



YOUR ROLE AS A SECURITY OFFICER

At all times while working for JM Security Services, you stay solely an employee of the Company. However, you will be assigned to work at the location of one of the Company's customers a mall, an office building, a warehouse, bank or any other type of business or government facility requirement security coverage. The Company reserves the absolute right to change your assigned work location as necessary to suit both business and security necessity. You will be instructed by your superior and referred to post orders to give you direction on specific rules and requirements at your assigned work location or account. Additionally, to support the professionalism and high quality of the JM Security Services & Academy corps of Security Officers, there are certain rules, policies and procedures that apply to all officers, including those in this Handbook.

PERSONAL APPEARANCE AND PUBLIC PERCEPTIONS

Your position requires that you be in constant contact with the Company's clients and the public in fact, for most purposes, you are JM Security Services in the minds of all who met you. You must understand the importance of your position, the need for an attitude, good appearance and personal hygiene and the ability to exercise self-control. These items are therefore actually tools of your trade, and enhance your ability to:

- ❖ Look and act as a professional
- ❖ Create a good impression
- ❖ Project your competence and job knowledge
- ❖ Provide deterrence against crime and infractions
- ❖ Secure the cooperation of others in abiding by rules and regulations
- ❖ Promote good public relations

As a result, your appearance will help find the level of respect you command, and the public's impression of JM Security Services & Academy. The following smallest standards are, therefore, mandatory. Exceptions to these standards may be authorized for reason such as, religious beliefs, medical necessity, or disability.

HAIR

- ❖ Must be neatly cut and groomed.
- ❖ Length of hair should not extend past the shirt collar or must be pulled back away from the face and secured for your safety. Any hair accessory must be conservative and complimentary to the uniform.
- ❖ Hair sculpting. Or extreme hairstyles are not allowed.
- ❖ Extremes in dying, bleaching, tinting No Suggestions Available, and if No Suggestions Available, it must be in a natural color.

FACIAL HAIR

- ❖ Sideburns must be neatly trimmed and cannot extend last the bottom of the earlobe.
- ❖ Where allowed under client standards, mustaches and beards must be neatly trimmed and conform to the contours of the face.

PERSONAL GROOMING

- ❖ Conservative makeup is allowed, as found by your supervisor.
- ❖ Fingernails are to be kept clean and trimmed. Nail polish may be used in a conservative manner and color.
- ❖ Use of a deodorant or antiperspirant along with regular bathing No Suggestions Available due to the constant interaction with others.
- ❖ Cologne, aftershave, and perfume are allowed only in minimal amounts.

JEWELRY

- ❖ Only one ring per hand is allowed, and it must not be unreasonable large.
- ❖ Watches and tie clips are allowed, but bracelets and chains are not.
- ❖ One set of conservative post-style earrings, not to exceed the size of a dime, are allowed.
- ❖ Other than the earrings and rings noted above, no other visible rings or jewelry are allowed on the body (tongue, row, nose, etc.)
- ❖ The only items allowed to be on an JM Security Services & Academy uniform are issued name tags and JM Security Services & Academy issued service pins.
- ❖ As with all permitted private property brought into the workplace, you assume all responsibility for the loss or damage of such item.

OTHER ITEMS

- ❖ Hats are not allowed except were issued as part of the uniform.
- ❖ Eyes glasses are to be conservative in style. Sunglasses are only allowed while on outside duty during sunny weather and only where they do not interfere with your duties of observation and detection.
- ❖ All foot-wears shall be clean, in good repair, and polished when applicable for officers receiving uniform maintenance allowance. Your supervisor may issue you specific footwear requirements depending on your assigned location.
- ❖ Visible tattoos or body art is prohibited. You must cover tattoos or body art. Uniform or by makeup of the same or similar color as your natural skin color.

UNIFORMS : A primary duty of a security is to serve as deterrent to criminal activity. Your uniform will serve as one of your most important tools in keeping this deterrent effect, along with being alert and practicing the grooming standards noted above. Due to the important nature of the uniform, some of the Company's customers keep the right to penalize or the Company if employees are not in proper or complete uniform. Its importance cannot be overstated.

Upon your hire, you will be issued a uniform and instructed on its use and requirements. The specific uniform issued to you will vary depending on your account and time of year. Please inform the person issuing you the uniform or your supervisor if you find that some or all your uniform does not fit again, your appearance in your uniform is of critical importance. You will supply your own black shoes and socks (typically dark socks, not white).

