawful discrimination, harassment or retaliation will be subject to corrective action, up to and including termination.

## POLICY AGAINST HARASSMENT

We are committed to maintaining a harassment-free work environment. We prohibit sexual harassment and harassment based on race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver’s license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other basis protected by federal, state, or local law or ordinance or regulation. We also prohibit harassment 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.

Our anti‑harassment policy applies to everyone involved in the operation of the Company and sets a standard of expected behavior for all persons working in or with our Company. We will not tolerate harassment by any applicant, employee (including supervisors, managers or co-workers) or independent contractor of the Company, or by any outside persons in contact with our employees and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

Prohibited harassment is defined as verbal, physical and visual behavior where:

The victim must accept the harassing behavior as an explicit or implicit condition of employment or other relationship with the Company.

The victim’s acceptance or rejection of the harassing behavior is used as a basis for an employment decision or a decision affecting any other relationship with the Company.

The harassing behavior interferes with a person’s work performance or creates an intimidating, hostile or offensive work environment. This behavior may include slurs, jokes, statements, email, texts, instant messages or other electronic messages, gestures, assault, interfering with another's movement or normal work activities, or pictures, drawings or cartoons based upon protected characteristics.

Retaliation against any person for reporting or threatening to report harassment, or for participating in an investigation of harassment, is also prohibited.

Sexual harassment, in particular, refers to all of the prohibited conduct described above, as well as unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and other unwelcome sexual behavior or advances. Sexually harassing conduct may occur between members of the same gender as well as those of the opposite gender. Sexually harassing conduct need not be motivated by sexual desire.

## GOSSIP, BULLYING, ABUSIVE CONDUCT OR COMMUNICATIONS

Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our Company culture, create false rumors, disrupt workplace operations, interfere with others’ privacy and hurt other people.

You may not bully, gossip, engage in abusive conduct or make unnecessary, profane or disrespectful comments about other employees or our Company. If you witness bullying, abusive conduct or if others engage in gossip or make negative or disrespectful comments to you, ask them to stop immediately or report them to Director of Operations, Chief Executive Officer, or Case Manager.

## REPORTING HARASSMENT, DISCRIMINATION, RETALIATION OR BULLYING TO THE COMPANY

If you believe you have been harassed, discriminated or retaliated against, or bullied, or have witnessed an incident of harassment, discrimination, retaliation or bullying, please submit an oral or written complaint to Director of Operations, Chief Executive Officer, or Case Manager as soon as possible after the incident. Your complaint should include details of the incident(s) and the names of the individuals and witnesses involved. Any supervisor or manager who receives a complaint of discrimination, harassment, bullying or retaliation must immediate report that complaint to Director of Operations, Chief Executive Officer, or Case Manager. We will fairly, promptly and thoroughly investigate your complaint. The investigation will be conducted internally or externally by an impartial and qualified investigator. The investigation process will be documented and tracked for reasonable progress to ensure a timely resolution. Although we cannot promise complete confidentiality, we will maintain confidentiality to the extent permitted by law and will be as discreet as possible throughout the investigation process.

All personnel must fully cooperate in the investigation process. You may not discourage or prevent any victim of harassment, discrimination or retaliation, from using our complaint procedure to report harassing, discriminatory or retaliatory conduct, or discourage or prevent any witness from participating in the investigation.

If we determine that harassment, bullying, discrimination or retaliation has occurred, we will take appropriate remedial action to resolve the complaint in light of the circumstances involved.

We will inform the complainant, the accused and any other involved persons about the general results of our investigation. We will not retaliate against you for filing a complaint or participating in an investigation, and we will not tolerate or permit retaliation against you by management, supervisors, employees, independent contractors or other persons.

We urge you to immediately report any incidents of harassment, bullying, discrimination or retaliation so that we can quickly and fairly resolve any complaints. The federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing also investigate and prosecute complaints of unlawful harassment, bullying, discrimination and retaliation. If you think you are the victim of harassment or retaliation, you may file a complaint with the appropriate agency. Both agencies may be found on the internet or through Directory Assistance. The Company has also provided you with a copy of the Brochure on Sexual Harassment (DFEH 185).

## FRATERNIZATION

We strongly discourage personal and social relationships between supervisory and non-supervisory employees because they may lead to misunderstandings, complaints of favoritism, lack of objectivity, sexual harassment, or severe employee morale problems.

If you date or ask to date, make sexual overtures toward or accept sexual overtures from, or attempt to establish a romantic or sexual relationship with any employee working under your direct or indirect supervision or management, you must immediately disclose the circumstances to Director of Operations.

Your relationship with another employee (including sexual or romantic relationships, family relationships, close friendships, roommates or similar relationships, whether or not one of you is a supervisor or manager of the other) must not disrupt Company operations or violate our policy against harassment contained in this handbook.

## IMMIGRATION LAW COMPLIANCE

We are required by the Immigration Reform and Control Act of 1986 to verify all regular and temporary employees' identity and their right to employment in the United States. Your employment is contingent upon providing this documentation and keeping it current with us throughout your employment.

To meet this obligation, you must provide Case Manager with documentation establishing your identity and legal right to work in the United States within three working days after your hire date. If you have not completed this verification within three days, you may not work until the verification process has been completed.

Case Manager will monitor the expiration dates of identity and legal authorizations to work in the United States. You must keep this documentation updated throughout your employment to maintain your continued employment status. You must also notify of Case Manager of any change in your immigration status.

If your right to work documentation expires, you will be put on inactive status, and you will have five business days to submit renewed documentation of your right to work. If you do not do so, we are required to terminate your employment.

## EMPLOYMENT STATUS

### Regular Full‑Time Employee

Regular full‑time employees are regularly scheduled to work 40 hours in a work week, or the amount of weekly hours necessary to constitute full time employment as dictated by the client contract under which the employee has been working. Regular full‑time employees are entitled to all Company-sponsored benefits described in this handbook, as specified by our current carriers or as required by law.

### Regular Part‑Time Employee

Regular part‑time employees are regularly scheduled to work less than 40 hours in a work week. Regular part-time employees will be eligible for some of the Company-sponsored benefits described in this handbook, as required by law.

### Temporary Employee

Temporary employees are scheduled to work a limited period of time. A temporary employee may be either full-time or part-time. A temporary employee will receive no Company-sponsored benefits except as required by law.

### Exempt Employee

An exempt employee is one whose wages and duties are not covered by certain wage and time requirements of local, state or federal regulations. An exempt employee does not receive overtime and does not follow the same time card procedures as a non-exempt employee. Exempt employees will be notified of their exempt status by management.

### Non-Exempt Employee

A non-exempt employee is paid on the basis of hours worked per pay period and receives compensation for overtime. Non-exempt employees must follow the timekeeping procedures set forth in this handbook. All employees are non-exempt unless notified otherwise by management.

### Reference Checks/Clearances/Licenses

We confirm the educational background, employment and personal references of all applicants prior to hire. If we discover after your hire that you submitted incomplete or false information in your application process, you will be disciplined or terminated.

If you are required to drive Company or personal vehicles on Company business, you must have and maintain a valid California driver’s license and remain eligible for coverage under our insurance policy. You must also provide a valid insurance declaration establishing your own insurance coverage for your personal vehicle, if applicable.

If a license or certification is required to perform your job duties, you are responsible for obtaining and maintaining that license or certification. If a license or certification (other than a driver’s license or a security guard registration card through the California Bureau of Security and Investigative Service) is required for your job position, we may reimburse you for the costs of obtaining that license or certification in certain circumstances.

### Employment of Relatives/Personal Relationships

Because of the potential for conflicts of interest and employee morale problems, we may not employ relatives, spouses, registered domestic partners or employees who share a significant relationship if:

* one of the employees will be supervised by the other, or
* a conflict of interest arises or could arise between the employees, or with any other employee.

If these situations arise between you and another current employee, we will consider transferring one of the employees who share a significant relationship. If transferring is not an option, we may ask the two of you to voluntarily decide which one of you will resign. If neither of you voluntarily resigns, we may choose which one of you will be terminated. If you are terminated in this situation, you will remain eligible for rehire to a position for which you are qualified.

### Outside Employment & Other Activities

You may participate in outside employment or in any other activity as long as it does not directly or indirectly create a conflict of interest with our Company or interfere with your job performance. If a conflict arises or you are unable to maintain a high work performance standard as a result of your outside job or activity, we will ask you to choose between that position or activity and your continued employment with us.

### Introductory Period

You are considered an introductory employee during your first 90 days of employment with us. During this period, we will evaluate your work attitude, attendance, performance and ability to work with other employees and supervisors. Likewise, during this period, you have the opportunity to determine if you are satisfied with your position and working environment. While in your introductory period, you will not receive Company-sponsored benefits, except as noted or as mandated by law.

When you have satisfactorily completed your introductory period, you will become a regular (full or part‑time) employee. Completing your introductory period does not alter your at‑will employment status. You retain the right to terminate your employment at any time, with or without cause or notice, and we have a similar right throughout your employment with us.

### Promotion and Job Openings

We may post certain job openings or promotions. Current employees may be given first consideration after our review of such factors as education, experience, performance record, ability and skills. Whether a job opening is suitable for promotion or transfer from within the Company is in management’s sole discretion. If you are transferred or promoted into a new position, you must go through a new introductory period.

### Terminations

Termination is the severance of our employee‑employer relationship, whether by resignation, layoff, discharge, retirement or death. As an at-will employee, you have the right to terminate your employment at any time and we have a similar right to terminate your employment at any time.

If you choose to resign, we request (but do not require) the courtesy of at least two weeks' written notice so that we can plan ahead for your departure.

If it becomes necessary to reduce staff, we will select employees for layoff based on job performance levels and qualifications, the requirements of available positions, our need for particular skills and experience, and any other business needs of the Company.

## CONDITIONS OF EMPLOYMENT

### Work Schedules

We will provide you with your work schedule when you begin employment. Your work schedule is subject to change as necessary to meet the Company’s needs, although we will provide you with reasonable notice to facilitate your personal planning.

### Meal Periods

Due to the safety sensitive nature of security guard services, sometimes the nature of the work does not permit a non-exempt security guard employee from being relieved of all duty during a meal period. As a result, the Company requests that security guards at certain locations agree to take an on-duty paid meal period when the nature of the work prevents the guard from being relieved of all duty. Whether you are asked to agree to take on-duty paid meal periods will be dependent on the different post orders and circumstances present for each security guard post and schedule.

