**Time Recording Policy and Procedure**

North American Security and Investigations, Inc. along with their clients are requiring accurate reporting of all in and out times inclusive of start time, breaks, lunches and end of shift times. Anything less is simply not acceptable. Each employee will be held responsible for his or her accurate reporting of times on the official documents prepared during the course of the shift. The times shall be recorded to the nearest minute. Any deviations of this policy will be considered serious misconduct and employees will be subject to discipline which may include termination.

North American Security and Investigations, Inc. has implemented several methods to ensure compliance to this policy. Some of the methods include audits, inspections, and comparison of DARs to the timesheets.

North American Security and Investigations, Inc. cannot over emphasize the importance of this policy. Compliance is mandatory and nothing less will be accepted.

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Print Name Signature

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