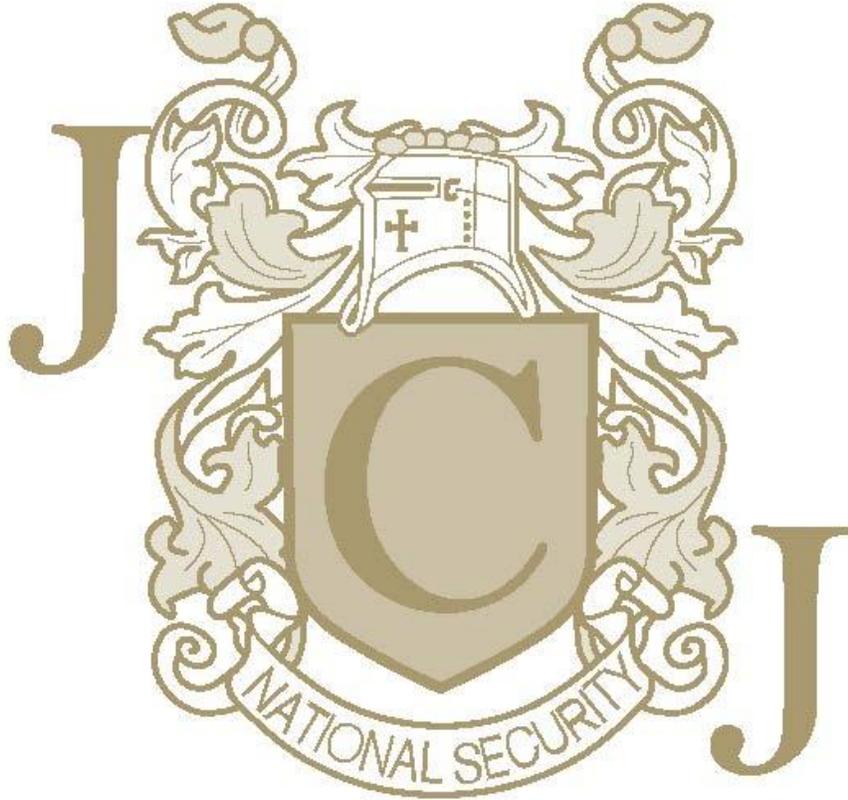


JCJ NATIONAL SECURITY EMPLOYEE GUIDE

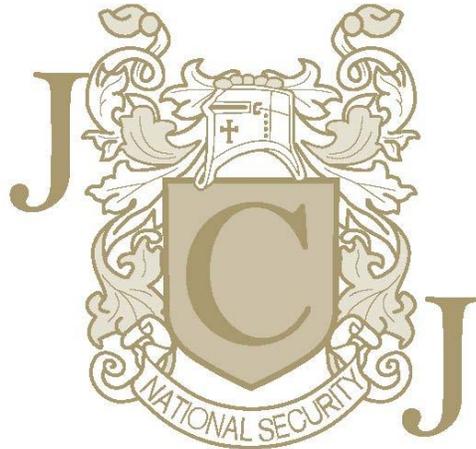


“Excellence, begins today”

Table of Contents

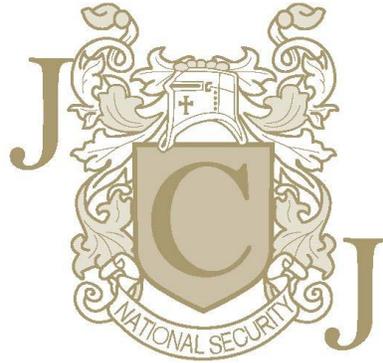
JCJ Mission Statement	Pg. 5
Core Principles	Pg. 7
Culture/ Customer Expectations	Pg. 8
Ethics and Policies	Pg. 9
Benefits	Pg. 15
Timesheets and Duty Pay	Pg. 18
Internet/Email/Social Media Policy	Pg. 22
Drug, Alcohol, Tobacco Policies	Pg. 42
Uniform Standard and Grooming Policy	Pg. 45
Duties, Environments, and Services	Pg. 48
Authority and Use of Force Policy	Pg. 50
Training Standards	Pg. 51
Interpersonal Skills	Pg. 54
Officer Life Safety	Pg. 56
Report Writing	Pg. 60
Moving Forward	Pg. 63

Welcome



Welcome to JCJ National Security or more commonly known as JCJ (*also referred to as “the company” or “company” in this handbook*). You have been vetted and selected to be a part of one of the fastest-growing, ambitious, professional, and mission-focused security firms in the United States. As such you are expected to hold yourself to a high moral and ethical standard. You are now the face of JCJ and charged with the life safety of whoever the client may be. Let me, the CEO Morrise Luckey, be the first to thank you for choosing JCJ, but let me also be the first to tell you, we at JCJ expect the very best and 110 percent from all of our employees.

Our Founder's Dream



Founder and CEO Morrise Luckey established JCJ well over a decade ago as JCJ Executive Protection to serve the Denver, Colorado area. Taking his extensive law enforcement background and surrounding himself with like-minded individuals, JCJ was born. His goal was to be a step above other security companies and firms on the market. Mr. Luckey has achieved this by holding himself and his staff to higher standards of excellence and zeroing in on JCJ's number one mission objective—client satisfaction.

Beginning in 2013, Mr. Luckey knew that the security industry was changing fast. Setting his sights on becoming a nationally renowned security firm, JCJ National Security was born. With the war in Iraq over and the war in Afghanistan gearing down, Mr. Luckey recognized that our men and women who have served would be an intricate part to JCJ. With the goal of integrating our nation's military veterans into our staff, JCJ National Security moved forward. As a new associate, you are now part of our dream to become one of the most respected security firms in the country.

JCJ National Security's Mission **Statement**

JCJ National Security's mission is to provide superior customer service. Operating with the highest regard for excellence, ethical standards, confidentiality, integrity, discretion, and client satisfaction is what we stand for. We provide strategic and cost effective security solutions for our clients.

JCJ National Security's mission objective for our security officers is to provide a safe and harassment-free work environment. We strive to provide our officers with the most up-to-date security training and arm them with the tools they need to carry out their assignments. JCJ provides uniforms to officers as they stand at their security posts. We also understand that life and family are important to our officers so in addition, we try to support all higher education, family, and personal needs. We understand the needs of our active duty and reserve military personnel, so when the time comes to deploy or train we will stand beside you. Rest assured JCJ National Security wants our security officers to want to come to work and be proud of the services they provide. We will do everything in our power to provide our officers with a safe and secure work environment, if you are willing to help JCJ achieve this goal.



**“Put your heart, mind, and soul into even your smallest acts.
This is the secret of success” - Swami Sivananda**

JCJ T.E.A.M. Concept

At JCJ National Security we pride ourselves on the team concept. Meaning there is no “I” in team, we are all part of the team. If we do not operate as a team, we set ourselves up for failure. From senior leadership all the way to the new officer, everyone at JCJ is regarded as a team member. We will mentor, guide, protect, and support each other in our hours of need. T.E.A.M., at JCJ, is defined as follows:

Teaching our officers who need our help to achieve excellence.

Educating ourselves and others, so we can do what needs to be done.

Assessing the situation in front of you and making a smart decision.

Motivating those around you to be their very best and achieve greatness.

We as human beings are social creatures and find strength in numbers. When we support each other in good times and in bad, we do so as a T.E.A.M. If you feel that you cannot be a part of a team, then JCJ will probably not be a good fit for you. When seconds count and lives are on the line, working as a T.E.A.M. will help preserve life safety and security.

JCJ expects all of our security officers to follow the T.E.A.M. concept. You are expected to understand the importance of this concept. Out of everything else in this guide please take the time to learn and apply this concept in your day-to-day lives.

Our Core Principles

JCJ National Security lives by six core values:

- Excellence
- Integrity
- Ethical Standards
- Confidentiality
- Superb Customer Service
- Life Safety & Security

JCJ National Security aims to provide safe, professional, customized, security solutions to fit our client's needs. We operate with the highest regard for confidentiality and discretion, to fulfill all of our client's security needs and expectations.

By setting the industry standard for excellence and performance in all of our endeavors, we keep our focus on effectively managing our client's security needs. Our purpose is to provide specific security solutions, while maintaining a clear focus on our client's needs and to deliver excellent service to the client. JCJ will achieve our mission objectives by observing these core principles:

- Being committed to ensuring client satisfaction and striving to achieve excellence in our day-to-day operations.
- Maintaining the highest ethical standards with every security assignment we undertake.
- Recognizing individual contributions to the JCJ family and implementing the JCJ T.E.A.M. concept.
- Holding ourselves to the highest standards of professionalism and excellence always.
- Committing ourselves to providing our client solutions to all their security needs.
- Always seeking higher education/ training to prepare ourselves for whatever assignments lie ahead.
- Helping our officers in their hour of need.

If we adhere to all the JCJ core principles, then we can accomplish any security assignment we are tasked with. We can achieve that higher level of client satisfaction and customer service that JCJ strives for. More importantly we set ourselves apart from other security companies and firms, by striving for this level of excellence.



Culture/Customer Expectation

JCJ's core principles and values are what make up the JCJ culture. We want our employees to be happy and to enjoy the work you do, more importantly we want you to strive for excellence in everything you do. JCJ National Security understands that in order to build a successful team, you must invest in and empower the workforce; as a result JCJ empowers security officers both professionally and personally. JCJ will provide the new officer with the training needed to begin work but will also provide continued education that can enrich personal lives.