If your post is not designated to require an on-duty paid meal period, you are entitled to take an unpaid duty-free meal period of 30 minutes whenever you work more than five hours. This meal period should commence before you have completed five hours of work. You are entitled to take a second unpaid duty-free meal period of 30 minutes whenever you work more than ten hours.  This meal period should commence before you have completed ten hours of work. You are entitled to take a third unpaid duty-free meal period of 30 minutes whenever you work more than 15 hours. This meal period should commence before you have completed fifteen hours of work.

You must record the beginning and the end of your meal period on your time sheet.  If you perform any work for any reason during your meal period, you must record it on your time sheet so that you can be paid for your time. Working off-the-clock during any meal period is strictly prohibited.

If your work shift will be six hours or less, or you work more than ten but less than 12 hours in one shift and you have already taken your first meal period of the day, the law permits you to waive your meal period at your option. If this circumstance occurs, or if you choose not to take the meal period(s) we have provided to you, you must note that you voluntarily waived your meal period, for personal reasons unrelated to work obligations, on your time sheet or by signing a voluntary meal break waiver form.

You are entitled to leave the premises for your meal period. You may not skip your meal period in order to work unauthorized overtime, to come in late or to leave early without the prior approval of your supervisor. You may not extend the time you have available to you for a meal period by combining meal periods or by adding rest periods to a meal period.

If you are unable to take a desired meal period in a timely manner for any reason, let your supervisor or Director of Operations know immediately so that we can work with you to ensure that your meal periods are always available to you. You may raise any concerns about your ability to take your meal periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated meal periods each day of work.

Exempt employees are entitled to take meal periods at reasonable intervals as needed. If your workload prevents you from taking meal periods, let your supervisor or Director of Operations know immediately so that we can address the situation.

### Rest Periods

Non-exempt employees are entitled to take a paid ten-minute rest period for each four-hour work shift or major portion of four hours (i.e., more than two hours), except that employees whose work shift will end in 3.5 hours or less are not entitled to a rest period. Rest periods are provided as follows: (1) employees working between 3.5 hours to six hours are entitled to take one rest period of ten minutes; (2) employees working shifts from six hours to ten hours are entitled to take two rest periods of ten minutes each; (3) employees working shifts of more than ten hours to fourteen hours are entitled to take three rest periods of ten minutes each, and so on.

Your rest period should be taken in the middle of your four-hour work period whenever possible.  You may not extend the time you have available to you for a rest period by combining rest periods or by adding rest periods to a meal period.

If you are unable to take a rest period in a timely manner for any reason, please discuss it immediately with your supervisor or Director of Operations so that we can work with you to ensure that your rest periods are always available to you. You may raise any concerns about your ability to take your rest periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated rest periods each day of work.

Exempt employees are entitled to take rest periods at reasonable intervals as needed. If your workload prevents you from taking rest periods, let your supervisor or Director of Operations know immediately so that we can address the situation.

### Recovery Periods

We provide non-exempt employees who work outdoors with recovery periods to proactively prevent heat illness. The Company provides shade, fresh water and recovery periods in accordance with the applicable statutes, regulations and standards promulgated by the Industrial Welfare Commission, the Occupational Safety and Health Standards Board, or the Division of Occupational Safety and Health.

If you are unable to take a recovery period for any reason, please discuss it immediately with your supervisor or Director of Operations so that we can work with you to ensure that your recovery periods are always available to you. You may raise any concerns about your ability to take your recovery periods at any time without fear of retaliation; it is our intent that you be able to take all of your recovery periods each day of work.

### Lactation Accommodation

If you are a nursing mother, you are entitled to a reasonable amount of break time to express milk in private in an area designated by the Company. You should use your regular paid rest periods for this purpose. Additional break periods necessary to express milk will be unpaid. We will not discriminate or retaliate against you based upon your lactation needs or activity.

### Attendance

#### Absences

We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury Your absence will be considered “excused” only if you have received prior approval from your supervisor to use your available leave time to cover your absence.

If the need for an absence is foreseeable, you must provide reasonable advance notification. If you will be unexpectedly absent for any portion or all of a work day for any reason, you must notify your supervisor at least four (4) hours prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must speak to another supervisor in the chain of command or the Director of Operations.

If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for three consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor’s certificate for any absence due to illness or injury. We also may require a doctor’s certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances, it is found to be disruptive to the Company, your co-workers or our customers or to cause an undue hardship to the Company.

#### Tardiness

We expect you to begin work at your scheduled starting time and promptly after any meal period. You will be considered “tardy” if you clock in after your scheduled starting time or after your scheduled return from any meal period.

### Performance Reviews

Performance reviews are intended to provide you with feedback regarding management’s assessment of your job performance. They also give you an opportunity to discuss your job requirements and the Company's expectations, as well as to raise any concerns you may have.

We will usually review your performance at the end of your introductory period and approximately once a year thereafter, or as needed. During your performance review, your compensation may be adjusted upward or downward based upon market conditions, your performance and the Company’s performance. Compensation increases are not guaranteed. The outcome of your performance review and any compensation adjustment you may receive will not alter your status as an at-will employee.

## COMPENSATION

### Workweek/Workday

Our work week begins at 12:01 a.m. on each Sunday and ends at midnight on the following Saturday. Our work day begins at 12:01 a.m. on each day and ends at midnight that night.

### Overtime

Business circumstances may require that employees work overtime hours, and we expect you to do so when called upon unless there are exceptional circumstances.

Non-exempt employees will be paid for overtime hours worked as required by applicable law. Generally, this means that you will earn overtime pay at the rate of time-and-a-half your usual rate for hours worked over eight in one workday, over 40 in one workweek, and for the first eight hours of work on the seventh day of work in the same workweek. You will receive overtime pay at the rate of double-time for hours worked over twelve in one workday, and for all hours worked in excess of eight hours on the seventh workday in the same workweek. Only hours actually worked are counted toward overtime.

All overtime hours must be authorized in advance by your supervisor. If you work unauthorized overtime, you will be paid for your time, but you will also be disciplined or terminated for doing so.

### Pay Period/Pay Day

You will receive your paycheck on the 10th and the 25th of each month. If a Company or bank holiday or a weekend falls on a designated pay day, we will issue paychecks on the day before.

You must pick up your paycheck in person or provide your signed written authorization for another person to do so. You may choose to have your paycheck deposited automatically into your checking or savings account. Forms for enrolling in the Automatic Deposit program are available from Case Manager.

### Payroll Deductions

We will make payroll deductions from your paycheck as required by state and federal law. These currently include: Social Security (FICA), State Disability (SDI), and state and federal income taxes. Other deductions may also be made if you authorize it in writing. We will not deduct any amounts from your paycheck unless required by law or authorized in writing by you.

### Payroll Errors

If you have questions about errors, inclusions or omissions on your paycheck, promptly address them with Case Manager. Any necessary corrections will be made immediately. If payroll errors result in an overpayment to you, you must promptly reimburse us for that overpayment.

### Pay Advances, Loans or Check Cashing

We do not grant payroll advances, loans or check cashing services to employees.

### Garnishments

When your wages are garnished by a court order to repay a debt that you have incurred, we are legally bound to withhold the amount required by the garnishment order from your paycheck. If you object to the garnishment, you must take independent action to have it lifted; we cannot intervene on your behalf.

If your financial concerns do not interfere with your job performance, we will make the deductions and payments as required and there will be no job‑related repercussions. However, if an excessive number of wage garnishment orders or involvement in legal matters related to your garnishments causes administrative hardship and unnecessary cost for us, we may have to consider separation from employment.

### Time Records

All non-exempt employees must use timesheets to record their daily hours worked. You must record the time you began your work day, the time you left for a meal period, the time you returned from a meal period, the time you stopped work at the end of the day, and whenever you leave the premises for any reason other than rest breaks or Company business. You must sign your timesheet no later than the end of your last work day in the work week.

If you forget to record your time or if there are errors on your time record, report it to Case Manager immediately so that Ms. Jackson can correct your time record. Any hours recorded in excess of your scheduled hours (including unscheduled working time or overtime) must be approved in advance.

You may not be on Company premises or begin working earlier than your authorized starting time, and you may not remain on Company premises or stop working later than your authorized ending time, without prior approval of your supervisor. Working off-the-clock is strictly prohibited. “Off-the-clock” work is a generic term that means work you may perform but that is not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Unauthorized use of or tampering with the timekeeping system, marking another employee's time record (even with that employee’s permission), allowing another employee to mark your time record or writing on your or another employee's time record is prohibited.

You will be paid only for time recorded on the timesheet, and for other authorized time off. If you have any questions or problems, please discuss them immediately with Case Manager.

### Unclaimed/Lost Paychecks

If you do not pick up your paycheck within three days of the date issued, we will send a letter to your last known address reminding you to pick up your paycheck or to give written instructions to the Company to mail it to an address you have designated. You must report lost or missing paychecks immediately so that we can place a "stop payment" order on the paycheck. If appropriate, we will issue a new check to replace a lost or missing check.

# BENEFITS

This section is intended to provide eligible employees with a brief summary of some of the features of our Company-sponsored benefits. It is important to note that more detailed information is contained in the official plan documents and insurance policies that govern any Company-sponsored benefit plans. If there is any conflict between the brief summaries contained in this handbook and the official plan documents, the official plan documents will control.

## VACATIONS/PAID TIME OFF

The Company does not provide for vacation or paid time off benefits except as required by law, or if a particular client contract requires vacation or paid time off benefits for employees working on that particular contract.

## SICK LEAVE

Eligible employees who work for the Company for 30 days or more in one year, from the commencement of employment, will be entitled to receive paid sick leave as follows:

On the first date of eligibility, employees will receive 24 hours or three days (whichever is greater) of paid sick leave.  This sick leave does not accrue or carry over from year to year.  Instead, for each subsequent calendar year, on January 1st, eligible employees will receive a new allotment of 24 hours or three days (whichever is greater) of paid sick leave to be used during the ensuing year. Thereafter, each year on January 1st, you will begin again with 24 hours or three days (whichever is greater) of sick leave regardless of what remained from the previous year.

