



**AMRK SECURITY, INC.**

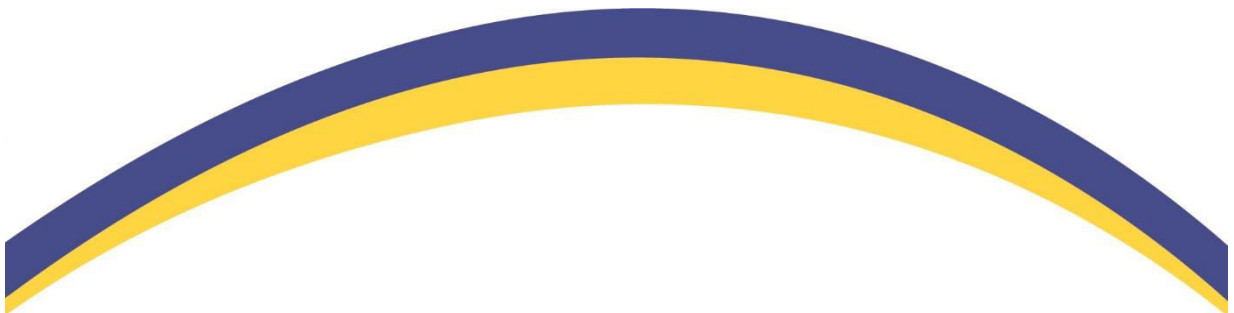
**Employee Handbook**

## **MISSION STATEMENT**

**AMRK Security, Inc. is dedicated to providing in-person uniformed guards for business protection. Our friendly presence, diligent observation and dedication to thorough documentation combine to solidify our motto “It Pays To Be Protected”.**

## **HISTORY**

**AMRK started in January 2020 with a group of managers with backgrounds in security and law enforcement. All bring their own strengths to further the company’s growth into the future. Combined with dedicated security officers, AMRK’s team will continue to serve business clients throughout Arkansas.**



**Kurt Kennedy, President**

**Native of northeast Arkansas, received a B.S. from the University of Central Arkansas and attended Fogleman College of Business at the University of Memphis. Professional background with 25 years in accounting and business management then expanding to law enforcement and security/tactical training industries in 2008. With his wife Leigh Ann has 2 children. Enjoys hunting, fishing and all things outdoors.**



**Sharon Anderson, V.P. of Operations**

**Native of northeast Arkansas with 30 years of professional background in the security industry including Branch Manager, V.P. of Operations, Training Administrator and CSSO Training Administrator. Enjoys working in the yard and time with family, friends and furry child, Marley.**



**Clyda Massey, Executive Manager**

**Native of southwest Arkansas, attended Hendrix College. Professional background in Human Resources, Accounting and Inventory. Came to security industry in 2014. Married to her husband Mark and combined they have 5 children and 7 grandchildren. Enjoys family, crafts, gardening and her goats, dogs, cats, rabbits and chickens.**



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## **Welcome**

**Welcome to AMRK Security, Inc. We look forward to your contribution to our security service team. We are truly a team and we all depend on each person to perform his or her duties as a representative of AMRK. We encourage your growth and commitment to serving our clients.**

**This handbook is not intended as an exhaustive compilation of company rules but rather provides information on policies currently in effect. These policies may be modified as part of our continuous effort to improve operations.**

**Job duties for each employee will be jobsite specific. Training and Post Orders will provide you with your job responsibilities.**

## **Employment at Will**

Employment at AMRK is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to create or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative—other than the President of the company—is authorized to modify this policy for any employee or to enter into any agreement that changes the at-will relationship. In such instance, the modification must be in writing and signed by the President of the company.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

## **Equal Employment Opportunity**

AMRK provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic protected under federal or state law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

AMRK expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the AMRK Management. AMRK will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the AMRK Management.

In addition, complaints of discrimination should be filed according to the procedures described in the harassment policy set forth herein.

## **Harassment**

Sexual and other unlawful harassment is a violation of federal and state law. Harassment based on race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic protected under federal or state law is prohibited.