JCJ National Security always strives to exceed our customer's expectations. This begins first and foremost with you, our officers that work directly with our client. You are the ones that will have boots on the ground and will work directly with the client on a day-to-day basis. The relationship you develop with them will not just affect JCJ but you as a professional as well. In training, we can give you the tools you need to meet our client's needs, but initial training and being out in the field are two different things.

That is why we spend so much time promoting self-enrichment and higher learning, so you can continue to provide a safe and secure environment for our client.

You must understand that you are in a role to provide life safety and security and if you interact with the public, the likelihood of an emergency happening grows. By nature of standing a post on a day to day basis you may encounter boredom or become complacent. It will be up to you to defeat boredom and maintain that level of vigilance and excellence that JCJ stands for. Failure to do so could cost you your career, but more importantly someone's life.

Ethics and Policies

Equal Employment Opportunity Policy

Equal Employment Opportunity:

JCJ is firmly committed to the principle of equal employment opportunity. It is our policy to prohibit discrimination against anyone because of race, sex, national origin, ancestry, religion, creed, color, marital status, age, physical or mental disability, sexual orientation, veteran or military status or any other basis protected by federal, state, or local law. All aspects of the employment relationship, including recruiting, hiring, training, working condition, compensation, promotion, discipline, and termination are subject to this policy. We monitor our employment procedures to ensure that no discrimination occurs, and no procedures result in an adverse impact, inadvertent or otherwise, on minority or protected groups. Some of the specific goals of equal opportunity are to:

- Educate all employees on equal opportunity issues and compliance standards.
- Promptly identify and eliminate any discriminatory policy or practice.

JCJ National Security will investigate any allegations of discrimination in a timely fashion. All investigations will be kept confidential possible which is consistent with JCJ's need to investigate the matter. Employees are instructed to keep all information regarding an investigation confidential.

Immigration Law Compliance:

JCJ National Security does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only the U.S. citizens and aliens who are authorized to work in the U.S. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Anti-Harassment Policy

Anti-Harassment:

JCJ National Security prohibits harassment based on race, sex, national origin, ancestry, religion, creed, color, marital status, age, physical or mental disability, sexual orientation, veteran or military status, or any other basis protected by federal, state, or local law. All behaviors that could contribute or lead to harassment are prohibited by this policy and will not be tolerated. JCJ is committed to taking all reasonable steps to prevent harassment from occurring even if such conduct may not constitute harassment under the law.

Sexual harassment is generally defined under applicable laws as any unwanted sexual advances, request for sexual favors, visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment as defined under applicable laws is unlawful and prohibited by this policy.

The following acts by employees or people doing business with or for JCJ, and any acts not listed that can contribute to or lead to sexual harassment, are prohibited by this policy:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making threats due to a negative response to a sexual advance.

- Visual conduct to include: leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct; making or using derogatory comments, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, invitations, texts, or email messages.
- Physical contact; touching, grabbing, pinching, or blocking someone's movements.

The same type of conduct by employees or people doing business with or for JCJ done based on a person's race, sex, national origin, ancestry, religion, creed, color, marital status, age, physical or mental disability, sexual orientation, or other protected status-such as making or using derogatory comments, slurs or jokes, or verbal commentaries based on an individual's status are also prohibited by this policy and may be unlawful.

Harassment on the job is prohibited whether it involves harassment by coworkers, by a supervisor, manager, and person doing business with or for JCJ.



Discrimination and/or Harassment Complaint Policy

JCJ will take all needed steps to attempt to prevent discrimination and/or harassment from occurring in the workspace. All employees are also responsible for helping to ensure that discrimination and/or harassment is prevented. If you believe that you have witnessed or been subject to discrimination and/or harassment, you should follow the guidelines listed below so that your complaint or report can be appropriately reviewed in an appropriate timeline.

- If possible, confront the aggressor and inform him or her that his or her actions are offensive to you and that you want him or her to stop immediately.
- Report the incident to your Supervisor or a Manager.
- If possible, present your complaint in writing to any of the above-mentioned individuals and include all relevant details of the incident, names of individuals involved, names of witnesses, and dates of occurrence.
- JCJ will review the incident in a timely manner and take timely action utilizing confidential practices.
- All Employees are expected to cooperate fully in any investigation.
- If JCJ finds that discrimination and/or harassment has occurred, it will take appropriate immediate action. Appropriate disciplinary action will also be taken that is reasonable up to and including termination.
- As appropriate, JCJ will keep you informed on the status of the investigation.

Retaliation:

JCJ National Security, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy.

JCJ Workplace Violence Policy

JC National Security provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct:

JCJ National Security does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, includes but is not limited to, the types of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.

- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a non-company issued weapon while on company property or while on company business.

Reporting:

Any potentially dangerous situations must be immediately reported to a supervisor. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of the investigation will be discussed with them. JCJ National Security will actively intervene at any indication of a possibly hostile or violent situation.

Discipline:

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

Disciplinary Actions Policy

Unethical and unprofessional actions or intentions will result in disciplinary action up to and including termination.

For minor offenses, this disciplinary action will start with an initial verbal warning. If the offense is not corrected or is repeated within 30 days following the initial warning, a written warning will follow in addition to a 30-day probationary period. If the problem reoccurs, JCJ reserves the right to terminate employment with the employee.

For more serious violations, it is JCJ's discretion to determine what action is appropriate. The Operations Manager retains the power for direct action, including immediate suspension, dismissal, and termination of the employee.

These violations include the following:

1. Possession of firearms, explosive materials, knives, or other weapons not issued by the JCJ while on duty. This includes having these items in personal vehicles at work site during working hours.
2. Failure to successfully obtain a permanent Merchant Guard Security License.
3. Fraudulent application for employment.
4. Sleeping on duty.
5. Engaging in gambling or games of chance while on duty.
6. Leaving the work assignment without prior authorization from JCJ supervisors.
7. Insubordination/failure to follow instruction from JCJ supervisors.
8. Inefficient and/or careless performance of duties.
9. Possession, distribution, or reproduction of obscene, lewd, political, or religious matters while on duty.
10. False reporting, including falsifying time worked on time sheets.
11. Neglect of duty.
12. Immoral or indecent conduct.
13. Conduct unbecoming of a Security Officer.
14. Having unauthorized personnel on site while on duty.
15. Possessing commercial electronic entertainment devices while on duty, without prior authorization from JCJ supervisors.
16. Unauthorized use of a client's equipment and/or telephone.
17. Failure to be in full, issued uniform while on duty.
18. Possessing or being under the influence of alcohol or drugs, except for prescription drugs that have been prescribed to the employee by a licensed physician and that have been approved by management. This includes having these items in personal vehicles at the work site during working hours.

JCJ retains the right to initiate disciplinary action or dismissal from employment against any JCJ employee for any actions not previously mentioned, but that are determined to be detrimental to JCJ.

These guidelines are a unilateral expression of current policies on the part of the employer and may be subject to change without notice, solely at the discretion of JCJ. Furthermore, these guidelines in no way establish an employment agreement, or contract whether written or implied between JCJ and its employees may be

terminated at will of either party, with or without notice at any time and one is empowered to alter the relationship by any subsequent oral representation.

Employment At-Will Policy and Termination:

As an Employee and Security Officer of JCJ National Security, you are an employee at-will.

“Employment At-Will” means that you accept employment with JCJ and you are under no employment contract. You have the right to quit for any reason if you deem fit and JCJ can terminate your employment at will and within the discretion of JCJ. JCJ may terminate your employment without prior notice and for any number of reasons, including but not limited to those reasons set forth in the JCJ National Security Disciplinary Actions Section of this Guidebook. No one is empowered to alter that relationship except in writing, signed by the individual employee and the CEO/ Founder of the company.

Upon termination, the employee agrees to the following condition:

- **Non-compete agreement:**

Any employee of JCJ National Security will not accept applications from other vendors on the site, even if the vendor is not security based, without written consent from JCJ National Security

- **Uniforms:**

Uniforms will be returned clean, pressed, and repaired if necessary. If uniforms are not returned in wearable condition, the cost of cleaning and preparing the uniforms will be deducted from the employees’ final paycheck. This applies to all seasonal and full-time employees.

- **OSHA Training:**

Employees who received OSHA training and terminate employment prior to completing 180 days (*6 months*) will have the cost of the OSHA training deducted from their final paycheck. All paperwork will be returned to JCJ National Security along with all manuals.

- **Voluntary Termination:**

If you decide to leave the JCJ, we ask that you provide two weeks' written notice of your intention to quit. Failure to provide such notice will result in ineligibility for re-hire. Walking off the job or absence for more than one (1) day without a report to JCJ supervision and/or management with the reason for the absence will constitute a voluntary quit.

Company Benefits

Benefits Offered By the Company:

JCJ may offer different group medical/dental and other insurance benefits. Please see the benefits representative for current insurance options.

Group Life Insurance:

All permanent, regular full-time employees are eligible for the JCJ's Group Life Insurance, including accidental death and dismemberment coverage. The cost of the group life insurance is paid entirely by JCJ. When you become eligible for the insurance program, all you need do is fill in the application card naming your beneficiary. Complete details concerning these coverages are contained in JCJ's Group Insurance Benefits booklet available in the Human Resources Department.

Workers' Compensation Insurance:

Should you become injured on the job, JCJ carries workers' compensation insurance. The policy requires that all injuries be reported immediately to your supervisor to assure proper medical attention can be obtained and reporting can be made to the proper governmental authorities. For injuries requiring medical attention, your supervisor or management will assist you in making any additional arrangements.