Local city ordinances may apply to your accrual of sick time, depending upon the city(ies) in which you work. Local ordinances which alter your accrual or use of sick time will be applied as necessary depending upon where you work. If there is any conflict between this sick leave policy and the laws of the city in which you work, the law which is more generous to you will apply.

Certain client contracts may also require that the Company provide additional paid sick leave for employees working on that particular contract. If you are working on a client contract which provides additional sick time, you will be allowed to accrue and/or use the additional sick time as provided by that client contract..

Eligible employees may begin to use paid sick leave beginning on the 90th day of employment.  Subject to applicable law, eligible employees may use sick leave in minimum increments of two hours.

Sick leave is paid at your regular straight-time hourly rate in effect at the time you use it, or as otherwise required by law.  You will receive payment for used sick leave no later than the payday for the next regular payroll period after the sick leave was taken.

We will not “advance” sick leave against future benefits. After you have exhausted your sick leave benefits, further absences due to illness or injury will be without pay.  Sick leave may not be used for vacation or personal time off, but may be used for preventive care or the diagnosis, care or treatment of an existing health condition including, things like, medical or dental appointments, as well as a need for time off due to domestic violence, sexual assault or stalking.  You may also use your annual earned sick leave to care for your injured or ill family member, including any of the following: spouse, child of any age, sibling, parent, registered domestic partner, grandparent, grandchild or any other family members specified by applicable law.

If the need for paid sick leave time is foreseeable, you must provide reasonable advance notification.  In unexpected or emergency situations, you must notify your supervisor at least four (4) hours prior to your starting time, or as soon as possible in light of the circumstances. If your supervisor is not available, you must notify another supervisor in the chain of command or the Director of Operations.  If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work.  You must keep your supervisor informed as to when you expect to return to work.

Although you are allotted sick pay benefits to cover periods of absence due to personal illness or injury, you should not automatically assume that an absence is permissible merely because you have sufficient sick pay benefits available to cover all or a portion of your time off.  Subject to applicable law, we reserve the right to require a written statement from your physician or your family member’s physician certifying your absence.  If your absence is due to your medical condition, to the extent allowed under the law, we reserve the right to require a written release from your physician that you can return to work.

If you leave the Company for any reason, the Company does not cash out unused sick leave. However, if you are rehired within one year of your initial separation, all previously unused sick leave will be reinstated.

If your absence due to illness or injury extends beyond seven days, or if you are hospitalized, you should file a claim with the California Employment Development Department for State Disability Insurance. You may obtain information and claim forms from Case Manager or online at www.edd.ca.gov.

## LEAVES OF ABSENCE

### Insurance and Benefits During All Disability Leaves

If you need a leave of absence for disability purposes other than pregnancy disability leave (including FMLA/CFRA, Workers’ Compensation Leave or other disability leaves), and you are otherwise eligible to participate in any existing Company-sponsored group health insurance program, we will work with you to help you maintain any group health insurance coverage during your leave, and we will pay our usual share of your coverage premiums for up to 12 weeks. You must also pay for your usual share of your coverage premiums as well as for any dependent coverage. If you do not make timely premium payments to us during your leave, your coverage will be cancelled for nonpayment of premiums, and you will receive information regarding your right to continue your coverage under COBRA at your own cost.

For pregnancy disability leave (“PDL”), the Company will continue to pay its share of group insurance coverage for a period of up to 17 and 1/3 weeks. Such benefits may overlap with the Company’s obligations to continue premium payments under the Family and Medical Leave Act (“FMLA”).

### Disability Leave

In addition to any legally-mandated leave to which you may be entitled, we will make every effort to reasonably accommodate your need for an unpaid leave of absence in the event of a disability, as long as it will not pose an undue hardship for the Company. If you require a disability leave, make a written request to the Director of Operations.

You must notify the Director of Operations of your intent to resume work at least one week prior to your expected return date. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, stating your ability to return to your regular duties and any restrictions you may have.

Although we cannot guarantee that your job will be held open for you until you return from a disability leave, we will make every effort to return you to the same or a similar job position. If no job opening exists for which you are qualified, you will be separated from employment.

While you are on a disability leave, you may not accept other employment involving the same duties or activities as your position with us. If you do so, or if you fail to return to work at the end of your disability leave, we will assume you have voluntarily resigned your position at our Company.

### Family and Medical Care Leave/California Family Rights Act Leave (“FMLA/CFRA”)

#### Entitlement to Leave

. The federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”) guarantee eligible employees a medical or family care leave of absence without pay for a maximum of twelve weeks within a rolling twelve-month period measured backward from the date you use any FMLA/CFRA leave.

To be eligible for this leave, you must (1) have been employed with us for at least 12 months within the past seven years; (2) have worked at least 1,250 hours in the year preceding your request for leave, and (3) work within 75 miles of at least 49 employees in our Company.

FMLA/CFRA leave will be granted for (1) your own serious health condition that makes you unable to perform the functions of your position; (2) the birth, adoption, foster care placement or serious illness of your child; or (3) to care for your parent, spouse or registered domestic partner who has a serious health condition. Leave for the birth, adoption or foster care placement of your child must be taken within one year of your child’s birth, adoption, or placement.

If your own serious health condition continues beyond twelve weeks, we cannot guarantee reinstatement to your position, but we will review the circumstances with you to determine whether further leave time would be a reasonable accommodation without causing undue hardship to the Company. If you do not return to work as scheduled at the end of a leave without obtaining prior approval for continued leave, we will assume you have voluntarily resigned your position with the Company.

#### Key Position Employees

.If you are in a "key position" (defined as the highest-paid 10% of Company employees within 75 miles of that worksite), you may not be returned to your former or equivalent position following a leave if keeping your position available would cause substantial economic injury to the Company, as determined on a case‑by‑case basis. We will notify you and explain your rights if you fall within this designation.

#### Leave for Care of Family Members in the Military

. You may take up to 12 weeks of FMLA leave because of any special circumstances that arise out of the fact that your spouse, child or parent is on active duty or has been called to active duty as a reservist, National Guardsperson or existing active duty serviceperson. This leave applies even if no medical condition or injury exists that would otherwise qualify for FMLA/CFRA leave.

#### Leave for Care of Injured Military Family Member

. You may take up to 26 weeks of FMLA leave to care for a parent, child, spouse, nearest blood relative or registered domestic partner who is injured while on active duty in the U.S. Armed Forces within the five years preceding the date of your requested leave.

#### Applying for Leave

. Submit your request for leave in writing to the Director of Operations or Case Manager.We will notify you in writing if your leave has been approved. At least one week prior to your return to work, you must provide written notice to the Director of Operations or Case Manager of your intent to resume work.

If your request for leave is because of the serious health condition of yourself or a qualified person, you must provide us with a physician's certificate along with your request for leave. The certificate must set forth the date when the condition commenced, its probable duration, an estimate of the time needed for care and a statement that the condition warrants the leave. Before returning to work after a leave of absence based on your own medical condition, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any restrictions you may have.

#### Disability Benefits

. You may be eligible for State Disability Insurance (“SDI”) for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from the Director of Operations or Case Manager. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable.

### Pregnancy‑Related Job Modification or Disability Leave

If you are pregnant, you may request a modification of your job duties or a transfer to a less strenuous or hazardous position. We will accommodate your request for a modification or transfer if it is medically advisable and can be reasonably accommodated without undue hardship to us. You must provide a certification from your health care provider confirming the medical need for a job modification or transfer. Before returning to your normal work duties or schedule, you must provide a written statement from your physician, confirming your ability to return to your regular duties and any limitations upon your ability to work.

If you are disabled by pregnancy, childbirth or related medical conditions, or a condition related to these areas, you may take an unpaidpregnancy disability leave (“PDL”). The PDL covers any period(s) of physician-certified disability of up to four months (17.3 workweeks) per pregnancy. For employees who work part-time or do not work a regular schedule, the PDL covers the amount of time you would typically work in a four month period. At the end of your leave, you will be reinstated in the same or a substantially equivalent position unless your position has been eliminated because of a change in business conditions or operations.

You do not need to take your PDL in one continuous period of time, but can take it on an as‑needed basis. Time off needed for prenatal care, severe morning sickness, doctor‑ordered bed rest, childbirth and recovery from childbirth and pregnancy-related medical appointments would all be covered by your PDL. You must provide a certification from your health care provider of your pregnancy disability. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any limitations you may have.

You may be eligible for State Disability Insurance (“SDI”) for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from Case Manager. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable.

If you are covered by a group health insurance plan at the time of your leave, you are entitled to continue your group health insurance coverage for the duration of your pregnancy disability leave under the same terms and conditions as when you are actively working.

If you have been on PDL and intend to take CFRA leave or Paid Family Leave for baby bonding purposes after the birth of your child, you must provide us with a certification of your change of leave status.

For more information regarding your eligibility for a leave and the impact of the leave on your seniority and benefits, please contact the Director of Operations.

### Paid Family Leave

Under California’s Paid Family Leave Act (“PFL”), you may be eligible to receive payments from the state Employment Development Department while you are on leave for up to six weeks of leave to care for an ill family member (defined as parent, parent-in-law, child, spouse, sibling, grandparent, grandchild or domestic partner) or for bonding with a newborn or recent adoptee. You contribute to the cost of this insurance through payroll deductions.

You must apply two weeks of your available paid time off benefits to this leave. We do not pay you for your leave, and we cannot guarantee that your job will be held open for you after a Paid Family Leave, although we will certainly make every effort to return you to the same or similar job. We will not retaliate against you for requesting or taking Paid Family Leave. This leave may run concurrently with FMLA or CFRA leave.

For further information on this benefit and whether you will be guaranteed reinstatement, please contact Director of Operations.

### Coordinating CFRA Leave, PDL and PFL

If you have been employed with us for at least one continuous year and worked at least 1,250 hours in the year preceding your request for leave, you may request CFRA leave of up to twelve work weeks to bond with your child after your physician has released you from your post-delivery PDL. This unpaid CFRA leave is separate from the right to take PDL (and concurrent FMLA leave, if applicable), which is explained in the preceding sections of this handbook. There is no need to establish a serious health condition for you or your child to take CFRA leave. Your baby-bonding leave must be taken in minimum increments of two weeks and is available to you only within one year after your child’s birth.