Any significant repair or damage to your Company-issued uniform is to be reported to your supervisor. The uniforms issued to you are in excellent condition. Upon your separation from the Company, you are expected to return the uniform in the same condition allowing for normal wear and tear. Where allowed by local law, the Company may deduct monies from your paycheck to be held as a security deposit against the. Uniform. If some or all your uniform is lost, stolen, abused, or damaged or otherwise not returned to the Company upon. Your separation, the Company reserves the right to hold you financially responsible subject to applicable law. Similarly, the Company may issue you equipment to perform your job duties (radios, flashlights, safety, gear, etc.), and you will be held to the same requirements of returning them in good condition or you may be held financially responsible.

ID CARDS AND LICENSES / REGISTRATION

Identification (ID) Cards may be issued to employees on their work location. The ID card enables you to find yourself to clients, other employees, local and state authorities, and to the public.

- ID Card as must be always carried while working
- Validation of ID Cards may be needed annually.
- Lost ID Cards must be reported to your supervisor so that replacement card may be issued.
- ID Cards are to be returned to upon separation from the Company.

Local licensing regulations may require you to have in your possession a state issue security guard license or registration card. If required local/state law, failure to have such license or registration card in your possession while on duty may subject you to disciplinary action.

CURRENT PERSONAL INFORMATION

You handle nothing your supervisor whenever you change your name, address, or telephone number. Incomplete and outdated information could interrupt receiving pay and benefits for you and your family, because I appropriate amounts of tax to be withheld from your pay, and cause difficulty in notification in case of an emergency or for scheduling changes.

EMPLOYMENT VERIFICATIONS

Employment verifications are managed for JM Security Services & Academy Inc. This service will provide proof of your employment and /or income when securing financing, leasing, and apartment, providing information to government agencies, or applying for next or other employment, etc. instead of coordinating this request with HUMAN RESOURCES. Please instruct the requesting institution to contact jmsecserviceshrdepartment@gmail.com for employment verification and /or authorized to release verifications for current or former employees. By policy, the Company shows only the dates of employment, and the title of the last position held of former employees. If an employee authorizes the disclosure in writing, the Company also will inform prospective employers of the amount of salary or wage you last earned. Employees may receive two three personal reports annually through jmsecserviceshrdepartment@gmail.com or by calling (954)333-8550 Ext: 2.

TRAVEL PAY OR EXPENSE REIMBURSEMENTS

You are expected to support correct documentation of any business-related express that you incur and would like to be reimbursed. To ensure reimbursement, you should down obtain advance approval from your supervisor before incurring such expenses. Requests for reimburse must be substantiated by attaching receipts to an JM Security Services & Academy inc. Expense form and sending to your supervisor for approval will give to the accounts payable department for processing. When necessary, you should give a detailed explanation of expenses. Requests for reimbursement should be sent within 30 days of incurring the of expense.

YOUR WORKDAY

You First Assignment

The recruiting personnel who hired you will let you know if your work assignment, including the name and location of that assignment, the day and time that you are to report, and with whom you are to check in. You must make sure that you completely understand all the information that is given to you, and you are able to be named location on time.

REPORTING FOR DUTY

Prior to reporting for work for you should be prepared – clean uniform and shoes and properly groomed. You should perform a self-inspection – no torn uniform items, no missing buttons and in full gear (other than gear that is stored at the work site). Finally, you should be ready for work mentally prepared, rested and alert, and even-tempered. You handle providing your own transportation to and from work. You must report to work in your full uniform. Also, you must be ready to begin working promptly at your assigned start time. It is imperative that you are on time – we can not have any gaps in coverage of our client's security needs, and the person you are relieving is depending on you to be on time as well. Based on your work assignment, you will assign in, clock in and /or call in at the start of your shift- all of which will be explained to you by you supervisor. Unless approved by your supervisor, you must not begin performing any work prior to your scheduled start time. In addition, you must sign in, clock in, or calling off at the end of your shift.