Bereavement Leave:

Regular full-time employees are eligible for three (3) days bereavement leave with pay after ninety (90) days of employment. Bereavement leave is limited to immediate family

members (*i.e.: siblings, parents and grandparents*)

Jury Duty:

Any employee who is requested to perform service as a juror shall be given time off while serving on the jury. The employee will be compensated in accordance with state law.

Leave of Absence:

There may be times when it becomes necessary for you to request an unpaid leave of absence. The purpose of the leave of absence program is to protect your service record during periods when you are authorized to be absent from work. Leave of absence may include military leave, personal leave and FMLA/medical leave.

Personal Leave:

Personal leave is for a specified period not to exceed 3 days and may be granted only for unusual or extenuating personal or family reasons. You must submit to your supervisor a written request for personal leave which sets forth the reasons why a leave of absence is necessary. For a leave to be granted, the reason must be acceptable to management at its discretion.

Medical Leave:

Medical leave is for a period not to exceed 5 days, unless designated longer by a licensed physician or under qualifying FMLA, and will be granted when an employee is unable to work for medical reasons. To be granted medical leave of absence, you must submit a statement from your physician setting forth the nature and extent of the disability, and the date of expected return to work.

Family Medical Leave Act:

FMLA Leave means leave which qualifies under the Family and Medical Leave Act of 1993 and the Department of Labor's regulations and is designated by JCJ as so qualifying. Some states have family and medical leave laws that may entitle employees to benefits different than those provided under JCJ's FMLA policy. Applicable law is based on the state in which you are employed, not the state in which you live.

Holidays:

Regularly scheduled paid holidays are granted to all regular, full-time employees each year, after 30 days of continuous employment. Paid holidays include:

- New Years Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day

An employee will receive holiday pay provided he or she works the full day before and after the holiday. Employees who are out for excessive time during holiday weeks may not be paid for the holidays.

Paid Time Off (PTO):

Full time and salaried employees are eligible to receive the following PTO benefits:

- 1 Years to 5 Years of Employment: The employee shall be entitled to 40 hours of PTO each year.
- After 5 years of Employment: The employee shall be entitled to 80 hours of PTO each year.

In an attempt to encourage the use of accrued vacation benefits, all unused vacation time will be forfeited if not used by the end of the calendar year.

In the event a paid company holiday falls within an employee's vacation, the employee will not receive credit for the paid holiday.

Employees should notify their direct supervisor a minimum of 14 calendar days in advance of taking PTO, unless special circumstances are recognized. All PTO requests must be submitted to the employee's direct supervisor and approved prior to using said PTO. All requests will be reviewed by the supervisor with a focus on the company needs, deadlines and requirements during the requested PTO dates. The direct supervisor will inform the employee within 5 calendar days of receipt of the vacation request of the acceptance or rejection thereof.

PTO must be taken in four (4) hour or larger units. PTO pay is based on your regular rate of pay.

Overtime:

Overtime shall be paid: (1) for any earned hours more than forty (40) hours occurring within the companies declared work week. (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages. The company's work week begins at 0001 Sunday and ends at 0000 the following Saturday.

Military Service:

JCJ respects and honors all military service and complies with all laws and regulations related to employees who are serving in the Reserves or National Guard. If you are currently on active duty or in the Reserves, make an appointment to see the CEO or his designee upon hire to discuss your individual case.

Timesheets and Duty Pay

JCJ National Security processes time and attendance through coordination with a third-party vendor. All employees will be provided with a link to install the appropriate vendor contact on their personal cellular phones.

Upon your arrival to your assigned duty station you are to clock in immediately. At the end of your shift you are to clock out on time or when your relief arrives if they are late. Clock in and clock out **MUST** be completed while at the duty site. Clock in or clock out that are done away from the duty site before or after scheduled hours will not be paid. Continued clock in and/or clock out performed off site will be a violation of this policy.

During your shift, your phone and GPS location must be on and active. Charge your phone prior to shift and have a charger available if necessary. Turning off your phone and/or GPS location during your shift will be a violation of this policy.

If you have any questions regarding these procedures, please contact your Supervisor.

Rest and Lunch Periods:

Nonexempt employees are provided with one 10-minute rest period for every four hour period of work, or major fraction thereof. To the extent possible, each rest period should be taken in the middle of the four hour work period. This time is counted and paid as time worked. Therefore, employees must not be absent from their workstations beyond the allotted rest period time.

Nonexempt employees scheduled to work more than five hours in a workday are provided with a 30-minute unpaid, duty-free meal period. Supervisors will schedule meal periods to accommodate operating requirements.

Hours and Payroll Practices:

The Company's paydays are two weeks after the close of a pay period. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

Pay periods run from 00:01 Sunday morning until 00:00 Saturday. Timesheets must be turned in no more than two (2) days before the end of the pay period. **All corrections to time sheets must be reported at least 48 hours prior to the end of the pay period or the correction will not be made until the next pay period.**

Timesheets may be brought into the JCJ National Security Headquarters, faxed, given to your Supervisor, or scanned and emailed. Checks will be distributed two weeks following the close of the pay period for regular employees, and Festivals/Special Events and the 5th of the following month for salaried employees.

Checks will be available for pick-up after 1500 hrs on payday for regular employees and Festivals/Special Events and the 5th of the following month for salaried employees.

Wages:

No employee of the company shall be paid less than minimum wage. Employees shall be paid in accordance with the hourly wage schedule outlined in the contract for the facility to which they are assigned. In the absence of a wage level specification, the employee's wage schedule shall be determined at the discretion of the company.

Wage and Performance Review:

At least once a year, during the anniversary of your month of hire, your immediate supervisor will conduct a formal performance evaluation. The evaluation will consist of a review of the employee's performance, attitude, attendance, progress and ability. The information required to review your job performance is collected continuously by your supervisor and other management personnel. Evaluations will weigh heavily in determining promotions and merit pay increases.

An employee may at any time, take the opportunity to ask questions, make suggestions or to discuss any matters relating to his or her job or the Company in regard to this evaluation.

Promotion:

It is the Company's policy to promote employees from within the Company, insofar as possible, to all jobs in which vacancies arise. Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the job which is available, with due consideration of the employee's length of continuous service with the Company. In the event of an opening for a promotion, the supervisor will make his or her recommendations to the general manager who, together with the other members of management, shall determine which recommended employee is to be promoted to the open position. All supervisors are charged with the responsibility of recommending the strongest candidates for all open positions in which a promotion is involved within the organization.

Internet, Email and Social Networking Policy

Purpose:

The purpose of this policy is to ensure the proper use of the Company's internet system and make its employees and users aware of what the Company deems as acceptable and unacceptable use of its internet system. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.

Applicability:

This Policy applies to all users of company technology, including employees, contractors, vendors, partners, associates, and any other parties accessing or using the Company's System through on-site or remote terminals.

Disclaimer of liability for use of Internet:

The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Duty not to waste computer resources:

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

No expectation of privacy:

The computers and computer accounts given to employees are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this System. The System is to be used solely for company-related business, and is not to be used for personal business or pleasure.

Monitoring computer usage:

The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the System. Any individual who is given access to the System is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company's interests in monitoring and intercepting data include but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the Company's Internet System.

Blocking of inappropriate content:

Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

Prohibited activities:

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (*including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law*), or in violation of the Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the Company's computers.

Employees encountering, witnessing or receiving this kind of material should immediately report the incident to their immediate supervisor and Director of Operations, by phone at 303.377.9179 or email at info@jcjexecutiveprotection.com. The Company's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Games and entertainment software:

Employees may not use the Company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Illegal copying:

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate supervisor and Human Resources.

Accessing the Internet:

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Company's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Company's network.

Virus detection:

Files obtained from sources outside the Company, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-company sources, without first

scanning the material with company-approved virus checking software. If you suspect that a virus has been introduced into the Company's network, notify the Help Desk immediately.

Sending unsolicited e-mail (spamming):

Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Amendments and revisions:

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy:

Any employee who abuses the privilege of access to the Company's Voicemail, E-mail or the Internet System will be subject to corrective action, up to and including termination. If necessary, the Company also will advise law enforcement officials of any illegal conduct.

Use of Internet:

Use of the Internet via Company's computer system constitutes consent by the user to all of the terms and conditions of this policy.

Points of Contact:

Questions concerning the use or improper use of the System should be directed to the employee's immediate supervisor and Director of Operations, by phone at 303.377.9179 or email at info@jcjexecutiveprotection.com.

Email Policy

Purpose:

The purpose of this policy is to ensure the proper use of the Company's email system

and make the users (*defined below*) aware of what the Company deems as acceptable and unacceptable use of its email system. This policy also provides for sanctions in cases of breach of violation of the policy terms.

Applicability:

This policy applies to the use of the Company's email services by the users at the Company's offices, as well as remote locations, including, but not limited to, the users homes, airports, hotels, and client offices.

All company employees, full-time or part-time, independent contractors, interns, consultants, clients, and other third parties who have been granted the right to use the Company's email services are defined as the users for the purpose of this policy and are required to sign this agreement confirming their understanding and acceptance of this policy.

Email Accounts are the Property of the Company:

All email accounts maintained on the Company's email systems are property of the Company. Company has the right to read and keep a record of any emails that users transmit via the Company's email system.

E-mail exists for Business Purposes only:

The Company allows its e-mail access primarily for business purposes. The users may use the Company's email system for personal use only in accordance with this policy.

Authorized Personal Email Use:

Although the Company's email system is meant only for business use, the Company allows the reasonable use of email for personal use subject to the following guidelines:

- i. Personal use of email should not interfere with work. Employees can send them only during non- work hours.
- ii. Personal emails must also adhere to the guidelines in this policy.
- iii. Personal emails are kept in a separate folder, named Private. The emails in this folder must be deleted weekly so as not to clog up the system.
- iv. The forwarding of chain letters, junk mail, jokes and executables is strictly

forbidden.