The maximum possible combined unpaid leave for a pregnant woman is up to four months for pregnancy disability if medically required (which includes any period of disability certified by a physician after the birth of the child), plus 12 work weeks to care for and bond with the newborn child. CFRA leave may overlap with the Paid Family Leave referenced in the previous section.

For more information regarding your eligibility for an unpaid CFRA leave, the impact of the leave on your seniority and benefits and coordination with PDL, please contact the Director of Operations or Case Manager.

### Bone Marrow or Organ Donor Leave

You are eligible for leave of up to five business days in any twelve consecutive months to serve as a bone marrow donor, and leave of up to 30 business days in any twelve consecutive months to serve as an organ donor. This leave is paid by the Company, except that if you have sick leave days available, you must apply five days of your sick leave days to your leave for bone marrow donation and two weeks of your sick leave days to your leave for organ donation. Using your available paid leave does not extend the total amount of leave available to you by law.

To be eligible for this leave, you must provide medical certification of your need for leave and a written release to return to work at the conclusion of the leave. Benefits will continue to accrue and your absence will not be considered a break in service. We will pay our usual share of insurance premiums during the leave. Depending upon the circumstances of the leave, FMLA/CFRA may apply to your request for donor leave.

### Workers’ Compensation Leave

If you suffer a work-related injury or illness, you are entitled to an unpaid leave of absence. Your leave will continue until one of the following situations occurs:

1. You are released for full or modified duty and can return to work, with or without reasonable accommodation;
2. We receive medical evidence that you will be unable to return to work at any time in the future; or
3. You resign your position or do not return to work after your approved leave has expired.

We may require an examination by a medical professional of our choice at no cost to you to verify your ability to begin or remain on a medical leave.

If you return to work at the end of your leave of absence, you will be reinstated to your former position, unless business conditions have caused us to eliminate your job position. If your position is not available, you will be offered any available opening in a comparable position for which you are qualified. If there is no such position, you will be terminated.

FMLA and CFRA may run concurrently with your workers’ compensation leave.

### Jury Duty/Appearance as a Witness

Non-exempt employees will be given time off without pay to serve on jury duty. Exempt employees will not incur any reduction in pay for a partial week absence due to jury or witness duty.

If you are summoned for jury duty, give your summons to your supervisorto arrange for time off. While on jury duty, you must give us a jury attendance report, signed by a court official, at the end of each week of jury duty.

If you are subpoenaed as a witness, give a copy of the subpoena to your supervisor and we will give you time off without pay as needed. If you are subpoenaed to be a witness for us in a legal proceeding, we will pay you for your time.

During jury service or witness duty, you must return to work on any day when you are not required to report to the court or when you are excused early, as long as there are at least two hours remaining on your usual shift.

### Civil Air Patrol Leave

If you are a member of the California Civil Air Patrol, you are entitled to time off to serve when called, and you will be reinstated to your position when your service is complete. To request a leave of absence, submit documentation of your service to Director of Operations.

### Military Leave

If you are on full‑time duty in the armed services, we will give you all leave of absence, benefits and reinstatement rights guaranteed to you by current laws. If you are a member of a National Guard or Military Reserve unit, we will give you an unpaid leave of absence for your annual military training (typically two weeks per year). You must give your official duty orders to your supervisor and submit a written request for a military leave of absence. You may apply your accrued paid time off benefits to receive pay for any leave period not covered by your military base pay, or you can choose to take the time off without pay.

### Military Family Leave

You are entitled to up to ten days of unpaid leave when your military spouse or registered domestic partner is home on leave from active service in the Armed Forces, National Guard or Reserves. Your leave must take place while your military spouse or registered domestic partner is on leave from deployment to an area of “military conflict,” defined as a period of war declared by Congress or authorized under the federal Armed Forces Code.  To be eligible for this leave, you must be working an average of 20 or more hours per week, and you must request leave from Isidro Lopez within two business days of receiving official notice that your military spouse or registered domestic partner will be on leave from deployment.   You can apply any accrued paid leave time to this leave.

### Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes

If you are the victim of domestic violence, sexual assault, stalking or other violent crimes, you are entitled to reasonable time off without pay to obtain legal relief, such as a temporary restraining order or other injunctive relief for your protection or for your child's protection. You are also entitled to reasonable unpaid time off if the victim is your spouse, child, stepchild, sibling, step-sibling, parent, step-parent or registered domestic partner. If these situations arise, we will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to the Company.

You are also entitled to time off without pay to seek medical attention, to obtain assistance or services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to take other steps to ensure your safety and well‑being. You must provide Isidro Lopez with reasonable advance notice whenever possible, and with documentation of the need for time off. Proper documentation may include a police report, a restraining order or other notice of a court appearance, or documentation from a medical professional, health care provider, domestic violence advocate, or counselor stating that you are undergoing treatment for physical or mental injuries or abuse. You may use any accrued paid time off while on this leave. This time off will run concurrently with leave time provided under the FMLA/CFRA.

### Bereavement Leave

You are entitled to a unpaid bereavement leave of up to three days following the death of your spouse, child or step-child, parent or step-parent, grandparent, sibling or step-sibling or registered domestic partner. You may request bereavement leave in special circumstances for other persons not listed here. Bereavement leave must be approved by Director of Operations.We may request satisfactory documentation of your need for leave.

### Time Offto Vote

If your normally-scheduled work hours prevent you from voting in any statewide election, you may take up to two hours of paid time off to vote at the beginning or end of your work day. You must request voting time off at least two days in advance, and you must provide your voting receipt to your supervisor.

### Visiting Child's School

We will give you unpaid time off if you are a parent or guardian of a student and you have been summoned to appear at the student’s school under the Education Code or there is a child care provider or school emergency under the Labor Code. You must provide reasonable notice and documentation of the appearance to your supervisor.

If you are a parent, stepparent, foster parent, grandparent, guardian or a person standing in loco parentis with custody of a child in a licensed child care provider or in kindergarten through grade 12, you may take up to 40 unpaid hours (no more than eight hours per calendar month) for each child during each school year to participate in the child’s school activities, or to find, enroll, or reenroll a child in a school or with a child care provider. You must give reasonable notice to your supervisor. You can apply accrued paid time off benefits to this leave. If two eligible employees want to take the same leave to attend the same child’s activity, we will grant leave to the employee who makes the first request, and we may grant leave to the second employee if business circumstances permit us to do so.

### Volunteer Firefighter/Peace Officer/Rescue Personnel

If you are a volunteer firefighter, reserve peace officer or emergency rescue personnel (including any officer, employee or member of a disaster medical response team sponsored by the state), you may take all necessary unpaid time off from employment to perform your emergency duty.  You may also take up to 14 days of unpaid leave each calendar year for the purpose of engaging in fire, law enforcement or emergency rescue training. You must provide as much advance notice as possible to your supervisor and you must provide documentation of your need for leave. If you are a health care provider you must notify us at the time you become designated as “emergency rescue personnel” and when you are notified of deployment based on that designation.

## GROUP INSURANCE

The Company does not provide group medical insurance coverage except as required by law.

You may obtain further information regarding any insurance benefits from the Director of Operations.

# GENERAL POLICIES

## CONFIDENTIAL INFORMATION

We use our resources to develop confidential information and trade secrets that are essential to our Company, clients and employees. Our confidential information and trade secrets are developed by our employees as part of their job duties and responsibilities. Because protecting our confidential information and trade secrets is important to us, you are required to sign a Confidential Information Agreement as a condition of your employment.

Our confidential or trade secret information includes financial data, product information, the names and contact information for customers, vendors and other potential customers, technological data, marketing information, and other details of our business. This information may be contained in our written materials or in our electronic databases.

You must take great care to protect our trade secrets and other confidential information. You may not disclose any trade secrets or confidential information to third parties, either during or after your employment. You must store all confidential and trade secret information in a manner that protects and maintains the confidentiality of that information.

Nothing in this policy is intended to interfere with employees’ rights protected by Section 7 of the National Labor Relations Act or other federal, state or local law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

## TECHNOLOGY AND COMMUNICATIONS SYSTEMS

Our technology and communication services, equipment and content (“Communications System”) include mail, electronic mail ("e‑mail"), facsimiles, telephones, voicemail, personal computers, computer networks, on‑line services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, dictation machines, pagers, cellular phones, PDAs, smart phones, text messages, Internet posts, bulletin boards and any similar communications or equipment. As technology progresses, there will no doubt be additions.

Our Communications System is our Company property. You have no personal rights and no right of privacy in any use of our Communications System. We will access and monitor every employee’s use of the Communications System, including all content created or stored on it.

When using our Communications System, you must comply with the following guidelines:

* You are to use the Communications System only for business purposes. Personal use of the Communications System is not permitted, and you should not expect privacy with regard to any unauthorized personal use.
* You may not send or receive personal mail or e-mail with our Communications System.
* You may not use our Communications System to harass others, to gossip or bully others, or to send anonymous communications.
* We may access any employee’s use of our Communications System at any time; however, you may not access another employee’s use of our Communications System without that person’s advance permission to do so.
* We have access to your use of the Communications System at all times, and your use of personal passwords does not prevent us from doing so. If you implement personal passwords, you must disclose them to Director of Operations, but you may not disclose your personal passwords to any other employee without the prior approval of the Director of Operations
* You may not tell outside parties that your voicemail or email is private or confidential, since it may be accessed by us or by other employees as necessary.
* You may not install or download any software, Internet add-in, toolbar, software update or other addition to our Communications System without the advance approval of the Director of Operations.
* You may not send our Company information or property to your personal e-mail or other outside location except as required in your job duties, and you may not download Company information or property to any external drive or storage device.

In addition to any disciplinary action that may be imposed, we also may advise legal authorities of any illegal use of our Communications System.

## SOCIAL MEDIA POLICY

Social media refers to blogs, chat rooms, forums and social networking sites such as Facebook, Twitter, LinkedIn, Pinterest, Instagram, Vine, Snap Chat and YouTube, among others. You have the right to engage in personal social media activities to express your thoughts or promote your ideas, as long as your activities are not performed on working time or by using our Communications System, and do not cause harm to others or conflict with our policies, business, goodwill or reputation.