It is AMRK's policy to provide a work environment free of sexual and other harassment. To that end, harassment of AMRK's employees by management, supervisors, co-workers, clients, a client's employees, or other non-employees, who are in the workplace, is absolutely prohibited. Further, any retaliation against an individual, who has complained about sexual or other harassment, or retaliation against individuals, who have cooperated in an investigation of a harassment complaint, is similarly unlawful and will not be tolerated. AMRK will take all steps necessary to prevent and eliminate unlawful harassment.

### ***Definition of Unlawful Harassment***

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, the following: epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic protected under federal or state law.

### ***Definition of Sexual Harassment***

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined, under both state and federal law, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.



While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, and/or comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into another's sexual experiences; and/or
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual, who has complained about sexual harassment, and retaliation against an individual, who has cooperated in an investigation of a sexual harassment complaint, is unlawful and will not be tolerated at AMRK.

### ***Complaint Procedure***

Any employee, who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. An employee may complain directly to his/her Post Sergeant or any other member of AMRK management with whom the employee feels comfortable bringing such a complaint. Similarly, if an employee observes acts of discrimination toward or harassment of another employee, then he/she is requested and encouraged to report this to one of the above-mentioned individuals.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the above-identified persons.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy, then AMRK will take immediate, appropriate corrective action, including discipline, up to and including immediate termination. However, false accusations are considered a serious offense and may result in disciplinary action, up to and including discharge.

## **Conflicts of Interest**

AMRK expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. AMRK recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with management for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest;
- Accepting gifts or entertainment from an outside organization or agency without prior permission from AMRK;
- Participating in civic or professional organization activities in a manner that divulges confidential company information;
- Misusing privileged information or revealing confidential data to outsiders;
- Using one's position in the company or knowledge of its affairs for personal gains; and/or
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

## **Confidential Information**

The protection of confidential business information and trade secrets is vital to the interests and success of AMRK. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business. Confidential information also includes information disclosed to or known by you regarding a client because of your posting with the client that is not generally known to people outside the client about its business.

An employee who improperly uses or discloses AMRK's or a client's trade secrets or confidential business information will be subject to disciplinary action (up to and including termination of employment) and legal action, even if he or she does not actually benefit from the disclosed information.

## **Workplace Searches**

It is AMRK's goal to maintain a safe and secure workplace. When issues of safety, security, and/or misconduct arise, you may be requested to cooperate with an investigation. The investigation may include visual searches of personal belongings or work areas. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

## **Employment Classifications**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, AMRK classifies its employees as shown below. AMRK may review or change employee classifications at any time.

- **Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.
- **Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status.
- **Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status.

## **Workweek and Hours of Work**

The standard workweek is from Monday at 12:00 a.m. until Sunday at 11:59 p.m. and generally consists of 40 work hours. Office hours are 9:00 a.m. to 5:00 p.m., Monday thru Friday. Individual work schedules may vary depending on the needs of each jobsite.

## **Time Records**

All non-exempt employees are required to complete accurate sign in/out sheets showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. These records will be sent to Human Resources monthly. Post Sergeants are responsible to send weekly operations schedules, which compile this information, to Operations and forward for payroll processing.

## **Overtime**

When required, due to the needs of the business or a particular client, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single

workweek. Nonexempt employees will be paid overtime compensation at the rate of 1.5 times their regular rate of pay for all hours over 40 actually worked in a single workweek. Holiday pay is at 1.5 times their regular rate of pay unless job contract increases this amount. Holidays paid at 1.5 scale are New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day.

## **Paychecks**

AMRK issues paychecks every Friday. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday unless otherwise designated by AMRK. Paychecks are directly deposited into your bank account, unless a paper check is requested.

## **Access to Personnel Files**

Employee files are maintained by the Executive Manager and are considered confidential. AMRK Management may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request, unless otherwise required under state law. Personnel files are to be reviewed in the office. Employee files may not be taken outside the office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **Employment of Relatives**

Relatives may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents.

Current employees who marry each other will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees, who marry or live together, do work in a direct supervisory relationship with each other, then the company will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then the employees will be permitted to determine which one of them will resign from the company.

