

PROCEDURES

WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, Patriot Security EOC (the Company), may deduct money from my pay from time to time for reasons that fall into the following categories:

1. my share of the premiums for the Company's group medical/dental/vision plan; including if the Company is to make payments on behalf of myself to keep the health insurance plan in effect during FMLA leave, any money so paid will be regarded as an advance against future wages owed and will be repaid in installments deducted from future paychecks;
2. any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the Company;
3. installment payments on loans or wage advances given to me by the Company, and if there is a balance remaining when I leave the Company, the balance of such loans or advances;

4. if I receive an overpayment of wages for any reason, repayment to the Company of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the Company and I agree in writing to a series of smaller deductions in specified amounts);

5. the cost to the Company of personal long-distance calls I may make on Company phones or on Company accounts, of personal faxes sent by me using Company equipment or Company accounts, or of non-work related access to the Internet or other computer networks by me using Company equipment or Company accounts;

6. the cost of repairing or replacing any Company supplies, materials, equipment, uniforms, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Company during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);

7. the one time cost of Company uniform activation for \$25 (non-refundable), and of \$1.25 per week for repairs or replacement for any normal wear and tear of the uniforms. (Failure to return uniforms within seven days after termination will result in legal action.);

8. if I take paid vacation or sick leave (depending whether or not site posted has leave) in advance of the date I would normally be entitled to and I separate from the Company before accruing the time to cover such advance leave, the value of such leave will be taken from my final paycheck;

PATRIOT SECURITY EOC

Proudest *Employee Owned Company* In TEXAS!

if I fail to give fourteen (14) days of notice of voluntary termination to the Company, or in the event that my employment is terminated due to a violation of company policy, that I will be compensated at minimum wage for all days worked during that pay period according to Federal and State Labor Laws;

1. any money advanced for state licensing with the Texas Department of Public Safety Private Security Bureau or the Louisiana State Board of Private Security Examiners.

2. any money advanced for TWIC (Transportation Worker Identification Credential) if needed for specific sites;

I agree that the Company may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the Company has stated its intention to abide by all applicable federal and state wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate state and federal agencies.

EMPLOYEE SCHEDULE PROCEDURES

The Scheduling Department will make every attempt to have the employee schedules ready by 3:00 PM on Wednesday afternoon of each week. It is the Security Officer's responsibility to get his/her schedule.

Security officers must call the Patriot office no later than noon on Thursday to receive their schedule.

FAILURE TO CALL IN BY THURSDAY AT NOON WILL RESULT IN THE SECURITY OFFICER BEING REMOVED FROM THE SCHEDULE.

TIME SHEET PROCEDURES

Time sheets must be submitted online @ patriotemployees.com. All time sheets must be submitted by Friday at 9:00AM. Failure to do so will result in your paycheck being delayed.

CALL-OFF PROCEDURES

(Emergencies Only) Patriot Security Officers must call off 4 hours before assigned shift starts.

Step One:

Call the Patriot office. (409) 727-4944 or 1-800-756-8672.

After 5:00 pm and on weekends you will reach a Supervisor. Tell them what you need and they can help you.

Step Two:

If unable to reach a Supervisor, do not leave a message keep calling until you reach someone.

Failure to speak directly with a Patriot Supervisor will be considered a NO CALL/NO SHOW and will result in termination from Patriot Security EOC.

PLEASE REVIEW THE FOLLOWING

I am able and have reliable transportation to work in the area that I have applied to work in today and I will be able to continue to work in this area and have reliable transportation for the expected future while employed with Patriot Security EOC.

I agree to shave any facial hair and remain clean-shaven with the exception of a neatly trimmed mustache (to corners of mouth) while employed with Patriot Security EOC.

I agree to remove any facial piercing and keep them removed while I am employed with Patriot Security EOC. Men also agree to remove any and all earrings.

I agree to wear long sleeve uniform shirts year round if I have any tattoos on the lower part of my arms.

I agree to notify Patriot Security EOC if my home phone, cell phone, pager number, or address changes while I am employed with Patriot Security EOC. I also certify that the numbers I have listed are my own and correct numbers where I can be reached.

I understand that a no/call, no/show will result in immediate termination.

I understand that three written disciplinaries will result in immediate termination.

I understand any tardiness will result in an automatic written disciplinary.

I agree that I will follow there rules put in place by Patriot Security EOC. If at any time I do not follow any of these rules and regulations, I may be terminated.

I understand that if in my capacity as an employee of Patriot Security EOC, I have access to a telephone or cellular phone, I can only use this equipment with regard to post requirements. I will not make personal or

any other unauthorized phone or cell phone calls. If you do you could be terminated and these charges will be deducted from your next paycheck.

It is our policy to assure that our company maintains a workplace free of Sexual Harassment, Hostile Work Environment, & Intimidation. Sexual Harassment is a form of Race, Creed, Religion, Sex, Sexual Orientation, & Gender Identity discrimination prohibited by Title VII of the Civil Rights Act of 1964. It is defined by the Equal Employment Opportunity Commission as:

“ Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct enters into employment decisions and/or the conduct unreasonably interferes with an individual's work performance or create an intimidating, hostile, or offensive working environment.”

Patriot Security EOC does not tolerate the harassment of any employee by any other employee, supervisor, manager, or director for any reason. Harassment of a sexual nature is a violation of various states and federal laws which may subject the individual harasser to liability for any such unlawful conduct. Violators of this policy will subject to immediate disciplinary action up to and including termination.

Procedure: Employees who become aware of Sexual Harassment, Hostile Work Environment, & Intimidation of a Race, Creed, Religion, Sex, Sexual

Orientation, & Gender Identity or who believe that they have been subjected to such treatment should make a report in writing to a supervisor in the company office. Retaliation of any kind against employees who, in good faith, bring sexual harassment complaints or assist investigating complaints is prohibited.