If you engage in social media activities on your own time, you must comply with the following guidelines as a condition of employment with us:

* Do not disclose our confidential and proprietary information or trade secrets.
* Do not write or post harassing or offensive material in violation of law or our Company policies.
* Do not unlawfully defame the Company or our personnel, activities or competitors.
* Do not use or reproduce our logo, website link or other proprietary Company information without advance permission of the Director of Operations.
* When expressing your opinion or position, you must use your own name and Internet account, not the Company name or Internet account. Your comments or posts must be yours alone, and must not appear to be representative of or approved by our Company.

Remember that you are responsible for your comments or posts on social media sites. You can be sued by the Company, its personnel or by any third party if you post defamatory, proprietary, harassing, libelous, or pornographic comments.

If you want to use social media to promote our Company’s activities, products or initiatives, you must obtain advance approval of the Director of Operations.

You are not required to disclose your personal social media passwords or to grant management access to your private social media postings or the postings of any third parties. Your postings may be subject to disclosure by law or in the context of a workplace investigation. You should be aware that any content posted or published on the Internet is, by its very nature, subject to disclosure in any number of ways (including by third parties who have received or viewed your posts), and you do not have secure privacy rights with regard to your social media activity.

Nothing in this policy is intended to interfere with employees’ rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time. We will enforce this policy only to the extent necessary to protect our trade secrets, enforce our policies and protect Company personnel and customers.

## ENDORSEMENT POLICY

We appreciate our employees’ efforts to promote our products and services. However, the Federal Trade Commission (“FTC”) has set specific guidelines for statements made by employees about any Company service or product through social media, internet activity or other electronic publications or communications. The guidelines apply to you even when you are using your personal computer, telephones or other electronic equipment on your own time.

If you are posting information about our products or services on any internet site (such Facebook, Twitter, blogs, chat rooms, or other media sources), you must state only your honest opinions, beliefs or experience. You must also conspicuously and clearly disclose your relationship to our Company so that readers of the message know that you are affiliated with our Company when they read your post or comment.

Under the FTC guidelines, we are required to monitor your Internet or other electronic endorsements of our products or services, and to take action if the FTC guidelines are violated. If you do not comply with these disclosure requirements, you are personally liable for any misleading or unsubstantiated statements made regarding our products or services.

## USE OF COMMUNICATION DEVICES

### Workplace Use

Because they create distractions and disrupt regular work routines, you may not use personal communication devices such as cell phones, PDAs, smart phones and pagers during work hours and in work areas, unless you are using a Company-provided device for business purposes.

You must restrict your personal use of your own communication devices to your official meal or rest periods or other work breaks. Even while on break, your personal communications must not disrupt other Company personnel. If you have an emergency situation requiring you to be reachable (such as a family member undergoing surgery or the imminent birth of a child), you must obtain the prior approval of your supervisor to use a communication device during working hours.

You may not forward business calls to or from a cell phone or other personal device unless you have prior approval from your supervisor.

### Camera Cell Phones/Audio and Video Recording

Unless specifically required by your job duties, to protect Company and client security and employee and client privacy, you may never use camera cell phones to take pictures on Company or client property without the prior written approval of your supervisor and the client. Additionally, you may never use your cell phone or another device to engage in any form of audio or video recording on Company or client premises without the prior written approval of the Director of Operations and the written consent of the individual to be recorded.

### Company-Provided Devices

Company-provided cell phones must be used only for business purposes and only when a less costly alternative does not exist. If you use a Company-provided cell phone for personal use, you must reimburse us for the cost of the call(s).

## COMPANY INSPECTION

Although we provide certain storage areas in the workplace to you for your convenience and to help you to do your job, these areas remain our sole property at all times. We can and will inspect all Company property and its contents at any time we believe it to be necessary or appropriate. Remember that other employees may also enter your desk or other Company property as needed to perform their job duties. We also reserve the right to search any bags, purses, briefcases or other personal items that you bring onto Company premises.

We are not responsible for loss, damage, theft or destruction of any articles that you place or leave in Company storage areas. Do not bring anything into the workplace that you would not want to lose.

## COMPANY PROPERTY

We expect you to take good care of our Company property and to use our Company property only for authorized business purposes.

You may not take Company or client supplies or property off Company or client premises without prior approval of the Director of Operations. You must return all Company property issued to you when your employment ends or upon our request.

## UNIFORMS AND EQUIPMENT

The Company will provide two sets of uniforms, and will provide replacement uniforms, as necessary, at no cost to the employee. The Company does NOT expect or require that the uniforms be dry-cleaned. The uniforms are machine washable and may be washed and dried in a normal load with other clothes. You must return all Company-provided uniforms at the end of your employment.

We will provide and maintain other equipment (e.g., guns, batons, etc.) for you if necessary for your job position. We also have a purchase plan available to you if you prefer to purchase and own your own work-related equipment. Contact Director of Operations for further details.

## WORK AREA HOUSEKEEPING

You must keep your immediate work area clean and orderly, and must contribute to maintaining a professional, clean and neat environment in our facility and/or our client facilities at all times.

The building is climate controlled. Contact Director of Operations if adjustments are necessary.

## VISITORS

For liability and safety reasons, you may not bring visitors to our Company or client premises without the prior approval of Director of Operations. We will ask unauthorized persons and those without proper identification to leave the premises.

## SOLICITATION

### Solicitation by Employees

You may not solicit, collect money, sell products or services, or post or distribute materials on Company or client property or during working hours without the advance approval of Director of Operations. This rule is not intended to curtail your free speech rights; it is intended to prevent disruption and to avoid undue pressure upon employees to make financial contributions.

### Solicitation by Third Parties

Any person who is not an employee of the Company is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.

## BULLETIN BOARDS

We post information on the bulletin boards regarding employee rights, working conditions and hours, safety, Company policies, items of interest and other matters pertaining to your employment.

## OFFICE COMMUNICATIONS

When you write office communications, you must proofread, spell-check and carefully review all interoffice memoranda for accuracy. You may not defame or harass any person or our Company in your interoffice memoranda, and you may not disclose our Company’s confidential or trade secret information without the prior approval of Director of Operations. You may not distribute any memorandum setting forth a Company policy or practice to be followed by Company employees without the prior review and approval of Director of Operations.

## EMPLOYMENT REFERENCES

We will respond only to written requests for information. We will provide only your dates of employment and positions held in response to requests for information about your employment with us. If you want any additional information released, you must give us written authorization to do so. Only Director of Operations may respond to requests for employment information.

## PERSONNEL INFORMATION AND FILES

We keep your name, home address, telephone number and personal e-mail address so that you can be reached in an emergency. You must keep this information updated with Case Manager. Your contact information will not be released to anyone outside the Company without your written permission or unless required by law. Your personnel records also contain information related to your performance and any grievance related to your performance.

Only you, a representative authorized in writing by you, the Human Resources Manager, and authorized members of management have access to your personnel file. You or your representative designated in writing by you may review the contents of your personnel file in the presence of the Human Resources Manager or that person’s designee, but you may not remove, alter or mark any document in your file. You, or a representative authorized in writing by you, are also entitled to receive copies of any document in your personnel file, although you may be required to pay for the cost of such copies.

Requests to review your personnel file or to receive copies of your file must be made in writing to Director of Operations. Within 30 days of receiving the written request, your personnel file will be made available for inspection at a time and place designated by the Company. If you have requested copies of your file, those copies will be sent to you at the address you have designated within 30 days of receiving your written request.

## PAYROLL INFORMATION

You may review your payroll records (including time records) in the presence of the Director of Operations or that person’s designee within 21 days of making an oral or written request to the Director of Operations. You may also request copies of your payroll records, but you must pay the copying costs.

## USE OF VEHICLES ON COMPANY BUSINESS

### Personal Automobiles

You may never drive your personal automobile on Company business.

### Company Vehicles

You may be assigned a Company vehicle to drive on Company business. You must provide us with a copy of a current valid California driver's license, proof of insurance for at least the California statutory minimums and a current DMV driving record report. These must be kept current during your employment.

We may request an updated DMV driving record report at any time. We may also revoke your right to drive a Company vehicle for any reason, including when you have a revoked or suspended driver's license, a moving violation or accident, or any situation that makes you uninsurable or insurable only at higher-than-standard rates.

If driving a Company vehicle is necessary to perform your job duties and you lose your right to drive or we revoke your right to drive a Company vehicle, you may be terminated.

### Use of Communication Devices While Driving

Using a cell phone or similar communications device while driving creates a safety hazard for the driver and the general public. If you are driving a Company-owned or rental vehicle, you must use a hands-free device with your cell phone or similar communications device to make and receive telephone calls while driving.

If you are driving a Company-owned or rental vehicle, you may not write, send or read text messages, emails or instant messages using any cell phone or other electronic wireless communications device while driving, unless you are using a device which allows hands-free or voice operation for text messages and you are using it in that manner.

If you are under the age of 18, you may not use your cell phone for any purpose while driving, even with a hands-free device.

In addition to disciplinary action, violations of this policy may result in personal liability as well as monetary fines imposed by California law enforcement authorities.

## PARKING & TRANSPORTATION

We provide parking to you free of charge. We also encourage employees to carpool and use public transportation.

## EMPLOYEE MEETINGS

When you are required by the Company to attend a Company meeting, you will be paid for your time spent in the meeting, including any overtime that may result. You may also be invited to attend certain Company meetings which are not mandatory, and time spent in these optional meetings will not be compensated. If you are not required to attend a scheduled meeting, you may choose not to attend without fear of retaliation.

## CONFLICTS OF INTEREST

We recognize your right to engage in lawful outside conduct during non‑working hours away from our premises. However, a conflict of interest occurs when your private interests (or the private interests of your immediate family members) interfere with your job responsibilities. You must not place yourself or our Company in a position of conflict. If your lawful off-duty activities create a conflict of interest or prevent you from successfully performing your job duties, we will ask you to choose between terminating the off-duty conduct and resigning from your position with us.

## GIFTS

You may not give or accept cash or gifts of significant value, loans, expensive entertainment or anything else that might be expected to influence your conduct with our customers and clients or their families, business associates, vendors or other persons providing goods or services to us, or other employees or independent contractors of our Company.

## PUBLIC STATEMENTS AND THE MEDIA

We have designated Chief Executive Officer as the sole spokesperson to represent our Company for public purposes. If Chief Executive Officer is not available, inquiries may be directed to Director of Operations.