## **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), an employee is asked to provide a written notice to his/her Post Sergeant at least 10 working days in advance of the last day of work. The 10 days must be actual working days.

Employees, who provide the requested amount of notice, will be considered to have resigned in good standing and generally will be eligible for rehire.

Should it become necessary, because of business conditions, to reduce the number of employees or work hours, this will be done at the discretion of the company.

## **Substance Abuse**

AMRK recognizes its responsibility to promote a healthy and productive work environment. Alcohol and drug abuse present a threat to AMRK's reputation and the morale and safety of AMRK's employees. AMRK is committed to providing quality services to its clients and ensuring a safe work environment for all employees.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs, medical marijuana, prescription medications, and/or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult with their physicians about the effect of any medications on their fitness for duty and ability to work safely. Employees must disclose any work restrictions to their Post Sergeants or AMRK Management.

Unlawful, unauthorized, or improper possession, distribution, manufacture, sale, or use of a controlled substance, or the misuse of any substance, prescription or non-prescription, while performing employment duties on behalf of AMRK is considered grounds for termination.

For purposes of this policy, controlled substances include all chemical substances or drugs listed in any controlled substances acts or regulations applicable under any federal, state, or local laws, and any other substance which impairs an employee's ability to perform his/her job. This list includes, but is not limited to, the following:

- Amphetamines;
- Methaqualone;
- Methadone;
- PCP/Phencyclidine;
- Barbiturates;
- Benzodiazepines;
- Propoxyphene;
- Cannabinoids;
- Cocaine;
- Opiates/Opioids; and/or
- Derivatives of any of the above.

Off the job illegal drug use or abuse which could threaten AMRK's reputation or integrity may result in disciplinary action, up to and including discharge.

In the interest of protecting the health and safety of clients and employees, employees suspected of reporting to work under the influence of alcohol or drugs, bringing alcohol, medical marijuana, or illegal drugs onto AMRK's property or any assigned jobsite, or consuming said substances while on duty will be required to undergo an investigation, which will include a substance abuse test. Failure to cooperate in the investigation will result in termination of employment.

Employees, who possess a valid medical marijuana card, may not possess, smoke, ingest, or otherwise engage in the use of medical marijuana while on AMRK's premises, at any assigned jobsite, or during the hours of employment. Furthermore, said employees may not be under the influence of marijuana while on AMRK's premises, at any assigned jobsite, or during the hours of employment. Violation of this policy is considered a terminable offense.

AMRK has designated certain positions as "safety sensitive." AMRK may exclude an employee from working in a "safety sensitive" position based upon AMRK's good faith belief that the employee is engaged in the current use of marijuana, even if the employee possesses a valid medical marijuana card.

### ***Required Testing***

#### **Pre-Employment**

All applicants selected for an offer of employment must undergo a post-job offer drug test. Such applicants will not be placed on the payroll until they satisfactorily complete the required post-job offer drug test. As a condition of continued employment, all employees must agree to submit to reasonable suspicion, post-accident and registration renewal drug/alcohol testing.

An applicant will be notified if he/she fails the pre-employment drug test and the employment process will immediately terminate, unless the applicant can substantiate the substance(s) triggering the positive result by producing a valid prescription or, in the case of a position not deemed "safety sensitive," a valid medical marijuana card.

#### **Post-Accident**

All employees are subject to drug/alcohol testing when they cause or contribute to a workplace incident involving the employee, a co-worker, a client, and/or a client's employee. In such circumstances, the investigation may require testing. Under no circumstances will the employee be allowed to drive himself/herself to the testing facility or home.

#### **Reasonable Suspicion**

When AMRK has reasonable suspicion and/or a good faith belief that an employee is under the influence of drugs and/or alcohol at work, AMRK may require the employee to submit to a reasonable suspicion drug/alcohol test. Testing may be in the form of urinalysis, hair follicle testing, blood alcohol testing, or some other testing method. While awaiting the reasonable suspicion drug test results, AMRK will place the

employee on suspension. An employee, who refuses or fails to submit to reasonable suspicion drug testing, may be disciplined up to, and including, termination of employment. AMRK's reasonable suspicion and/or good faith belief to support testing may be based upon one or more of the following:

- Observed conduct, behavior, or appearance;
- Information reported by a person believed to be reliable, including, without limitation, a report by a person who witnessed the employee use or in possession of drugs and/or alcohol;
- Written, electronic, or verbal statements from the employee or other persons;
- Lawful video surveillance;
- A record of government agencies, law enforcement agencies, or courts;
- Information from reputable reference sources in print or on the internet; and/or
- Other information reasonably believed to be reliable or accurate, which may include (but is not limited to):
  - Documented or observed impairment of job performance;
  - A pattern of abnormal conduct or erratic behavior;
  - Habitual absenteeism or tardiness;
  - Direct observation of drug abuse or possession;
  - Workplace incidents;
  - Physical symptoms indicative of drug or alcohol use (e.g., slurred speech, tremors, drowsiness, pupils dilated or constricted, irritability, hyperactive, general motor impairment, disoriented, and/or smell of alcohol on breath);
  - An employee's arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
  - Newly discovered evidence that the employee tampered with a previous drug test; and/or
  - Any other aberrant behavior which could reasonably be attributed to the use of drugs or alcohol.

### ***Maintenance of Records***

AMRK will maintain employee drug testing results in an employee medical file, which will be segregated from the general employee personnel files.

### ***Confidentiality of Test Results***

AMRK will ensure that employee drug testing results are kept confidential and will disclose said results only on a need-to-know basis. Laboratory results may be disclosed only to those individuals whose duties necessitate review of the test results. All verified positive test results will be forwarded to AMRK management. Such information will remain confidential.

### ***Inspections***

AMRK reserves the right to inspect all portions of its premises and jobsites for drugs, alcohol, or other contraband. All employees and visitors may be asked to cooperate in visual inspections of their work areas, and property that might conceal drugs,

alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

### ***Crimes Involving Drugs***

AMRK prohibits all employees from manufacturing, distributing, dispensing, possessing, or using illegal drugs and/or medical marijuana in or on AMRK's premises or at any assigned jobsite. AMRK employees are also prohibited from misusing legally prescribed or over-the-counter drugs. Law enforcement personnel will be notified when criminal activity is suspected.

AMRK does not desire to intrude into the private lives of its employees, but recognizes that an employee's off-the-job involvement with drugs and/or alcohol may have an impact on the workplace. Therefore, AMRK reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. Such discipline may include suspension pending the resolution of any drug-related criminal charges. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug or the misuse of a prescription or over-the-counter drug are required to report the conviction, plea, or sentence to AMRK management within five days, inclusive of providing supporting documentation. Failure to comply or the seriousness of the charges may result in discharge.

### **Smoke-Free Workplace**

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.



## **General Work Rules**

AMRK attempts to keep rules and regulations to a minimum. However, some rules are necessary to ensure company operations run smoothly for all employees. The following list contains examples of work offenses that could lead to disciplinary action, up to and including termination of employment:

1. Stealing or misusing a client's property, a co-worker's property, and/or AMRK's property;
2. Appearing for work under the influence of alcohol, illegal drugs, and/or non-prescribed medications;
3. Being in possession of alcohol, illegal drugs, and/or non-prescribed medications while on AMRK's premises or while performing company business off AMRK's premises at a client jobsite;
4. Committing immoral or indecent acts on AMRK's premises or while performing company business off AMRK's premises at a client jobsite;
5. Being insubordinate by refusing to do assigned work and/or refusing to follow a supervisor's and/or client's instructions/orders;
6. Falsifying time records, making false statements, and/or falsifying incident reports;
7. Willfully damaging or destroying AMRK's or a client's property (NOTE: Employees may be held financially responsible for any such damage.);
8. Failing to report a third-party theft or damage to AMRK's or a client's property;
9. Falsifying an employment application;
10. Leaving work without notifying Post Sergeant or AMRK Management;
11. Fighting, assaulting, or making threats of violence against anyone on AMRK's premises, while performing company business off AMRK's premises, or at a client jobsite;
12. Using harsh and/or profane language toward a supervisor, co-worker, client, a client's employee, or client's customer/guest;
13. Being habitually tardy, failing to complete jobs, or being excessively absent;
14. Sleeping on the job;
15. Engaging in sexual harassment or any other type of harassment; and
16. Causing disturbances among fellow employees or a client's employees, spreading rumors, failing to cooperate with others, and showing lack of respect for others.