ON DUTY PROCEDURES

As noted above, there are general requirements for JM Security Services & Academy officers found in your training materials and in this Handbook. However, most sites will have a manual of requirements, rules, and post orders unique to its location- an item called Operational Procedures Manual (OPM). It is imperative that you become familiar with this document as it describes what to do while your duties when you faced with different situations at that specific site. The basic functions of a JM Security Services & Academy officer are as follows:

OBSERVE: Criminal acts or rule infractions at or near your post which may be a threat to the facility, the client, or employees at your work site.

DETECT: Suspicious activities.

DETER: to serve as a general security presence and visible deterrent by continually performing to put duties in an alert, professional manner.

REPORT: all incidents, accidents of medical emergencies to the proper persons including your supervisor, on time. The person who directs you daily will be a JM Security Services & Academy Account Manager or Site/Shift Supervisor. Always pass new instructions or developments on the officer relieving you, via the logbook, and be on alert for such changes yourself when you report for duty by, among other things, reviewing the Read file at your site. As an employee of JM Security Services & Academy, you will also stand for the client's management to the public. Always keep cordial and professional relations with the client's employees, while avoiding over-familiarity. At your work location, there will be a list of emergency telephone numbers found at or near a telephone. These numbers will include police, fire, ambulance, client emergency contacts, your supervisor and the local and corporate JM Security Services & Academy telephone numbers. Telephone is to be used for official purposes only.

End of Shift Responsibilities

To properly leave your post at the end of your scheduled shift, you must be "relieved" Proper "relief" can be either

- 1) Replacement by another officer who assumes your post or
- 2) The end of your shift when no other officer is assigned to secure your post. If you are waiting to be relieved by another officer, and he or she does not arrive on time, you are required to stay on the post and wait for his/her arrival or for further orders. After fifteen (15) minutes has passed from the time the officer was scheduled to report, you are to call the designated office telephone number for further instruction. Your Account Manager will be contacted to secure appropriate relief coverage for you. AT NO TIME IS AN ASSIGNED POST TO BE LEFT UNCOVERED. Clocking, signing, or calling off should be the last work activity that you perform. You will be paid for all time you worked, including any time that you had to hold over due to the relieving Security Officer arriving late. Security Officers, who are off duty, should not return to non-public areas on customer premises.

Calling- Off from Duty.

Security Officers such as you are different in one particularly important respect from employees of other companies such as restaurants, factories, etc. Most companies can adjust for late or absent employees because they have other employees available to cover for the absence. This is not true for JM Security Services given the nature of our business. Our clients require that we provide a person at designated posts for specific periods of time. So, whether you are working as the only officer at the site or one of a number assigned to different posts at a large account, the impact of your tardiness or absence is the same. JM Security Services & Academy does not have a reserve of officers standing by to fill absent posts. Rather, if you are absent, an officer may have to be held over on your assigned post from his/her earlier shift, and/or your supervisor will have to scramble to find a replacement officer.

As such, it is critical that you give your supervisor as much notice as possible of your expected absence at any time. If you are absent for three (3) days or more due to illness or injury, JM Security Services & Academy will require that you provide a written medical certification to return to work. Failure to adhere to this policy may result in disciplinary action up to and including termination for flagrant or repeated violations. At all times, the Company will follow local, state, and federal laws applicable to employees with disabilities.

YOUR MOST IMPORTANT CONTRIBUTION - CLIENT SATISFACTION

Please remember that your work and JM Security Services & Academy service is judged by our clients. The most important contribution that you can make is to satisfy or delight the customer with your service. Keep in mind that "quality" is the eye of the beholder, in this case, the client. JM Security Services & Academy and its employees will always look to exceed our clients' "quality expectations. The first step in doing so is to follow the policies, rules, and procedures given to you in this Handbook, your post orders and in your training. Keep in mind that the Company and you are providing to the Clients – security of persons, property and information has never been more important given the current security developments in our country. Consequently, your failure to follow Company rules, policies and procedures could result not only in client dissatisfaction, but also in a serious breach of client security.

GENERAL PERFORMANCE GUIDELINES

All Security Officers, regardless of assignment, will be held to the following minimum performance standards in addition to site and position-specific requirements.