You must not discuss any aspect of our Company, its operations or its personnel with the media. You do not have the authority to make public statements to the media or other outsiders on behalf of our Company without the prior approval of Chief Executive Officer. If you are contacted by a representative of the media (i.e., newspapers, magazines, radio, television, etc.), refer them to the Chief Executive Officer.

## BUSINESS EXPENSE REIMBURSEMENT

We will reimburse you for business expenses incurred while performing your job duties for the Company. You may not incur business expenses without obtaining the prior written approval of your supervisor. To be reimbursed for business-related expenses, submit your receipts and proof of payment to Case Manager within five days of incurring the expense.

You will be reimbursed for your mileage at the prevailing IRS rate for business-related travel in your own vehicle, other than your initial commute to your first work location that day and your commute away from your last work location of the day at the end of your shift. You will also be paid for your time during a business-related commute, other than your initial commute to your first work location that day and your commute away from your last work location of the day at the end of your shift. You may be paid for a portion of your commuting time and/or mileage for your commute to and from work in exceptional circumstances where your temporary work location is farther away from your usual work location.

## PERSONAL COMMUNICATION DEVICE REIMBURSEMENT

You may not make, receive or forward business-related calls, e-mails, text messages or other electronic communications using a personal cell phone or other personal communication device.

## TRAVEL EXPENSE REIMBURSEMENT

We will reimburse you for travel expenses incurred while performing your job duties for the Company. You may not incur travel expenses without obtaining the prior written approval of the Director of Operations.

If you are required to travel on behalf of the Company, contact the Director of Operations for further information regarding your travel arrangements and reimbursement of expenses.

# HEALTH AND SAFETY

## WORKERS' COMPENSATION

All employees are covered by our workers' compensation insurance, which covers occupational illnesses and injuries you suffer while performing your job duties on behalf of our Company. You are eligible for this coverage at no cost to you upon your first day of employment. Workers’ compensation insurance provides weekly disability payments as well as payment for medical and hospital expenses for injuries or illnesses arising out of your job.

Regardless of the nature or severity, you must immediately report all injuries incurred while on the job to your supervisor. In case of serious injury, we may refer you to a physician or a hospital. You may not be eligible for benefits if your illness or injury is caused by your consumption of alcohol or illegal drugs, or arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of your work-related duties.

You may not file a knowingly false or fraudulent claim, and you may incur criminal penalties for doing so. It is a felony to make a knowingly false or fraudulent material statement or representation to obtain Workers’ Compensation benefits or payments.

You are entitled to an unpaid leave of absence during your recovery from a workplace illness or injury. For more information regarding this leave, see the Workers’ Compensation Leave of Absence policy in this handbook.

## OFFICE HAZARDS

You must immediately report any office hazards you may observe to Director of Operations. Office hazards may include sharp file cabinet edges, splintered desk edges or corners, broken chair casters, frayed electrical connections, loose flooring or ceiling tiles, or any other conditions likely to do bodily harm, damage clothing or constitute a fire hazard.

You may not wear headsets or earphones while on duty, except headsets designed for use while on a Company telephone. You may not play radios or other noise-making devices.

## INJURY AND ILLNESS PREVENTION

We have an Injury and Illness Prevention Program, which is separately issued to all employees. Every employee is responsible for observing safety rules and maintaining safe working conditions. We provide the best facilities and safest conditions possible, but being alert and using good common sense is essential in preventing accidents.

## FIRST AID

Report any injury requiring first aid or medical treatment to your supervisor. First aid supplies and personnel are available for emergency treatment of minor injuries, but employees suffering major physical disorders or illness on Company premises will be taken to the nearest available emergency treatment facility. Medical clearance is required from the Director of Operations for any employee who leaves the premises as a result of an occupational illness or injury. In case of emergency, dial 911 immediately.

## SMOKING/USE OF TOBACCO

We do not permit smoking (including “e-cigarettes” or vaporizers) or the use of tobacco anywhere inside a Company or client facility, in Company vehicles or within 25 feet of any entrance to any Company or client building. If you are working at or visiting a client location, you must observe the no smoking/no tobacco rules there. If you are smoking or using tobacco during rest breaks, you must not smell of smoke or tobacco when you return to the workplace. You may not chew or spit tobacco on Company or client premises or in Company vehicles. You may not discard cigarettes, tobacco or related materials on Company or client premises, except in designated receptacles.

## ALCOHOL AND DRUG ABUSE POLICY

We are committed to maintaining a safe, efficient and productive work environment. We also want all employees to perform their duties safely and efficiently, in a manner that protects their interests and those of their co‑workers. We recognize that the use of alcohol or unlawful drugs, or misuse of legal or prescription drugs, can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and employee performance, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. For these reasons, we have a strict policy against inappropriate use and possession of drugs or alcohol. Every employee must comply with this policy at all times.

You must report for work fit to perform your job. You may not use or possess alcohol or illegal drugs, or misuse legal or prescription drugs. If you need to take a prescription drug that could affect your ability to perform your job duties, you must discuss possible reasonable accommodations with Director of Operations so that you are not working in an impaired state.

Although California has legalized marijuana for medicinal purposes, the Company is not required to allow the medicinal use of marijuana in the workplace.  Use or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including discharge. A California Medical Marijuana Identification Card is not sufficient to overcome these prohibitions.  If you have a medical issue for which your doctor wants to prescribe marijuana, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not cause you to be under the influence of marijuana while working for the Company.  We will not accommodate an employee who has already violated this policy and is subject to disciplinary action.

You may not use, possess, transfer, distribute, manufacture or sell alcohol or any illegal drug while on our property, during on‑call status, while operating a vehicle or potentially dangerous equipment owned or leased by the Company, while on duty or while representing the Company in any manner. You also may not report for work, begin work, or remain on duty or on on‑call status while under the influence of or impaired by any illegal drug or alcohol, or sufficiently impaired by a legal or prescription drug that you create a danger in the workplace or inappropriately inhibit your ability to perform the job.

For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law or if you improperly use or posses the drug, regardless of whether such conduct constitutes an illegal act.

We will require you to undergo drug and alcohol testing at a laboratory designated and paid for by the Company, to test for the presence of drugs and/or alcohol and to agree in writing to allow the results of those tests to be furnished to and used by the Company, in the following circumstances:

1. Whenever we have a reasonable suspicion that you are under the influence of drugs or alcohol during work time (for example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance).

2. If you are involved in an accident that causes damage to property or injury to persons and you are reasonably suspected of being a possible cause of the accident.

3. If you work in a safety-sensitive job.

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

## VIDEO SURVEILLANCE

Video cameras have been placed in strategic areas of Company and client facilities so that we can observe work flow and discover any security problems. Storage rooms, outside storage and other Company or client areas may also be monitored. Private offices, bathrooms, locker rooms and changing areas will not be monitored.

## WORKPLACE VIOLENCE

We have a zero-tolerance policy for workplace violence. Acts or threats of violence, including intimidation, harassment and/or coercion that involve or affect Company personnel or that occur on Company property will not be tolerated and may result in legal action.

“Acts or threats of violence” include conduct that creates a hostile, abusive or intimidating work environment for Company personnel. It also includes acts or threats of violence occurring on Company premises between any individuals, involving any person acting on behalf of the Company in any location, or which impacts the Company’s legitimate interests.

Specific examples of conduct that may be considered threats or acts of violence include the following:

* Hitting or shoving another person.
* Threatening to harm another person or that person’s family, friends, associates or property.
* Intentional destruction or threat of destruction of Company property.
* Harassing or threatening phone calls.
* Unauthorized surveillance or stalking.
* Unauthorized possession or inappropriate use of firearms or weapons.
* The conviction of an employee or any other representative of the Company under any criminal code provision relating to violence or threats of violence.

Our prohibition against threats and acts of violence applies to allpersons involved in our operations, including employees, independent contractors, contract and temporary workers, customers and anyone else on our property or interacting with our Company.

Report any threats or acts of violence to your supervisor or Director of Operations immediately. State, federal or other laws may impose additional reporting obligations.

## WEAPONS

Unless you are authorized to carry a weapon in connection with your security guard post, you are absolutely prohibited from using, possessing, selling or purchasing weapons or dangerous materials at any time on Company or client premises (including in your vehicle parked on Company or client property or in a bag, briefcase or purse you bring into the Company or client facility), during work hours, or while representing the Company or conducting Company business anywhere. In addition to disciplinary action, doing so may subject you to additional legal action. If you are authorized to carry a weapon, you must carry only your assigned weapon, and you must follow all rules and regulations for the safe handling of that weapon at all time.

If you observe that any person is in possession of a weapon or dangerous material on Company or client property or during Company activities, report it to your supervisor or any member of management immediately.

## SUITABLE SEATING

We will provide you with access to suitable seating if the nature of your work reasonably permits the use of seats. If the nature of your work requires standing, we will provide an adequate number of suitable seats within a reasonable proximity to your work area. These seats are provided for your use when it does not interfere with the performance of your job duties.

# PERFORMANCE AND CONDUCT

## DRESS CODE

We expect you to report to work in the uniform required by the Company and/or the client contract on which you are providing services. Uniforms must be neat, clean, and should comply with the specific requirements expected by the client. You may only wear Company-issued uniforms and equipment.

In addition, you are expected to use good judgment and to groom yourself in accordance with accepted industry standards. Facial hair is not permitted; employees may not have a beard, goatee, or be unshaven. Hair that is shoulder-length or longer must be pinned up and cannot hang below the nape of the neck. Employees may not wear loose or dangling jewelry, or any jewelry or other items that can be grabbed or used as a weapon against you. Long fingernails are not allowed; fingernails must be kept short and may not extend past the tip of the finger. Tattoos may not be visible and must remain covered at all times.

These requirements will be actively monitored by supervisors and Company management. Failure to comply with this policy may result in disciplinary action, including but not limited to a request that you leave the workplace and return with proper attire. In this situation, you will not be paid for time missed.

Management reserves the sole discretion at all times to determine what attire is appropriate for the workplace. Management’s decision shall be final.

Nothing in this policy is intended to interfere with your religious dress or grooming practices. If these requirements impact your religious dress or grooming practices, or if you required alternative dress or grooming practices related to a disability, please contact Director of Operations to discuss a reasonable accommodation.