- v. On average, users are not allowed to send more than the number of personal emails a day as fixed by the Company.

Unacceptable use of Email:

The following acts shall constitute unacceptable use of the email system of the Company:

- i. Use of the Company's communications systems to for a personal business or send chain letters;
- ii. Forwarding of the Company's confidential messages to external locations;
- iii. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- iv. Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
- v. Accessing copyrighted information in a way that violates the copyright;
- vi. Breaking into the Company's or another organizations system or unauthorized use of a password/mailbox;
- vii. Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- viii. Using e-mail to operate another business, conduct an external job search, or solicit money for personal gain;
- ix. Transmitting unsolicited commercial or advertising material;
- x. Undertaking deliberate activities that waste staff effort or networked resources; and
- xi. Introducing any form of computer virus or mal-ware into the corporate network;

Legal Risks Involved:

Email is a business communication tool and the users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, similar laws apply. Therefore, it is important that users are aware of the following legal risks of e-mail. Both the user and the Company can be held liable for:

- i. sending emails with any libelous, defamatory, offensive, racist or obscene remarks;

- ii. forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- iii. unlawfully forwarding confidential information of others;
- iv. copyright infringement for unlawfully forwarding or copying messages without permission; and
- v. sending an attachment that contains a virus.

The above list does not enumerate all the legal risks involved. However, by following the guidelines provided in this policy, the users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, Company can take corrective action up to and including termination of employment.

Best Practices:

The Company considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering good customer service. Therefore, the Company institutes the following guidelines for users to adhere to:

Writing Emails:

- i.** All email messages sent on company equipment should be professional and appropriate;
- ii.** Write well-structured emails and use short, descriptive subjects;
- iii.** The Company's email style is informal. This means that sentences can be short and to the point. However, the use of Internet abbreviations and characters such as smileys is not encouraged;
- iv.** Signatures must include your name, job title and company name. A disclaimer will be added underneath your signature (*see Disclaimer*);
- v.** Use the spell checker before you send out an email;
- vi.** Do not send unnecessary attachments. Compress larger attachments before sending them;
- vii.** Do not write emails in capitals;
- viii.** If you forward mails, state clearly what action you would like the recipient to take;
- ix.** Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password;
- x.** Only mark emails as important if they really are important;

Replying to Emails:

- i. Emails that require a reply should be answered at the earliest possible time;
- ii. Prioritize emails from existing customers and business partners;

Newsgroups:

The users need to request permission from their supervisor before subscribing to a newsletter or newsgroup;

Subscribe to a newsletter or newsgroup only if it directly relates to the nature of your job;

Maintenance:

- i. Email passwords should not be given to other people and should be changed periodically;
- ii. Email accounts not used for a long period will be deactivated and possibly deleted;
- iii. Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your deleted items on closing;

Business Record Retention Policy:

E-mail messages are written business records and are subject to the Company's rules and policies relating to retaining and deleting business records.

Confidential Information:

Avoid sending confidential information by email. Unless authorized to do so, the users are prohibited from using email to transmit confidential information to outside parties. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the Company, its employees, clients, and other business associates.

Confidential information includes, but is not limited to:

- i. client lists;
- ii. credit card numbers;

- iii. Social Security numbers;
- iv. employee performance reviews;
- v. salary details;
- vi. trade secrets;
- vii. passwords: and
- viii. any other information that could embarrass the Company and its associates if the information were disclosed to the public

Disclaimer:

The following disclaimer shall be added to each outgoing email:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email.

System Monitoring:

E-mail messages created and transmitted via the Company's email system are the property of the Company. The Company reserves the right to monitor all email transmitted via the Company's email system. Employees have no reasonable expectation of privacy when it comes to business and personal use of the Company's email system.

Violations and Sanctions:

If an employee is found to violate any of this email policy rules, the Company could take disciplinary action up to and including termination of employment.

The actual penalty applied will depend on factors such as the seriousness of the breach, the employee's disciplinary record, and any other factors the Company deems necessary to consider.

If an employee witnesses email policy abuse by, he/she is required to report the incident immediately to Direct Supervisor, by phone at 303.377.9179 or email at

Amendment of Policy:

The Company reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Questions:

If you have any questions or comments about this email Policy, please contact the Director of Operations, by phone at 303.377.9179 or email at info@jcjexecutiveprotection.com. If you do not have any questions, the Company presumes that you understand and are aware of the rules and guidelines in this email policy and will adhere to them.

Social Media Policy

The Company knows that online social platforms, including blogs, wikis, message boards, video and photo sharing websites, and social networking services, are constantly transforming the way we interact. We also recognize the importance of the Internet in shaping the public view of our Company. The Company is committed to supporting your right to interact responsibly and knowledgeably on the Internet through blogging and interaction in social media. We want our members to share and learn from others in order to build a valuable online community.

The purpose of these guidelines is two-fold: First, the Company has an aim to protect our interests, including, but not limited to, the privacy of our employees and confidentiality regarding our business purpose, plans, partners, users, and competitors. Second, these guidelines will help you make respectful and appropriate decisions about your work-related interactions with people on the Internet.

Your personal online activity is your business. However, any activity in or outside of work that affects your performance, the performance of others at the Company, or the Company's business interests are a proper focus for this Social Media Policy. You must always assume that your work-related social media activity is visible to the Company as well as current and potential employees, clients, partners, prospects, and competitors. The Company reserves the right to direct its members to avoid certain subjects and remove inappropriate comments and posts. Our internal policies remain in effect in our workplace.

Guidelines for Discussing JCJ National Security on the Internet:

You are not authorized to speak on behalf of the Company without express permission from Director of Operations or the CEO.

If you have permission to discuss the Company and / or our current and potential business activities, employees, partners, clients, or competitors, please follow these guidelines:

- **Identification:** Identify yourself. Include your name, and when appropriate, state your role or title within the Company.
- **Disclaimer:** Use a disclaimer that "the views you express on the particular website are yours alone and do not represent the views of the Company."
- **Proof:** Support any statements made online with factual evidence.
- Also, let the Director of Operations and/or CEO know about the content you plan to publish. The Director of Operations and/or CEO may want to visit the website to understand your point of view.

Guidelines for Confidential and Proprietary Information:

You may not share information that is confidential and proprietary about the Company. This includes, but is not limited to, company strategy, information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, and any other information that has not been publicly released by the Company.

The list above is given as example only and does not cover the range of what the Company considers confidential and proprietary. If you have any questions about whether information has been released publicly or any other concerns, please speak with your manager before releasing information that could potentially harm the Company, or our current and potential business interests, employees, partners, and clients.

For additional information on proprietary information, please review the Employee Handbook and the contract you signed when you joined the Company.

The Company's logo and trademarks may not be used without explicit permission in writing from the Company. This is to prevent the appearance that you speak for or

officially represent the Company.

It is fine to quote or retweet others, but you should not attempt to pass off someone else's words, photography, or other information as your own. All copyright, privacy, and other laws that apply offline apply online as well. Always give proper credit to credit your sources when posting a link or information gathered from another source.

Ownership of Social Media Contacts:

Any social media contacts, including "followers" or "friends," that are acquired through accounts (*including, but not limited to email addresses, blogs, Twitter, Facebook, YouTube, or other social media networks*) created on behalf of the Company are the property of the Company.

Transparency and Disclosures:

If you have permission to publicly share what a client, partner, or other organization is doing, such as launching a new website or coming out with a new product, you must disclose your relationship to the other party.

Do not discuss an organization or product in social media in exchange for money. If you receive a product or service to review for free, you must disclose it in your post or review.

Respect and Privacy Rights:

- Use common sense.
- Follow the rules of the social media sites you use.
- Speak respectfully about the Company and our current and potential employees, clients, partners, and competitors.
- Write knowledgeably, accurately, and with appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about the Company and its employees, partners and business interests.
- Refrain from publishing anything that could reflect negatively on the Company's reputation or otherwise embarrass the organization, including posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the Company's workplace.

Please also show respect for topics that may be considered objectionable or inflammatory.

- Honor the privacy rights of our current staff, members, and partners by seeking their permission before writing about or displaying internal company information that could be considered a breach of their privacy and confidentiality.
- Ensure that your social networking conduct is consistent with the all policies contained in the Company's Employee Handbook.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

Media:

Media inquiries for information about our Company and our current and potential products, employees, partners, clients, and competitors should be referred to the CEO's Office. This does not specifically include your opinions, writing, and interviews on topics aside from our Company and our current and potential products, employees, partners, clients, and competitors.

Non-Competition:

You may not sell any product or service that would compete with any of the Company's products or services without permission in writing from Manager. This includes, but is not limited to trainings, books, products, and freelance writing. If in doubt, discuss this matter with your Manager.

Your Legal Liability:

The Company complies with all federal and state laws that apply to our operations and activities. Since you are involved in the Company's operations and activities, you are responsible for understanding and observing these policies.

Note that the breach of privacy and confidentiality, use of copyrighted materials, unfounded or derogatory statements, or misrepresentation may be considered illegal and is not accepted by the Company.

Each person at the Company is personally responsible, and may be legally liable, for the content he or she publishes online. You can be sued for not disclosing your relationship to the Company, or for purposely spreading false information. You can also be sued by company employees, competitors, and any individual or company that

views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition to any legal action, your activity can result in disciplinary action up to and including employment termination.

If you have any questions, please ask the Director of Operations for guidance on compliance with the laws.

Security Officer Policies

Security Begins with You:

JCJ does not hire Security Guards. We hire Security Officers.