- Arrive on time for your assigned shift in proper uniform and ready to work.
- Work your post in a courteous, disciplined manner, be neat, clean, well-groomed and in proper uniform always, and be alert to event within sight and hearing.
- Know the operational procedures and the Operation Procedures Manual (OPM) at your sites and the duties of your posts.
- Never leave your post until properly relieved.
- Receive, obey, and pass on all orders from supervisor and/or client.
- Limit your conversation to your duties. Avoid distractions.
- Observe all safety standards and guidelines.
- Initiate alarm procedures and notify the proper authorities in case of fire, intrusion, or another emergency. Call your supervisor about any incident not covered by the OPM.
- Be especially alert at night and on weekends, challenging – in a firm but courteous manner – and finding all persons at or near your post.
- Allow no one to enter or leave the client's site – or carry property away – without proper identification and / or authorization.
- Maintain the daily log/journal as a permanent record of all violations of safety/ security regulations or other unusual incidents, as defined by OPM. Always complete incident reports in a correct, legible, clear, and prompt manner.
- Maintain the cleanliness of your post. Eating, drinking, smoking, and reading are not allowed except where specially authorized.
- Review Read File memos when reporting for duty each day. Read Files are a valuable and important communication tool between JM Security Services & Academy and you.

STANDARDS OF CONDUCT ON THE JOB

The efficient operation of Company and the general welfare of employees require the establishment of certain standards of behavior. These standards apply while on Company business encompassing Company or client premises, and when working with Company or client property, employees, and the public. The following list includes some, but not all examples of violations that may result in disciplinary action up to and including termination.

RULES / STANDARDS OF CONDUCT

1. Theft or purposeful damage of Company, client, or the other employee property.
2. Manipulation (e.g., labor hours, training hours, billing, incident reports)
3. Abuse of a client or employee (physical, verbal, or otherwise), including fighting or disorderly conduct on or near Company client property or in Company uniform at any time.
4. Possession or consumption of illicit drugs at and any time of possession or consumption of alcohol on Company business or premises.
5. Reporting to work or driving a vehicle for Company purposes while under the influence of illegal drugs or of alcohol.
6. Driving a Company car, or a personal car while on Company business, in a reckless manner.
7. Insubordination or misconduct.
8. Violation of any statute, regulation or rule set up by either Company policy or by local, state, or other harassment.
9. Sexual or other harassment
10. Unauthorized possession of weapons or firearms on Company property, or while on Company business.
11. Violation of policy which results in the loss of funds, injury or death of an employee, client, or other person.
12. Dating client, client employees or subordinate without showing it to a supervisor.
13. Accepting a gift or gratuity from a client that exceeds \$100 in value without supervisor approval.
14. Failure to report for work without proper notification.
15. Disclosure or making available to unauthorized persons any confidential or proprietary information.
16. Having been convicted of a criminal offense which the Company decides gives you unsuitable for continued employment based on the findings of an individualized assessment.
17. Not providing information on work-related criminal activity and / or not cooperating in an investigation.
18. Not informing your manager of a post-employment arrest or of an activity that has caused a warrant for your arrest, within 48 hours of the arrest/warrant.

19. Entering unauthorized client or tenant areas without permission from your supervisor or client.
20. Leaving the post without permission from your supervisor.
21. Refusal to follow lawful instruction of a supervisor
22. Inappropriate, abusive, offensive or aggressive language to clients, public or fellow employees.
23. Unexcused failure to report or call off without giving four (4) hours notice, repeated absences or tardiness.
24. Failure to perform job duties satisfactorily.
25. Negligence or carelessness with Company / Client property or violation of established safety rules.
26. Unauthorized use of Company /Client property or equipment (i. e. Telephone, computers) or Company /client vehicles.
27. Allowing unauthorized persons or pets on Company or client premises.
28. Sleeping or dozing while on duty.
29. Possessing radios, televisions or reading materials at assigned post without proper authorization.
30. Refusal to accept assigned overtime when necessary.
31. Abuse of break or meal periods.
32. Violation of any site post orders.

PROGRESSIVE DISCIPLINE

Disciplinary action will be taken when Company policies, procedures and work rules are violated. It is the policy of the Company to handle all employee performance deficiencies and misconduct in a consistent, prompt, and fair manner, free from emotional overtones or personality differences. This policy is to be enforced by use of progressive discipline. There are four levels of action in the progressive discipline process, as follows:

- Verbal Warning
- First Written Warning
- Final Written Warning
- Termination

These steps will be used in a progressive manner consistent with the severity of the policy violation and/ of performance problem. However, the Company reserves the right to skip any step, in whole or in part, and investigation, as it considers necessary. Consequently, no employee may rely on these guidelines as “promises” or “agreement” by the Company to impose the discipline contained in the guidelines in any situation or prior to termination. JM Security Services & Academy reserves the right to end employees “at will,” with or without cause, at any time, for any reason.