## RULES OF CONDUCT

It is important to us that all employees maintain proper standards of conduct and observe certain rules to ensure the orderly and efficient operation of our Company. Complying with Company rules does not guarantee continuing employment, because all employees are employed at will. However, employees who do not comply with Company policies, rules and directives will be disciplined or terminated.

It would be impossible to list all possible infractions that may lead to discipline, and we will discipline or terminate employees for any reason we deem necessary and appropriate. Some examples of misconduct warranting disciplinary action or termination include:

* Sexual or other harassment, retaliation or discrimination of any kind, against another employee or anyone else affiliated with the Company.
* Theft, misappropriation, or unauthorized possession, removal or use of property, equipment, materials, documents or records belonging to the Company, a Company customer or another employee.
* Damaging property or materials belonging to the Company, a Company customer or another employee.
* Violating security, safety or fire prevention rules or regulations.
* Engaging in any conduct that creates a safety hazard, or creating or contributing to unsanitary conditions by poor housekeeping.
* Smoking in unauthorized areas or smelling of smoke or tobacco in the workplace or while representing the Company.
* Unauthorized possession of a weapon or other dangerous materials on Company or client premises or while representing the Company.
* Gambling or loan sharking on Company or client premises or by using Company resources.
* Using or possessing alcoholic beverages or illegal narcotics or drugs on Company premises, in Company vehicles or in vehicles being driven on Company business or while representing the Company, or reporting to work under the influence of intoxicants or drugs (whether unlawful or not) that interfere with job performance, or misusing prescription or other lawful drugs.
* Misuse, falsification or alteration of any employment or Company reports or records, such as job applications, medical or employment history, personnel records, pay records, time records, customer or vendor documents, absence or illness reports, accident reports or injury claims.
* Insubordination or refusal to follow management instructions, or refusal or unwillingness to accept a job assignment or to perform job requirements.
* Failure to observe scheduled work hours, failure to provide proper notice of absence, failure to report to work when scheduled, unauthorized or excessive absences, excessive tardiness, abuse of leave benefits.
* Leaving Company or client premises without permission during regularly-scheduled work hours, unauthorized absence from your assigned work area during regularly-scheduled work hours, or leaving the premises without recording your departure on your time records.
* Working unauthorized overtime, working off the clock or being on Company or client premises when you are not scheduled to work.
* Sleeping, loitering, wasting time or interfering with the work of others during regular work hours.
* Engaging in personal calls, text messaging, instant messaging, social media activity or other non-work activities during work hours, or taking excessive break time to do so.
* Gossiping, bullying others, defaming other personnel or our Company or clients, disrespectful or rude treatment of others.
* Rude, discourteous or unprofessional behavior, creating a disturbance on Company or client premises or creating discord with customers, fellow employees or other Company or client representatives, use of profanity or abusive language, striking or hitting another employee.
* Unlawful conduct impacting our Company in any manner, whether committed on or off the job.
* Conduct on or off Company or client premises which adversely affects the Company's or client’s services, property, reputation or goodwill in the community, or interferes with job performance.
* Obtaining confidential information pertaining to the Company or to the customers, employees or other representatives of the Company without authorization to do so.
* Divulging confidential or proprietary information or trade secrets to any person or entity except in the course of performing duties as an employee of the Company and with the Company’s consent.
* Failure to report an injury, illness or accident (including a workers’ compensation injury or illness), failure to report harassment or failure to report unsafe conditions in the workplace.
* Taking or giving bribes or gifts of any nature as an inducement to obtain special treatment, to provide confidential information or to obtain a position or benefit.
* Entering or leaving Company or client premises or removing any Company or client information or materials at any time without authorization.
* Refusal to execute Company documents or participate in Company or client investigations required as a condition of employment.
* Any violation of these policies, or of any rule, practice, procedure, policy or management directive set or stated by the Company at any time.

## DISCIPLINE

Our intent is to implement discipline as a corrective action and as an instrument for improvement, rather than as punishment, whenever possible. We administer disciplinary action as we deem necessary in each individual case, based upon the circumstances at hand.

Disciplinary action may include verbal counseling or warning, written counseling or warning, probation, performance improvement periods, demotion, administrative leave, suspension or termination. These disciplinary methods may be used at any time, in any order, and we may skip or repeat various forms of discipline in our sole discretion. This policy is not a promise or guarantee that a specific course of discipline will be administered in any case or in every case, or that any lesser form of discipline will be implemented prior to termination.

Our use of any particular form of discipline or decision whether or not to impose discipline in any particular case does not change your at‑will employment relationship with the Company.

## OPEN-DOOR POLICY

Suggestions for improving our policies, practices and procedures are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us.

If you have an issue that concerns you, please talk to Director of Operations or any member of the management team. If you feel that your concern has not received appropriate attention, please raise the issue with another member of management.

We cannot guarantee that every problem will be resolved to your satisfaction. However, we value your observations and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

# ARBITRATION

We are committed to maintaining a work environment where employees are treated fairly and in compliance with all applicable laws. However, there may be times during or after your employment when you believe that you have a legal claim arising from your employment with the Company. In that case, it is in our mutual best interests to have that dispute resolved fairly and expeditiously.

We believe that the best way to do so is to arbitrate any claims you may wish to pursue. Binding arbitration is typically a less costly and more efficient manner of resolving disputes. You and the Company are each responsible for paying your own legal fees; however, when you submit your claim to binding arbitration, we pay the arbitration fees associated with that claim.

For these reasons, we ask that you agree to submit any claims arising from your employment with the Company to final and binding arbitration whenever possible under the law by signing our Arbitration Agreement.

# CONCLUSION

In this employee handbook, we have given you an outline of our major policies, procedures and benefits. If you have questions about the material covered in this handbook or about anything concerning your employment with us, please discuss these questions with Director of Operations.

Again, welcome to our Company. We look forward to working with you!

**NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC.**

EMPLOYEE ACKNOWLEDGMENTS

**[EMPLOYEE COPY]**

**Handbook Acknowledgement.** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by the Company. I further understand that the Company has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of the Company will modify these policies and procedures unless I receive specific written notice of modification.

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

**At-Will Acknowledgement.** I understand that the handbook is not a contract for or a guarantee of continuing employment. I understand that, unless I am advised in writing otherwise, I am an at‑will employee of the Company. This means that my employment is for no definite period and my terms and conditions of employment may be changed at any time, with or without cause. It also means that I may leave my employment at any time and the Company may terminate my employment at any time, with or without cause, and without any prior notice. I acknowledge that this constitutes the entire agreement between me and the Company regarding my at‑will employment status, and that it supersedes any prior written, oral or implied agreements on this subject. I also acknowledge that this at‑will relationship cannot be modified or changed during my employment except by specific written agreement between me and the Company, signed by Chief Executive Officer.

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

**Harassment Acknowledgement.** I understand and acknowledge that the Company has a no-tolerance policy against harassment. I have reviewed and understand the Policy Against Harassment and the policy on Reporting Harassment contained in this Handbook, and I agree to abide by those policies and to immediately report any incident of harassment against me or any other person working for or related in any way to the Company.

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

**Communications Acknowledgement.** I understand and acknowledge the Company’s policies on Communications Systems, Social Media, Endorsements and Use of Communication Devices contained in this Handbook. I understand that all electronic and media communications equipment provided to me by the Company or used by me to perform my job duties remain the sole property of the Company. I further understand and acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for the Company or related in any way to the Company. I understand that the Company may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

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

**NLRA Acknowledgement.** I understand and acknowledge that the Company’s policies are not intended to interfere with my rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of my employment or working conditions with or on behalf of my co-workers, or to bring such issues to the attention of management at any time.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Employee Name)

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

(Sign Employee Name)

**RETAIN THIS PAGE IN YOUR HANDBOOK.**

**NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC.**

**EMPLOYEE ACKNOWLEDGMENTS**

**[EMPLOYER COPY]**

**Handbook Acknowledgement.** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by the Company. I further understand that the Company has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of the Company will modify these policies and procedures unless I receive specific written notice of modification.

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

**At-Will Acknowledgement.** I understand that the handbook is not a contract for or a guarantee of continuing employment. I understand that, unless I am advised in writing otherwise, I am an at‑will employee of the Company. This means that my employment is for no definite period and my terms and conditions of employment may be changed at any time, with or without cause. It also means that I may leave my employment at any time and the Company may terminate my employment at any time, with or without cause, and without any prior notice. I acknowledge that this constitutes the entire agreement between me and the Company regarding my at‑will employment status, and that it supersedes any prior written, oral or implied agreements on this subject. I also acknowledge that this at‑will relationship cannot be modified or changed during my employment except by specific written agreement between me and the Company, signed by Chief Executive Officer.

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

**Harassment Acknowledgement.** I understand and acknowledge that the Company has a no-tolerance policy against harassment. I have reviewed and understand the Policy Against Harassment and the policy on Reporting Harassment contained in this Handbook, and I agree to abide by those policies and to immediately report any incident of harassment against me or any other person working for or related in any way to the Company.

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

**Communications Acknowledgement.** I understand and acknowledge the Company’s policies on Communications Systems, Social Media, Endorsements and Use of Communication Devices contained in this Handbook. I understand that all electronic and media communications equipment provided to me by the Company or used by me to perform my job duties remain the sole property of the Company. I further understand and acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for the Company or related in any way to the Company. I understand that the Company may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

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

**NLRA Acknowledgement.** I understand and acknowledge that the Company’s policies are not intended to interfere with my rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of my employment or working conditions with or on behalf of my co-workers, or to bring such issues to the attention of management at any time.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Employee Name)

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(Sign Employee Name)

**DETACH AND GIVE THIS TO YOUR SUPERVISOR OR COMPANY MANAGEMENT AFTER YOU HAVE SIGNED AND DATED IT.**

**NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC.**

**CONFIDENTIAL INFORMATION AGREEMENT**

**[EMPLOYEE COPY]**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a condition of my continued at-will employment with North American Security and Investigations, Inc. (the “Company”) agree that:

1. In the course of my employment, I will have access to information regarding the Company's business that is confidential and proprietary. Proprietary information includes all trade secrets and non-public information related to (i) the business, present or future, of the Company; (ii) the research, inventions, products and services of the Company and the Company’s clients; (iii) the clients of the Company; (iv) the security systems and facilities of the Company’s clients; and (v) the employees, operations and capabilities of the Company and the Company’s clients. For example, proprietary information may include, but is not limited to, procedures; data files; computer programs; systems design; manuals; research; techniques; customer lists; marketing data, business plans, and product development strategies.