But what is the distinction, the difference?

Today, security guards are everywhere we go. They are so much a part of our lives, which are frequently overlooked or worse, stereotyped as a rent-a-cop rather than serving any practical purpose. They may walk around in a uniform or sit behind a desk reading a paper or eating pastries.

JCJ National Security looks at our employees as Security Officers. As a JCJ Security Officer, you are viewed as a professional of your craft. You are an integral part of our clients' everyday business needs. Policies and procedures have been put in place to support this attitude. You are not only a Security Officer, but you are a professional that provides a critical service to the client, your assigned site, and the public. Considering national events over the last decade, we as a country have seen that no one is ever fully protected; things can happen anywhere, at any time. It is up to you to be vigilant, professional, and to be prepared for anything that may happen.

General Conduct Statement:

Each employee of JCJ National Security shall be treated with courtesy, dignity, and consideration. The company is committed to fulfilling its obligations to its employees with regards to competitive wages, job opportunities, and continued training. In return, each employee is expected to give the company his or her

commitment, cooperation and best efforts. The company shall apply its employment policies in a fair, uniform and consistent manner in accordance with its Equal Employment Opportunity policies.

Employment Relations:

Consistent communication between the employer and employee is necessary to ensure a meaningful and productive employment relationship. All JCJ employees are encouraged to communicate regularly with their direct supervisors. The management of JCJ National Security maintains an “Open Door Policy” for all of its employees. All employees are encouraged to approach company managers when they feel the need exists.

Chain of Command:

With regards to disciplinary matters, employees are encouraged to inform their supervisor of their side of any issue concerning their conduct. Employees are encouraged to take any disagreements or concerns through the proper chain of command.

As appropriate, the employee should first discuss any issues or concerns with their immediate direct supervisor. If this discussion does not resolve the issue or concern the employee and the direct supervisor may choose to take the issue to the Director of Operations.

If the Director of Operations cannot resolve the issue or concern, the employee and the Director of Operations may take the issue to the CEO/Founder.

The CEO of the company may be consulted to make a final ruling on all issues. The CEO’s ruling is considered final and binding.

Conflict of Interest:

All persons employed by the Company owe a duty of fidelity to the Company. Employees must never place themselves in a position where their self-interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.

Anti-Nepotism Policies:

Under the Company's Anti-nepotism policy, no relative may supervise a relative, work in the same department as a relative, or exert influence over a relative's hiring, salary, or promotion.

"Relative" is defined as a member of an individual's family, including wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandmother, grandfather, stepparent, and stepchild.

Moonlighting:

Employees may engage in other employment provided it does not interfere with duties as an Employee of the Company or impair the ability of the Employee to perform Company duties. Employee must advise supervisor in writing that they have or want a second job. All outside Employment shall be subject to departmental rules and regulations, and the prior approval of Direct Supervisor.

Probationary Period:

The first 90 days of your job at the Company are considered a probationary period and will be used to verify your skills, capabilities and suitability for our Company. Likewise, this gives new Employees the opportunity to evaluate the Company as a place to work. During this time you will not be eligible for benefits excluding any that are required by law. After 90 days you will be eligible for all available benefits including health/medical, dental, life and accident/sickness.

Employee Background Check:

The Company will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation should include criminal history, social security number trace, past employment verification, credit score, and criminal history.

Health Examinations:

The Company employing units may require periodic physical examinations and/or tests to certify an Employee's continued ability to perform job duties or to serve as a measure of disease control. The costs of these examinations and/or tests are the responsibility of the Company. If there is reasonable cause to believe that an Employee has an illness

that can be detrimental to other staff, the Company may require the Employee to have a health examination to indicate whether the Employee has such an illness.

Severe Weather Conditions and Other Emergencies:

When severe weather conditions exist, if you ask to leave work before regular quitting time, you may do so with your supervisor's approval unless your services are essential for the completion of work in progress. Non-exempt employees who leave early will not be paid for time lost unless they request that the time be charged against their unused paid personal days. Those who cannot be released will be paid their regular straight time rate of pay.

If the Company remains open during adverse weather conditions and you are unable to report to work, your time off will be charged to allowable personal days, if any are available.

If the Company is officially closed, you will be paid for the time off and the hours will not be reflected in your personal day allowance.

Personal Protective Equipment (PPE):

All employees working in assignments that require specialty equipment, including but not limited to, safety glasses, hard hats, boots, ballistic vests and safety vests will have these items provided at the Company's expense. Your supervisor will instruct you on the use of all PPE. All employees will be required to wear any issued PPE while they are on duty and on post. Failure to properly wear PPE may result in disciplinary action.

Bulletin Boards:

The Company bulletin board is reserved for management's exclusive use. All notices from the Company relating to benefits, holidays, etc., will be posted on it. Employees may not post notices or materials on the Company bulletin board.

Visitors:

As a general rule, employees should not have visitors joining them during working hours. Visitors are not allowed without special permission from management. It shall be the responsibility of each supervisor to enforce this policy.

Solicitation:

Persons not employed by the Company may not, at any time, solicit or distribute literature or other printed materials on Company property for any purpose.

Employees may not solicit during working time in work areas or distribute literature or other printed material during working time or in working areas.

"Working time" is the time employees are engaged, or should be engaged, in performing their work tasks for the Company. It includes the working time of both the employee doing the soliciting or distributing and the employee being solicited or to whom literature is distributed. "Working time" does not include the time when employees are properly not performing their work duties, for example, scheduled meal times and breaks.

If you have any questions regarding the meaning of "working time" or "working areas," please inquire with the Director of Operations.

Personal Telephone Calls:

Employees are not to receive personal telephone calls while at work, except in emergencies. It is the responsibility of each employee to notify family, friends and others who might call, not to do so during working time in the absence of an emergency. Cellular phone use is not allowed while on duty. If it is necessary to use a cell phone, it may only be used while out of line of sight of the public or with the use of an earphone.

Gratuities/Gifts:

Employees may not accept gifts or gratuities from business-related sources.

References and Recommendations:

An employee may request his/her supervisor to provide a letter of recommendation to a prospective employer.

Court and Subpoena Policy:

When providing an address for police reports or any employment related document that may result in a court subpoena being issued, all employees will

use the JCJ National Security corporate address.

Court subpoenas will be received by the Compliance Officer and a copy will be placed in the subpoena file. The Compliance Officer will provide the original subpoena to the summoned officer(s) and the summoned officer(s) will be expected to comply with the subpoena.

If the court time is during an officer's regularly scheduled shift, a replacement officer will be scheduled to accommodate the shift so the officer can comply with the subpoena.

If the court time is scheduled during the officer's time off, the officer will be expected to comply with the subpoena.

Failure to comply with a court subpoena could result in legal consequences and disciplinary action up to and including termination.

Attendance:

Due to the specific nature of the security industry, all company employees are obligated to be present at their assigned work site, ready and prepared to execute the responsibilities of their positions. Any Security Officer can be reassigned to a new site at the discretion of their Supervisor or JCJ National Security Leadership.

All company employees are expected and required to contact the Direct Supervisor immediately upon realizing they cannot meet their work assignments responsibilities. Failure to make this notification may result in disciplinary action up to and including termination.

The company retains the right to evaluate the classification of all absences as either excused or unexcused, per JCJ National Security company policy.

- **Sickness:**

Two (2) absences due to illness in any seven (7) day period will require a doctor's written excuse (to include contact information) explaining the employee's inability to perform their assigned duties. Failure to obtain and present such a medical release may prevent you from returning to work. The

company reserves the right to evaluate each case of illness and to make a judgment as to the need for a doctor's release.

We answer our phones 24 hours a day. After regular business hours, the phones are forwarded. Please follow the following procedures:

- Call out (sick) for work (*3 hours prior notification*)
- On-the-job injury (*immediate notification*)
- On-the-job emergency (*immediate notification*)
- Personal Emergency/Urgent situation (*immediate notification*)
- Need for transport (*keep to a minimum*)

Any other questions regarding company policy, time sheets, scheduling for upcoming work weeks, or other non-emergent concerns should wait until the next business day.

Accident on the Job:

If you get hurt or have an accident on the job, remember to perform the following procedures:

YOU MUST CONTACT YOUR DIRECT SUPERVISOR IMMEDIATELY.

Your Supervisor will instruct you about what to do next.

You MUST come into the JCJ National Security Headquarters on the next business day or as soon as possible to fill out the required paperwork for our Worker's Compensation Carrier. If you fail to follow these procedures, your claim may be denied by Worker's Compensation.

You need to bring in all paperwork you received from the Doctor or Medical Facility immediately, so we can make copies for Worker's Compensation and for your file.

Any accident must be reported within a maximum of 36 hours in writing with a completed report from the employee.

Selection and Assignments:

- **Selection:**

The company has established and does maintain a non-discriminatory employee selection process.

It has developed selection procedures, which assure the employment of the best available applicant for each open position while maintaining company standards for employment. The company retains all rights and privileges with regard to employee selection and procedures not prohibited by law or regulation.

- **Assignment:**

Every employee is employed on a company wide basis. The company retains the right to transfer an employee from one facility to another, at any time that it serves that best interest of JCJ National Security. This transfer shall not be made without prior notice to the employee.



Drug, Alcohol, and Tobacco Policy

JCJ National Security has a significant interest in ensuring the health and safety of its employees. In the furtherance of this goal, the company has established the following rules and regulations regarding the use, sale, or possession of illegal drugs or controlled substances and/or alcohol. The obligation set forth in these rules and regulations constitute conditions of employment.