ATTENDANCE POLICY

To meet our commitment to our clients, it is the policy of JM Security Services & Academy to discipline and/or end employee who are repeatedly unable to be at their posts as scheduled. We must have trained Security Officers, in proper uniform, on duty, and on time for their assigned work schedules. Unfortunately, there may be times when employees are unable to work their scheduled shifts. When that happens, proper call-off procedures are expected to be followed. It is critical that you give your supervisor as much as possible of expected absence or tardiness on an assigned shift. At a minimum, you must telephone your account/ Operations Manager at least four (4) hours prior to your assigned shift if you will be absent or if you will be late. If your Account Manager or Operations Manager is on vacation or unavailable, you are to telephone your site Supervisor. (Where site-specific by those post orders.) Only if you are unable to reach your Account Manager or Site supervisor, call the Service Control Room Center at (954)333-8350 Ext: 1. To report your situation. If a call to Service to Control Room Center is placed, please expect a follow-up call from your supervisor or manager about the reason for your call-off.

JM Security Services & Academy may request documentation to substantiate an absence at any time. If you are absent for three (3) days or more due to an illness or injury, you may have to provide written certification from a physician telling you are fit to return to work. A completed Fitness for Duty Form is the preferred form the physician completes.

Failure to adhere to this policy – by

- 1) Not calling off at least four (4) hours in advance.
- 2) Calling off for non-medical reasons.
- 3) Being late to your post for an assigned shift – may result in a disciplinary action up to and including termination for flagrant or repeated violations.

CHARGEABLE ABSENCES AND TARDINESS

1. Call offs for anything other than a death in the family is considered a chargeable absence. In general illness will consider a chargeable action; however, consecutive multiple days off for an illness, with documentation, count as one chargeable action. Additionally, as discussed below, call offs related to disabilities and/or approved leaves of absence, with proper documentation, will not be considered a chargeable absence.
2. Tardiness- Arriving late. You will be issued a chargeable absence for arriving late to work. Please see the section on reporting for Duty for added direction.

Disciplinary Action

- One Chargeable action within a 90-day period will result in 1st Chargeable Offense warning
- Two Chargeable action within a 90-day period will be result in the 2nd Chargeable Offense warning
- Three Chargeable action within a 90-day period will be result in Final warning / 3rd Chargeable Offense.

Note: Returning late to your post from scheduled breaks is addressed under the Progressive Discipline policy applicable to other rule or policy infractions.

Non-Chargeable Actions

We know there are times that you need to be off. In that event, you must arrange to switch scheduled days off; however, no one is bound to give up a shift to switch with you. If you switch a day or shift with a fellow employee; you will not be charged with an absence. It must be a shift switch within the same pay week (Friday -Thursday) so that no overtime is incurred. All switches must be approved by either the Account Manager or the Site supervisor. You may request to use a vacation day; however, this must be done with advance notice of at least one week before the schedules are posted to allow your supervisor to make the change. The Account Manager reserves the right to deny the use of vacation days during a particular pay week to prevent staffing problems. If neither of the above is possible, the employee will be receiving a chargeable absence. Employee with available paid sick time so follow the call off rules, employees who have a qualifying disability needing accommodation, or employees on approved or documented leave will not be "charged" or absence. Examples include FMLA, Reasonable Accommodation Leave, Military Leave, jury duty, etc.

Cause for Termination

1. You have four (4) chargeable actions relating to attendance within a rolling 90-day period.
2. You are absent 2 or more consecutive days off requires a doctor's certificate.
3. (A verified absence that requires 2 or more consecutive days off requires a doctor's release to return to work.)
No call, No show
"No call, no show" infractions are handled under the Non-Attendance Disciplinary Vertical Track.