2. During my employment with the Company I may use or disclose proprietary information only to the extent necessary to perform my duties. Any disclosure of such information outside the Company as is necessary to the performance of my duties shall be made only with the prior written consent of Director of Operations. I acknowledge and agree that unauthorized use or disclosure of this confidential and proprietary information may result in my immediate discharge.

3. After the voluntary or involuntary termination of my employment, I will not use or disclose the Company’s trade secrets for any purpose, including but not limited to: (a) obtaining business from the customers or clients of the Company; (b) inducing or attempting to induce any employees of the Company to leave their employment; (c) assisting others to obtain business from the Company’s customers or recruit the Company’s employees; or (d) engaging in any other activity that harms the interest of the Company.

4. As a result of my prior employment, I may be in possession of information that my prior employer considers to be confidential. If I use any trade secrets of my prior employer in order to benefit the Company, I may expose myself and the Company to legal liability. Therefore, I will not use or disclose any such information in connection with my employment with the Company. I will not bring to the Company or copy to any of the Company’s computer devices any documents containing such information.

5. I acknowledge that (i) in the event my employment with the Company terminates for any reason, I will be able to earn a livelihood without violating the foregoing restrictions, and (ii) my ability to earn a livelihood without violating these restrictions is a material condition to my employment with the Company.

6. I acknowledge that my compliance with this agreement is necessary to protect the business and goodwill of the Company and its clients and that the Company will pursue legal action against me to remedy any damages caused by my breach of this Agreement.

7. If any portion of this Agreement is held to be void or unenforceable, the remainder of the Agreement shall remain in effect. This Agreement shall apply to the Company as well as to its successors, assigns, parent or subsidiary companies or other related persons. No alteration or modification to any of the provisions of this Agreement will be valid unless made in writing and signed by me and the Company.

8. This Agreement shall be subject to and governed by the laws of the State of California. In any legal action between me and the Company to enforce any provision of this Agreement, the prevailing party shall recover its attorneys’ fees.

9. This Agreement constitutes the complete understanding between me and the Company regarding the matters addressed, and all prior representations or agreements regarding confidential information and unfair competition are superseded by this Agreement.

10. Nothing in this agreement alters my at-will employment relationship with the Company.

11. Nothing in this agreement extends to a whistleblower who discloses confidential, proprietary or trade secret information in confidence to a Federal. State, or local governmental official for purposes of reporting a suspected violation of the law, or to an individual who discloses such information to an attorney, solely for the purpose of reporting or investigating a suspected violation of law, or who discloses such information in a complaint or other document filed in a lawsuit or other proceeding, so long as it is filed under seal.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Employee Name)

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(Sign Employee Name)

**RETAIN THIS COPY FOR YOUR RECORDS.**

**NORTH AMERICAN SECURITY AND INVESTIGATIONS, INC.**

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2. During my employment with the Company I may use or disclose proprietary information only to the extent necessary to perform my duties. Any disclosure of such information outside the Company as is necessary to the performance of my duties shall be made only with the prior written consent of Director of Operations. I acknowledge and agree that unauthorized use or disclosure of this confidential and proprietary information may result in my immediate discharge.

3. After the voluntary or involuntary termination of my employment, I will not use or disclose the Company’s trade secrets for any purpose, including but not limited to: (a) obtaining business from the customers or clients of the Company; (b) inducing or attempting to induce any employees of the Company to leave their employment; (c) assisting others to obtain business from the Company’s customers or recruit the Company’s employees; or (d) engaging in any other activity that harms the interest of the Company.

4. As a result of my prior employment, I may be in possession of information that my prior employer considers to be confidential. If I use any trade secrets of my prior employer in order to benefit the Company, I may expose myself and the Company to legal liability. Therefore, I will not use or disclose any such information in connection with my employment with the Company. I will not bring to the Company or copy to any of the Company’s computer devices any documents containing such information.

5. I acknowledge that (i) in the event my employment with the Company terminates for any reason, I will be able to earn a livelihood without violating the foregoing restrictions, and (ii) my ability to earn a livelihood without violating these restrictions is a material condition to my employment with the Company.

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Employee Name)

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

(Sign Employee Name)

**DETACH AND GIVE THIS TO YOUR SUPERVISOR OR COMPANY MANAGEMENT AFTER YOU HAVE SIGNED AND DATED IT.**

**North american security and investigations, inc.**

**ARBITRATION AGREEMENT**

**[EMPLOYEE COPY]**

Although North American Security and Investigations, Inc. (the “Company”) hopes that employment disputes will not occur, the Company believes that where such disputes do arise, it is in the mutual interest of everyone involved to handle them in binding arbitration, which generally resolves disputes quicker than court litigation and with a minimum of disturbance to all parties involved.

**By entering into this Agreement, the Company and the undersigned Employee are waiving the right to a jury trial for most employment‑related disputes. The Employee further understands that entering into this Arbitration Agreement does not alter the Employee's at‑will employment with the Company.**

The Company and the undersigned Employee hereby agree that any dispute with any party (including the Company, its affiliates, successors, and representatives that may arise from Employee's employment with the Company or the termination of Employee's employment with the Company shall be resolved by mandatory, binding arbitration before a retired judge or other arbitrator selected by mutual agreement of the Company and the Employee.

This Arbitration Agreement **does not** cover the following claims:

* Administrative claims properly presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Department of Labor (Wage and Hour Division), or any equivalent state administrative agency, except that if any such claim is dismissed from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this Agreement. The Employee may (but is not required to) choose arbitration to resolve the Employee’s dispute rather than pursuing a claim with an administrative agency.
* Workers’ Compensation benefits;
* Unemployment compensation benefits;
* Claims based on the National Labor Relations Act;
* Claims based upon any Company employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan.
* Claims brought under the Private Attorneys General Act (“PAGA”) as set forth in California Labor Code sections 2698 *et seq*.

The arbitration requirement **does apply** to all statutory, contractual and/or common law claims arising from employment with the Company including, but not limited to, the following:

* Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;
* Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability, medical condition or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Constitution, the California Labor Code, or any other federal or state statute covering these subjects;
* Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), California Paid Leave or any related federal or state statute;
* Violations of confidentiality or breaches of trade secrets;
* Violation of any other federal, state, or other governmental law, regulation or ordinance, whether based on statute or common law;
* Claims made against the Company or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims.

Except as otherwise required by applicable law, the parties agree that all claims subject to binding arbitration under this Agreement, including as set forth more specifically above, shall be conducted on an individual basis, and not as a class action.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. Alternatively, if no such state statutes exist, then arbitration shall be conducted pursuant to the rules of the American Arbitration Association (“AAA”) for employment law disputes. A copy of these AAA rules can be found at www.adr.org under “Rules & Procedures”. The parties may mutually agree upon another arbitration procedure.

The arbitrator shall be a retired superior or appellate court judge or other professional arbitrator chosen by agreement of the parties or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose. The arbitrator shall not have any authority to consolidate, combine or aggregate the claims of the undersigned employee with those of any other employee. The arbitrator shall have no authority to create an arbitration proceeding on a class basis, nor to award relief to a class of employees in one arbitration proceeding.

Any dispute with any party that arises from Employee's employment with the Company or termination of employment with the Company must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, the Company shall pay the fees and costs of the Arbitrator, and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law and shall follow any applicable statutory requirements regarding an award of attorneys’ fees and costs.

The parties will be permitted to conduct discovery as provided by the applicable state statute(s). In the absence of any such statute(s), the parties shall follow the discovery procedures set forth by the American Arbitration Association. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal basis for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

If any provision of this Agreement is held to be unenforceable, it shall be stricken from the Agreement and the remainder of the Agreement shall be fully enforceable. If any provision of this Agreement is held to be in conflict with a mandatory provision of applicable law, the conflicting provision of this Agreement shall be modified automatically to comply with the applicable law until such time as the provision can be formally modified to comply with the law.

**I acknowledge that I have carefully read this agreement, and that I understand and agree to its terms. I have entered into this agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my right to a court or jury trial by entering into this agreement. I understand that this arbitration agreement does not change my at‑will employment status with the Company.**

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

Date Print Employee Name

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

Employee Signature

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

Employer Signature

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS**

**north american security and investigations, inc.**

**ARBITRATION AGREEMENT**

**[EMPLOYER COPY]**

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* Workers’ Compensation benefits;
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* Claims based on the National Labor Relations Act;
* Claims based upon any Company employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan.
* Claims brought under the Private Attorneys General Act (“PAGA”) as set forth in California Labor Code sections 2698 *et seq*.

The arbitration requirement **does apply** to all statutory, contractual and/or common law claims arising from employment with the Company including, but not limited to, the following:

* Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;
* Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability, medical condition or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Constitution, the California Labor Code, or any other federal or state statute covering these subjects;
* Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), California Paid Leave or any related federal or state statute;
* Violations of confidentiality or breaches of trade secrets;
* Violation of any other federal, state, or other governmental law, regulation or ordinance, whether based on statute or common law;
* Claims made against the Company or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims.

Except as otherwise required by applicable law, the parties agree that all claims subject to binding arbitration under this Agreement, including as set forth more specifically above, shall be conducted on an individual basis, and not as a class action.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. Alternatively, if no such state statutes exist, then arbitration shall be conducted pursuant to the rules of the American Arbitration Association (“AAA”) for employment law disputes. A copy of these AAA rules can be found at www.adr.org under “Rules & Procedures”. The parties may mutually agree upon another arbitration procedure.

The arbitrator shall be a retired superior or appellate court judge or other professional arbitrator chosen by agreement of the parties or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose. The arbitrator shall not have any authority to consolidate, combine or aggregate the claims of the undersigned employee with those of any other employee. The arbitrator shall have no authority to create an arbitration proceeding on a class basis, nor to award relief to a class of employees in one arbitration proceeding.

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The parties will be permitted to conduct discovery as provided by the applicable state statute(s). In the absence of any such statute(s), the parties shall follow the discovery procedures set forth by the American Arbitration Association. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal basis for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

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

Date Print Employee Name

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Employee Signature

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

Employer Signature

**PLEASE RETURN THIS COPY TO YOUR SUPERVISOR**