Disciplinary Action:

1. The illegal use, distribution, or possession of illegal drugs or controlled substances or alcohol on company property, client property, or in company-owned vehicles, constitutes grounds for immediate dismissal.
2. The illegal use, distribution, or possession of illegal drugs or controlled substances or alcohol off duty which adversely affects an employee's ability to maintain a Security Guard License constitutes grounds for immediate termination.
3. Being impaired or under the influence of legal (*to include prescription*) or illegal drugs or alcohol during work hours is unsafe and can alter abilities and/or judgment. As a result, employees are required to disclose to their supervisor, prior to performing any work, how their job duties might be impacted. Therefore, anyone working under or suspected to be under the influence of alcohol, under the influence of a controlled substance, or while abusing any substance may be subject to mandatory testing and/or disciplinary action up to and including termination. Likewise, any substance that has an adverse impact may be subject to further review, reassignment, and other applicable action up to and including termination.
4. The company has the discretion to take any other appropriate disciplinary actions up to and including termination. JCJ also reserves the right in assisting employees who have violated the above rules in recovering from drug dependency.
5. The company is under no obligation to refer an employee who has violated the above rules to the Employee Assistance Program (EAP). Instead the company reserves the right to determine whether such a referral is appropriate under the circumstances.

Employee Assistance Program (EAP) Referral Guidelines:

The employee acknowledges that the referral to EAP is for the purpose of assessment and treatment planning for an identified chemical dependency problem or for developing a treatment program for an employee to receive counseling against the illegal use, distribution, or possession of illegal drugs or controlled substances and/or alcohol.

It's the responsibility of the employee to work with EAP in developing and following through with the treatment program designed to overcome a chemical dependency. Failure to complete a chemical dependency program recommended by EAP may result in a relapse of illegal drug use, distribution, or possession of illegal drugs, controlled substances, or alcohol. This can result in termination of the employee. The employee thus acknowledges that EAP is a "last chance" program."

Tobacco Policy

JCJ National Security has a strong belief in striving for excellence. This begins with our employees and their health, wellbeing, and satisfaction, all of which mean a lot to us. That said, JCJ has a zero tolerance for use of any tobacco product (to include e-cigarettes) while on duty, **NO EXCEPTIONS.** Tobacco use leads to a very unprofessional look and feel not just for the employee, but for our clients as well. For us, clients' perception is everything and to have a security officer on post smelling of cigarettes, spitting into a cup or bottle, or constantly "stepping out" for a smoke break is unacceptable.

What an employee does on their personal time, we have no control of. JCJ would hope that employees understand the negative impact that tobacco can have on someone's health.

Failure to comply with this policy will lead to immediate disciplinary action, up to and including termination.

Note: JCJ National Security reserves the right to adjust this and any other policy it deems fit.

Medical Marijuana Policy

The legal use of medical marijuana recommended by a licensed physician may be permitted provided that any applicant for employment or any existing employment,

has disclosed this information to an appropriate company representative, before beginning employment and before using medical marijuana. The applicant will be required to inform their supervisor of any effects the medical marijuana may have and may be required to have his or her physician submit in writing a detailed explanation of the reason for the medical marijuana being recommended, in addition to any effect the medical marijuana may have on the employee. JCJ National Security reserves the right to deny or terminate employment if it determines that the legally recommended medical marijuana may adversely affect the employee's safety, performance, or could endanger the life safety and security of the client.

Medical Marijuana usage will not be permitted for any armed officer or armed assignment.

Colorado State Law 5 CCR 1006-2, Section 12 which addresses Medical Marijuana User Responsibilities:

5 CCR 1006-2, Section 12, Subsection #C

C. A patient shall not:

1. Engage in the medical use of marijuana in a way that endangers the health and well-being of a person;
2. Engage in the medical use of marijuana in plain view of or in a place open to the general public;
3. Undertake any task while under the influence of medical marijuana, when doing so would constitute negligence or professional malpractice;
4. Possess medical marijuana or otherwise engage in the use of medical marijuana in or on the grounds of a school or in a school bus;
5. Engage in the use of medical marijuana while:
 - In a correctional facility or a community corrections facility;
 - Subject to a sentence to incarceration;
 - In a vehicle, aircraft, or motorboat; or
 - As otherwise ordered by the court.

6. Operate, navigate, or be in actual physical control of any vehicle, aircraft, or motorboat while under the influence of medical marijuana; or

7. Use medical marijuana if the patient does not have a debilitating medical condition as diagnosed by the person's physician in the course of a bona fide physician-patient relationship and for which the physician has recommended the use of medical marijuana.

Source: State of Colorado Department of Public Health and Environment. "5 CCR 1006-2, MEDICAL USE OF MARIJUANA." Accessed 2013. <http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadername1=Content-Disposition&blobheadername2=Content-Type&blobheadervalue1=inline%3B+filename%3D%22Medical+Use+of+Marijuana.pdf%22&blobheadervalue2=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251822601417&ssbinary=true>

Failure to comply with this policy will lead to immediate disciplinary action, up to and including termination.

Uniform Standards and Grooming Policy

Uniforms are provided to the employees once employed by JCJ. Therefore, uniforms are the property of JCJ National Security and the employee is expected to properly care for the uniforms. Employees are responsible for the cost of any lost, stolen, or damaged uniforms.

Uniform Care: Wash in warm water. Dry on normal heat. **Do not use chlorine bleach.**

When you terminate employment, or need to exchange your uniform(s), they must be cleaned and pressed before you return them. Everything that you are issued must be returned immediately upon termination. Returned uniforms must be dry cleaned or the cost will be incurred by the employee.

The follow is a description of what the JCJ National Security uniform will consist of:

JCJ Duty Shirt: Pressed black and grey in color, company patches, American Flag, name tag, and rank if applicable.

Belt: Black in color.

Pants: Black in color, preferably Dickies or 5.11 tactical brand pants.

Shoes: Shined black military style boot, black tennis shoe, or black chlorofram shoes. (*Speak to direct supervisor once assigned to work site, because it may vary from site to site*).

Socks: Black in color.

Undershirt: Clean black shirt.

Optional-

Coats: Black JCJ National Security coat only.

Long Sleeve Shirt: JCJ black long sleeve shirt only.

Turtle Neck Shirt: JCJ black turtle neck shirt only.

Sweater: JCJ black sweater with patches, badge, and name tag.

Plain black knit hats/skull caps and plain black ball caps or JCJ provided caps/hats will be the only hats/caps allowed.

NO sports attire or any attire that advertises anything other than JCJ National Security may be worn with or in lieu of the official uniform listed above while on duty.

All JCJ National Security employees must have their JCJ Employee ID on them always.

Professional Appearance:

To JCJ National Security, professional appearance is one our core values. We pride ourselves above all other security companies. As a Security Officer working at JCJ

National Security you are the face of JCJ. As such perception is everything and you never know who you will be dealing with.

Male Appearance/Grooming standards:

The following are employee grooming standards for male employees.

Hair: Short trimmed “clean cut” style with hair off the neckline. Corn rolled hair is permitted, however braids must have clean and fresh appearance. “Locks” style of hair must be clean and pulled off the shoulders.

Head Gear: NO doo rags or scarf will be permitted.

Note: At any time that a client finds the hair style described above not professional looking for their site, JCJ reserves the right to move you or ask you to change your hair style to client-specific acceptable look.

Facial Hair: Facial hair is acceptable; however, all facial hair must be neatly shaven. The following styles of facial hair are not permitted, “king tut” style goatee, “soul patch” goatee, Fu Manchu (*style*), handlebar (*style*), mutton chops, and other flamboyant styles of facial hair.

Jewelry: No jewelry other than a plain band wedding ring, non-visible low-profile chain, and black/brown/low profile tactical watch are permitted for men.

Tattoos: No visible tattoos are permitted, to included neck, face, and hand tattoos.

Female Appearance/Grooming Standards:

The following are employee grooming standards for female employees.

Hair: Must be pulled up and with no “alarming or flamboyant” colors.

Head Gear: NO doo rags, scarf or head wraps will be permitted.

Fingernails: No longer than 1.5 inches long. No “alarming or flamboyant” colors.

Jewelry: Neat and clean looking studs are allowed. No dangling or long earrings. No facial tongue or body piercings are permitted at all.

Tattoos: No visible tattoos are permitted, to include neck, face, and hand tattoos.

JCJ National Security reserves the right to determine the appropriateness of acceptable grooming and hygiene.

Duties, Environments, and Services

Officer Duties

JCJ National Security provides a wide range of security services to our clients. Our Security Officers are carefully vetted, trained, and selected for specific sites or assignments. JCJ Security Officers need to realize what is expected of them.

Here is a basic list of duties a Security Officer could perform:

- Unarmed/ Armed Static security duties
- Checking badges or identification
- Roving foot or vehicle patrols
- CCTV monitoring and investigation
- Access control
- Escorting visitors around their assigned sites
- Maintaining a watch log
- Monitoring magnetometer and ex-ray machine
- Facility and work site hazard mitigation
- Responding to medical or security emergencies
- Interacting and providing guidance to the public

Environments:

JCJ National Security operates in a variety of environments; this could range from a standard office to an industrial site.

Here is basic list of environments that a JCJ Security Officer could expect to work in:

- Office
- Urban or heavily populated city environment
- Industrial, factory, or commercial setting

- Park or outdoors setting
- Museum, theater, or auditorium
- Train station or other transportation hub
- Mall, library, and other public areas
- Hospitals, clinics, and doctors' offices
- International settings

Note: There may be special assignments that require the JCJ Security Officers to travel to medium to high threat environments both continental and international.