Drug And Substance- Free Workplace

JM Security Services & Academy (JMSS) strives to keep a safe and hazard-free work environment for all employees. The Company recognize that drug and alcohol abuse can be a key contributor to work environment safety and employee health problems. Drug and alcohol abuse can result in decreased productivity, judgement, and/or quality of task performance that may be a factor in increased accidents, medical costs, absenteeism, and workers compensation costs. Consequently, it is JM Security goal to provide a workplace free of illegal drugs and alcohol abuse. To carry out this goal, the Company tests all applicants upon first employment and reserves the right to test current employees on a random basis or annual basis, or for reasonable cause, where allowed by law. A. Verified positive test with no reasonable medical explanation will result in an applicant denied being employment and refusal to give to a drug test will be treated as through a positive test has occurred and the employee will be ended unless otherwise provided by state law. In Addition to these testing requirements, the Company will also enforce the following rules.

- The manufacture, Possession, use or distribution of illegal drugs or controlled substances, or paraphernalia associated with the same, is prohibited.
- The use of alcohol by an employee on Company property, at a work location, in a Company vehicle or during work hours a prohibited. (Any exception for a Company social function must be approved by a manager who is Vice President level or above).
- Reporting to work of working while intoxicated or under the influence of any unauthorized controlled substance or illegal drug is prohibited.
- Any employee who is taking a prescribed or over-the-counter medication that may affect his/her ability to perform his/her job must at once inform his/her supervisor.

Confidentiality

All matters concerning an individual and this policy will be handled in a confidential manner, and information will be given on a "need to know" basis only. All medical records (such as drug alcohol tests) will similarly be treated with the required confidentiality.

See-referral

JM Security Services & Academy (JMSS) encourage employee with any drug or alcohol abuse problem to voluntarily seek treatment. The Corporate Benefits Department will aid employees who voluntarily seek help by referring them, when possible, to counseling and treatment services. All costs associated with counseling and/or treatment are the sole responsibility of the employee, although counseling and treatment may be covered by an employee's medical insurance where available. A decision to seek such help will not be used as the basis for disciplinary action and will not be used against the individual in any disciplinary proceeding. On the other hand, using a counseling of treatment program will not be a defense to the imposition of discipline for any earlier or next violation of the policy or rules listed above.

Loss/Damage of Property

Property belonging to JM Security Services & Academy (JMSS), fellow employees or the client may be borrowed, destroyed, taken, damaged or loaned by employee. And employee, who damages, destroys, or misuses such property will be subject to disciplinary action and may be held financially responsible for the value of the damage, theft, or misuse.

Respecting Property: We treat Company and customer property as just that – Company and customer owned, and us worthy of respect. We protect and preserve both and refrain from using them for personal gain.

Use of Resources: JM Security Services & Academy (JMSS) discourages inappropriate use of Company and/or customer property. Employees are trusted to act responsibly, reasonably, and maturely, and to use good judgement in the use of all Company and customer-provided communications and computing devices, including but not limited to:

- The Internet
- Also forms of printed and electronic media.
- Copying devices (scanners and copy machines)
- Telephones
- Cell phones
- Portable/wireless
- Desktop and laptop computers; and
- Remote access/dial-up hardware and software devices

Employees may not use Computer or client-provided computers or other electronic devices to send, equipment, technology and resources are the property of the Company/client for business use and to help you do your job. The Company reserves the right, always, to review and open all e-mails, listen to voicemails, and otherwise inspect and review the contents of all computers and other electronic devices. Property of Customers, including but not limited to, computers, documents, information, furniture and other property, is to be respected at all times and is not to be utilized in any fashion without the express written consent of the customer (either as permitted in the customer agreement or in a separate writing.)

Employee Property

Because even is a routine check for Company property might result in the discovery of an employee's personal possessions, employees are encouraged not to bring into the workplace any item of private property which they do not want to reveal to the Company. The Company reserves the right to inspect any employee property brought to the worksite, including, purses, backpacks, briefcases, lunch boxes, etc. Lockers may be subject to search of the Company has reason to believe that lockers are being used for any improper purpose or in a way that would be in violation of any Company policy. Note: The Company is not responsible for the lost or stolen articles left in employee lockers or employee work in break areas.

No- Solicitation

Employees are not allowed to engage in solicitation for any purpose or to distribute material of any kind in work areas during working time, i, e, on duty and supposed to be working. Non-employees are always prohibited from asking for employees for any purpose and/or distribution material of any kind on JM Security Services & Academy property.

No- Fraternization and No-Nepotism

JM Security prohibits individuals from being in a supervisory ability over family members or those with whom they have a sexual or romantic relationship. And such relationship must be shown. Should you find yourself in a situation where you are dating or having a sexual/romantic relationship with a supervisor, client, or subordinate, you must at once bring it to the attention of you

District Manager and /of Department Manager. Each situation will be reviewed on a case-by-case basis. The Company reserves the right to remove one or both employees from the situation and will make every effort to find another suitable position for the employee(s) being removed. However, if this is not possible, the displayed employee(s) will have to resign from the Company. Violation of any of the foregoing requirements may lead to disciplinary action up to and including termination. This policy does not prohibit relationships outside of work between co-workers with no supervision overlap; however, you are cautioned to fully review and understand the Company's sexual harassment and discrimination policy as it may affect these types of relationships.

Guidelines for Utilizing Social Media

JM Security Services & Academy (JMSS) participation in social media sites and other online forums is a corporate effort. Employees who use these sites for personal purposes should carefully consider how the information they share affects the Company if they identify themselves as JM Security employees. They should exercise direction and common sense about referring or discussing the Company and/or its clients on the internet. For security reasons, employees should not post information about sensitive security operations or pictures or videos taken on client property that could in any compromise the security of our client of its employees or property. Social media sites are accessible from computers on the Company network. As such, these sites should only be accessed during business hours for business reasons. The Company shares information with employees through internal announcements, the SharePoint Portal _____.

Please continue to use these as your main source of company information and access to information including the social media, Policy. All use of Company computer networks and programs is subject to the Company's internet. Telephone and electronic Usage Policy. Employees whose internet postings violate Company policy may be subject to discipline, up to and including termination, regardless of whether Company computer networks are used to access the internet or post the inappropriate material. If you have questions about this policy, please contact your Human Resources representative or the Marketing and Sales Services department.

SAFETY

We are all responsible for creating a safe environment JM Security Use safety devices and report ant potential or actual hazards to your supervisor. Hazards include security violations or criminal activity that take place on Company premises, any injuries or work-related illnesses must be reported to your supervisor before the end of the shift during which the incident occurred and, in any event, not later than 24 hours of the occurrence. Our Accident and injury Prevention Program is based on proactive techniques. Managers, supervisors, and employees should act before an accident and not react only after the accident has occurred. Taking two simple steps will prevent accidents:

1. Working safely by performing all job duties in a safe manner, by applying knowledge and skills from employer-provided trainings, by avoiding unnecessary risks, and by following all JM Security Safety Manual policies.
2. Addressing with all conditions by looking for hazards which could cause harm, following post orders for immediate response procedures to such hazards, and letting JM know Security Services & Academy (JMSS) management of hazards so they may notify the client of hazards that need to be addressed for safety reasons. Please take precautions to use materials and equipment with care and do your part to keep the work site from hazards. Safety rules may be distributed or posted and will be strictly enforced. All unsafe conditions and accidents should be reported to your supervisor at once. Violence has no place in the workplace and will not be tolerated. This includes intimidation, horseplay, violent acts, and threats of violence.

Workplace Injury

The Company is concerned for your safety and well-being in the workplace. You are directed to report to your supervisor any workplace injury before the end of the shift during which the incident occurred and in any event within 24 hours, no matter how minor you might think it is. Failure to do so may jeopardize your rights under the workers' Compensation system. To the extent that you require medical attention following an injury, your supervisor will help you in obtaining the proper medical attention, whether on an emergency basis or otherwise. If you require medical attention or miss work due to a workplace injury or accident, you will be provided benefits under the Workers Compensation Program including medical care and/or wage replacement, as dictated by individual state requirements. As material term and condition of your initial and continued employment with the Company, you agree that in the event of a workplace accident or injury, you will seek coverage and compensation under Workers Compensation, and you will not sue a Company client or otherwise look to the client for compensation. Please refer to the Benefits section of the Handbook for further information on the Workers Compensation policy.) You are also directed to report a "near miss" – an unsafe practice or condition that may lead to or might have led to injury – so that we can prevent an actual injury. A safe

workplace helps everybody- you, the Company, the client, and the public who comes onto your work site. You are the most valuable tool in helping us achieve a safe workplace – you are on the site daily and will know best those situations that may give rise to accident or injury. We encourage you to take an active and vital role in helping us achieve this goal.

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