Services:

JCJ National Security provides a wide range of professional and unique security services to our clients. Below is a short list of such services:

- Unarmed/Armed security services
- Close protection/Executive protection detail
- Transportation services
- Festival/Event/Conference security
- Surveillance/Counter surveillance
- Physical security vulnerability assessments
- Open source and corporate intelligence collection
- Training (*Counter terrorism, security, and other security-related courses*)

Note: JCJ National Security is a growing organization and we anticipate expanding our security services and expertise.

Authority and Use of Force Policy

JCJ National Security recognizes and supports the fact that Security Officers are not Law Enforcement Officers and should not attempt to handle any situation as one. It is important to remember that in the fulfillment of your duties, the crucial functions are observing and reporting. You are expected to challenge people in a professional manner to enforce access to restricted areas and to protect our client's property and

personnel from damage, theft, or harm. However, you are never to put yourself in danger while enforcing rules and policies. **WE DO NOT POSSESS ANY POLICE POWERS AND/OR AUTHORITY.** In addition, it is illegal to impersonate a police officer or other law enforcement personnel. A Security Officer has no more authority than that of a private citizen. You could be subject to a civil suit for false arrest or imprisonment under any circumstances if you detain someone illegally. If you have questions regarding your authority in a situation, contact a supervisor immediately.

However, when our efforts fail, we must call the police. When the police arrive they are in charge; there is no reason there should be any problems between the police and JCJ officer. We remain oriented on our client's interests, while they take control of the situation and investigate. Stay out of their way and assist when they request your assistance. Make sure you notify the duty officer/supervisor and the client, even if the police say they will. Always remain polite and professional.

Our firm has maintained excellent relations with various police agencies, mainly due to the fact our firm leaves police business to the police and security business to the professionals of JCJ National Security.

All incidents where a use of force has occurred must be documented and reported. All use of force incidents must be reported to your supervisor immediately.

All use of force incidents in which an injury has occurred must be reported immediately to your supervisor and local law enforcement.

REMEMBER YOU ARE NOT A POLICE OFFICER!

Training Standards

Officer Training Expectations:

JCJ National Security maintains the highest standards of officers by conducting an intensive and content-rich training curriculum. Each new JCJ officer may receive up to 16 hours of in-house training, within the first 30 days of employment.

Each new officer may receive an additional 8 hours of on-the-job training (OJT) for their designated work site or project. Officers transferring from one site or from one project to another may receive further OJT for the new site or project.

Experienced officers may attend an 8-hour yearly refresher training course.

Training Cost Reimbursement

Officers who are scheduled to attend a 16 hour basic security guard training course or an 8 hour renewal security guard training course and fail to attend, will have the full cost of the training course deducted from their paycheck.

Officers who attend armed guard training provided by JCJ National Security will be expected to continue active employment with JCJ National Security for at least the following six months after completion of the training. Any officer who does not continue employment with JCJ National Security after the completion of the armed course training, regardless of reason, will be required to reimburse JCJ National Security for the cost of the training on a pro-rated basis with a minimum reimbursement of two hundred (200) dollars.

Security Officer Basic Training Program:

JCJ prides itself on implementing and developing new security courses for our security officers and outside entities. We have incorporated these courses into our security officer basic training program for all our security officers. The basic training program typically consists of 24 training modules. Each module includes classroom lectures, video instruction, computer-based training, and a course examination with a minimum passing score of 85 percent, to test the student's basic comprehension of the course content. Below is a list of applicable modules:

1. JCJ Core Values
2. Security Officer Safety
3. Customer Service/ Client Expectations
4. Uniform and Grooming Standards
5. Basic Security Officer Report Writing
6. Use of Force

7. Conflict Resolution/De-escalation Techniques
8. Interaction with Local Law Enforcement
9. Radio Communication Procedures
10. Interpersonal Skills
11. Asset Protection and Security
12. Physical Security and Crime Prevention
13. Fire Protection and Life Safety
14. Criminal Law and Criminal Liability
15. General Public Interaction Techniques
16. Civil Law and Civil Liability
17. JCJ Ethics and Professional Conduct
18. Basic Security Officer Investigation Techniques
19. Introduction to Terrorism
20. Command and Control of Emergency Situations
21. Restraint Training
22. Security Patrol Procedures
23. Technical Site Survey Training
24. Security Note Taking and Observation Techniques

Note: This list is not intended to be all inclusive; courses may be added or removed at the discretion of JCJ National Security.

Security Officer Patrol Basic Training Program:

In addition to the security officer basic training program, the opportunity to move onto new assignments and posts is always a possibility. A JCJ security officer may go through the Security Officer Patrol Training Program, to diversify their skill sets and to become mission capable for sites or assignments that may require foot or vehicle patrols. The training typically consists of classroom training, lectures, computer-based learning, and hands on training and a course examination with a minimum passing score of 85 percent, to test the student's basic comprehension of the course content. The objective of this training is to give the security officer the tools they need to perform their duties safely, effectively, and the understanding that they are not law enforcement.

The Security Officer Patrol Basic Training Program will be needed prior to moving onto an armed security post or assignment.

Following is a list of some of the courses that a security patrol officer can expect to take:

1. Foot Patrol Procedures
2. Security Observation and Reporting Techniques
3. Driver Vehicle Operation and Safety
4. Vehicle Patrol Procedures
5. Traffic Safety
6. Vehicle Accident Reporting and Basic Investigation

Note: This list is not intended to be all inclusive; courses may be added or removed at the discretion of JCJ National Security.

Armed Security Officer Basic Training Program:

Firearms training is in addition to the Security Officer Basic Training Program and is optional, unless assigned to an armed site or assignment. The training program will consist of classroom training, lectures, computer-based learning, and hands on training and a course examination with a minimum passing score of 85 percent, to test the student's basic comprehension of the course content.

Due to the amount of responsibility and liability involved with handling firearms, the training will be extensive, content-rich and hands on. All training will be conducted by certified instructors. All training details of the course curriculum will be passed onto the security officer by JCJ National Security training staff.

No personnel who are authorized to use Medical Marijuana will be considered for armed positions.

The following is a list of course modules that the Armed Security Officer will take:

1. JCJ Armed Security Officer Procedures
2. Firearms Safety
3. Armed Security Officer Use of Force Policy
4. State of Colorado Firearms Rules and Regulations
5. Armed Security Officer Patrol Procedures

Note: This list is not intended to be all inclusive; courses may be added or removed at the discretion of JCJ National Security.

If you are issued a duty firearm, you are only allowed to carry that at your assigned armed duty station or assignment.

AT NO TIME ARE YOU ALLOWED TO CARRY THE ISSUED FIREARM AT AN UNARMED SITE OR OFF DUTY.

When armed, the security officer is responsible for the life safety and security of their designated post. **At no time and under no authority can the Armed Security Officer act in the capacity of a Law Enforcement Officer.** Our Security Officers are not Law Enforcement Officers, we are contracted for life safety and security services by our clients. These are the functions that we perform and nothing less.

Armed Officer Weapon Inspections

All armed officers will be required to submit their issued weapon for inspection on a quarterly basis. The weapon will be submitted to a JCJ manager or supervisor as designated. The weapon may not have any unapproved equipment including but not limited to: grips, sights and triggers. Officers will need to present their weapon in clean and operable condition. Failure to have the weapon inspected or inspection failure of the weapon may result in disciplinary action.

Interpersonal Skills

Communication is one of the most important aspects to be a successful Security Officer. Dealing with the public daily can be a challenge and uncomfortable at times. If a Security Officer can address questions and other general inquiries with confidence and empowered with knowledge, interaction with the public can be much more effective. JCJ National Security expects all team members to employ the following five steps to develop the skills you need to better your interpersonal skills.

1. Eye contact with the individual.

- You may be able to determine an individual's question, before they even ask it. This can be achieved using non-verbal cues.
- Develop a few answers in your head but be open to all possible questions.

2. Greet the individual as they approach you.

- Hello my name is..... How can I help you?
- Hi, how may I help you?
- Yes, sir/ma'am, how can I help?

3. Be an attentive listener.

- Allow the individual to finish asking their initial question.
- Show concern, so the individual knows you are actively listening.
- Do not be afraid to ask follow-up questions, to concluded.
- Think through your answer before you address the question.
- If you do not have the answer, do not be afraid to seek guidance from your supervisor or client for the answer.
- Never say, "I don't know". Find a solution and if you cannot, do what you can to delegate to help them out without compromising security.

4. Do not compromise security and be aware of your surroundings, while speaking to the individual.

- Do not neglect your duties while helping the individual, remember your primary focus is life safety and security.
- Always be mindful of your surroundings, if late at night and someone approaches you with a question have your guard up but do your best to conceal it from the individual.
- Be mindful of people who ask strange questions about the site and or the client, this could be a possible security weakness probe. You can easily stop this by asking for their name, contact number, best time to reach them, and advise them you will give their information to the client and pass any messages. Use common sense.

5. Leave the individual empowered if possible.

- Answer the question, while providing exceptional customer service.
- If you do not have the answers, point them in the right direction if possible.
- More importantly make sure you take something away from the situation.

Officer Life Safety

Safety Manual

The job of a Security Officer is always taking on additional responsibilities, two of which are life safety and proper reporting skills. This includes all events experienced by the officers. Saving a life or preventing small incidents from becoming major catastrophes are important.

When assigned to a post, locate the positions of all telephones and fire alarm boxes (*the manual pull*) as soon as possible. If the telephones require a code to use or to answer, make sure you know all the proper codes; write them down in a safe place until you have them memorized.

Checklist of items that a Security Officer must know:

1. How to call police and when to call them. As we are not Police Officers, we do not get into confrontational situations. We must try to reason with people. If this does not work, recognize that any disturbance has a potential to develop into a violent situation and therefore is a reason to call the police.
2. The location of the nearest fire alarm pull stations and all fire extinguishers. Make sure you know how to use each different type of extinguisher.
3. How to get to all areas of the sites. The security officer must be able to direct others into or out of those areas as necessary.
4. Locations of all doors and emergency exits, including fire doors.

5. Special hazards that may exist at the site and how to deal with them. For example, know if chemicals are used on site, where they are located and what to do about them.

Medical Emergencies

When assigned to a post, make sure that the post order are read and determine if they give instructions which deal with medical emergencies.

When an injury or medical emergency occurs:

1. Call 911 and give the exact location or address.
2. State the exact location of the site.
3. Start at the top of your emergency contact list and call until you have reached someone on that list.
4. Have additional information ready:
 - Name of the victim
 - Nature of the injury and how it happened
5. Call your JCJ Direct Supervisor or Operations Manager.
6. If the injury is a result of a fight, obtain the following information.
 - Who
 - What
 - When
 - Where
 - Why

On-the-job Injuries:

In the event a Security Officer is injured on the job:

1. Call your Direct Supervisor or the Operations Manager and report it as soon as possible.
2. Give the location of the post and the exact location within the property where the injury occurred.
3. When, where, and how the injury occurred.
4. What led up to the injury.

5. State if a replacement is necessary.

The Supervisor is instructed to respond immediately and transport the Security Officer to a designated hospital if an ambulance is not necessary. The Direct Supervisor must contact the Operations Manager as soon as possible if it has not been done.

Fire Emergencies

When assigned to a post, locate the Fire Command Center (FCC) immediately. Ask your Direct Supervisor, fellow Officers, or JCJ Leadership if you cannot locate it on your own.

Before a fire emergency occurs:

1. Get to know what the fire alarm sounds like. Ask someone else who has heard it if necessary.
2. Ask what the procedure is for handicapped people.
3. Locate all fire extinguishers and Fire Pull Stations (FPS).
4. Get acquainted with the evacuation system.
5. Understand what your duties are if/when an alarm goes off.
6. Make sure no one uses the elevators. Find out if they go to the ground floor when the alarm goes off or if they need to be called.
7. Check all community, recreation, and laundry rooms for elderly or handicapped people.
8. If there is an evacuation plan, find out where tenants are supposed to gather.
9. Call your Supervisor or the Operations Manager.

As with any other emergency, write the incident report getting as many details as possible from the fire department or other people involved.

Bomb Threats

ALL THREATS, OF ANY NATURE, RECEIVED AT YOUR POST ARE TO BE CONSIDERED REAL AND TREATED WITH A SENSE OF UTMOST URGENCY.

When a threat is received:

1. Remain calm.
2. Listen carefully to the caller and record everything that is said.
3. Keep the caller on the line as long as possible.
4. Get as much information as possible, included:
 - Name
 - When the bomb will explode
 - Where it is located
 - What does it look like
 - What type of bomb
 - Why it was planted and by whom

Become acquainted with the bomb threat form so you can locate one and use it in these emergencies.

Other Instructions

Officers assigned to a permanent post should always know where the hazards are and whom to report them to. Officers who are assigned to various posts are usually going into new territory. It is extremely importantly that the first and most important action is to identify all or potential hazards. Ask someone familiar with the site or post if any hazards exist and have them pointed out to you.

1. Always assume that all exposed wires are live and hazardous.
2. Do not assume that stairways will be free of tripping hazards or that floors will always be dry and not slippery.
3. Always be on the lookout for flammable liquids that may not be properly stored.
4. Be careful of exposed nails, spikes, and tacks.
5. Be alert for strange odors; vapors can be dangerous to health or be explosive.
6. Be aware of frayed carpet, lamp cords, or other appliance cords; frayed cords may cause electrical shock or short circuit and pose as a fire hazard.
7. Be careful of icy walks and patios. Find the safest way to travel over these surfaces.
8. Look for and report all lighting that may need replacing.
9. Report all loose or missing rails in stairwells or broken chairs that may be used.

10. Make sure all fire exits are free of obstruction.
11. At no time is running permitted unless it is to save your life or your client's.
12. At no time are you to walk into blind areas, between cars, alleys, behind walls, or other areas without first checking the area from a safe distance.
13. There should be no unannounced contact, jokingly, or if a criminal act is taking place, with any persons known or unknown.
14. When entering an unsecured area, be sure to announce you are there.
15. Do not lift any object more than 20 lbs. Explain that this is company policy if necessary.
16. Do not climb fences or walls while on duty.
17. Hard hats are to be worn in required areas.
18. While driving a company vehicle or while on company time, seatbelts are to be worn and all traffic laws are to be obeyed.
19. When the roads are icy or whenever conditions are uncertain, always have the car under control by driving appropriately and not too fast for the conditions.
20. While on duty, you are not permitted to be on site hanging out with other security companies or clients. This is grounds for termination.

Report Writing

Security Officer Reports

One of the most important skills that a Security Officer should have is the ability to write clear, concise, and accurate reports. A Security Officer's report provides important facts about an emergency, criminal activity, accident report, or other security issues which makes it critical for a Security Officer to know how to write a solid report.

A Security Officer is usually responsible for three kinds of reports:

1. SOR (*Security Officer Report*)
2. IR (*Incident Report*)
3. TrackTik (*Site Specific*)

It is possible you may be asked for additional reports by the Supervisor or the Operations Manager.

Basic Principles of Report Writing:

- **SOR or SL (Security Log)**

1. When reporting something out of the ordinary (*a light is out, a door is unlocked, a trespasser on property*), make sure you put it in the book to pass on to the next shifts.
2. Brief entries are not informative and are incomplete. Make sure that each entry includes all the details about each subject.
3. Do not simply enter “Did Patrol, all secure”. Give more details such as, “1300 hrs. Patrolled the parking lot and found traffic light malfunctioning; observed no damage to any cars. Everything appears normal now.”

- **IR (incident report)**

1. Be accurate. Do not confuse facts with hearsay or opinions.
2. Use all the details that you have been given or of which you are aware.
3. Use simple and familiar observation description methods. Do not include words that are not used in every day conversation.
4. Make sure the facts are clear to you before you pass them on or document them.
5. Do not omit facts, favorable or not.
6. Document all facts. Put them in your report. If it is not written, then it did not happen.

- **TrackTik**

These reports are site specific and you will receive training on these reports at your duty station.

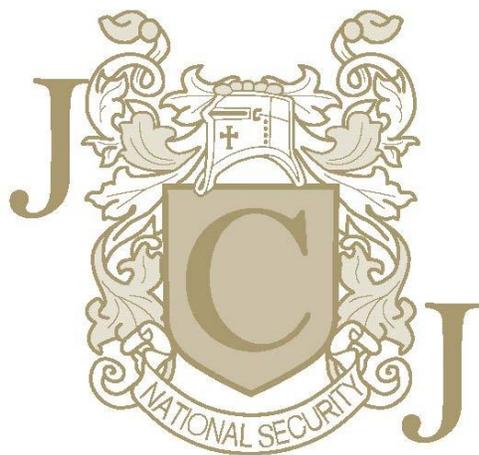
All reports have the potential of becoming a subpoenaed legal court document. Six months later you may be subpoenaed to testify about a certain event. Your report should show that on the date and time, you were able to capture the events in such a way that all the vital information was given and that the “picture was painted” for the court, helping them to understand the event in question.

Moving Forward

JCJ National Security welcomes you to our fast-growing and innovative security firm. We offer a wide range of security training programs we have in place and are developing them every day; you will have the opportunity to take part in these training courses. We hope to give you the tools you need to help you progress and make security your chosen career field.

JCJ wants you to come to work and enjoy each day you work with us. At any time, you are not happy, please remember we have our “chain of command system” and open-door policy. We will do everything we can to assist you in any concerns you may have. We are also always open to change, if you think that you have a good idea for your site or even for the firm, please put it in writing and pass it to your Direct Supervisor. Your Supervisor will pass it on to Headquarters where we will review it and go from there.

In closing, you are the face of JCJ National Security Firm and represent us when you work with our clients. So, remember the JCJ Core Values and implement them every day you work and you will succeed in all you hope to achieve.



Handbook Acknowledgment

It is your responsibility as an employee to assure that you read through the handbook carefully and that it is your responsibility to assure you understand the handbook. As a result, please read and check the following statements. Once signed, this sheet will be kept in your employee file in Headquarters.

- I have read and understand the training and licensing requirements.
- I have read and understand the personal appearance, uniforms, and equipment guidelines.
- I understand the timesheet is a legal document, and false reporting on the timesheet constitutes fraud and may result in termination.
- I understand the employee communications guideline, including the Chain of Command and Open-Door Policy for issues and concerns. I understand the disciplinary process as outlined in the Employee Handbook.
- I agree to abide by the drug, alcohol, and tobacco use policies.
- I have read and understand the harassment definitions. I understand that JCJ has zero tolerance for harassment and violating harassment guidelines is grounds for dismissal.
- I recognize I am a Security Officer and not a Law Enforcement Officer. We are there to assist Police Officers, not to replace them when legal intervention is required.
- Upon termination, I will return uniforms clean and ready to be worn. If uniforms are not returned properly, I understand the cost of repairing or replacing uniforms will be deducted for my final paycheck.
- I will always conduct myself as a professional and trained Security Officer while on duty.

Employee Name (Print)

Employee Signature

Date

Operations Manager

Date