## **Security Guard Work Rules & Limits of Authority**

In addition to the general work rules discussed in the previous section, the following work rules apply specifically to employees in security guard positions:

1. Never leave an assigned post during a shift or at the end of a shift without proper relief and/or the permission of your Post Sergeant or AMRK Management.
  - a. It is AMRK's responsibility to maintain security coverage for the client at all times. Therefore, it is a condition of employment for a security guard to remain at his/her post until relief arrives. A security guard will be paid (including overtime, when required) for having to remain at his/her post beyond the end of his/her scheduled shift.
  - b. Security guards must man stationary posts at all times, unless post orders require the guard to make rounds, perform security checks, or perform other similar activities. When required to leave a stationary post because of post orders, the security guard must promptly return to the post upon completing the task(s) required by the post orders.
  - c. A security guard going off shift must communicate any special instructions to the security guard relieving him/her.
  - d. A security guard must never relinquish his/her post, if his/her relief appears intoxicated or under the influence of alcohol or drugs. In such circumstances, the security guard must immediately notify his/her Post Sergeant or AMRK Management.
  - e. Upon completion of a shift and proper handoff to relieving security guard, the off-shift security guard must leave the jobsite.
2. Do not accept gifts or bribes in the course of employment.
  - a. A security guard may accept birthday or holiday gifts of nominal value, if such gifts are generally given to all other employees at the guard's post.
3. Do not accept additional fees for employment from the client or anyone else; all pay for hours worked will come through AMRK pursuant to AMRK's contract with the client.
4. Maintain strict confidence regarding confidential information, security incidents, or other company details related to a client and/or posting.
5. Always follow post assignments/orders.
6. Drive safely and at a slow speed when arriving or leaving a jobsite.
7. Do not drive or operate a client's motor vehicles unless specifically required to do so by post orders.
8. Always be courteous to the client, the client's employees, and the client's customers/guests, including the use of courtesy titles (e.g., Mr., Mrs., Ms., or Miss).
9. Do not allow friends, family members, or anyone else to visit you at a jobsite.
10. Refrain from making personal phone calls during your shift, except in emergency situations.
11. Keep your work area clean and neat at all times. No food or tobacco in AMRK motor vehicles.

12. Do not touch or use the client's or a client's employee's personal belongings without permission.
13. Promptly report any injuries, illnesses, security incidents, or other improper activity.
14. Do not bring any materials (e.g., magazines, books, homework, gaming devices, etc.) to work without prior permission; radios may be permitted, but only to monitor weather conditions.
15. Do not willfully permit violations of AMRK's or a particular post's orders/rules.
16. While on the jobsite, do not smoke in the guard house, patrol vehicle, golf cart, and/or anywhere else smoking is prohibited; only smoke in designated smoking areas.
17. Wear your uniform as set forth in the dress and grooming policy.

A security guard's authority is limited, as follows:

1. A private security guard has no more authority than a private citizen.
2. Your job is to detect, deter and report crime at your assigned jobsite, through your uniformed presence and attention to detail.
3. It is your responsibility to protect the client's personnel and property from injury, damage, or loss, by reporting any observed or reported hazardous conditions, safety violations, or suspicious activity.
4. The details of your responsibilities are specific to your post and will be fully set out in the post orders.
5. Your duties do not extend beyond the confines of the client's property.
6. Guidelines regarding detentions, and searches:
  - a. A detention occurs anytime you deprive a person of his freedom of movement.
  - b. You do not necessarily have to physically touch someone in order to detain them.
  - c. You may never pursue or attempt to pursue an individual, who is attempting to flee.
  - d. When conducting a visual search (if authorized by and performed in accordance with post orders), you may not touch anyone's personal belongings.
7. Guidelines regarding use of force:
  - a. Never become involved in a physical altercation, unless it is necessary to protect yourself and/or a client's employee from injury. First seek to withdraw yourself and others from a potentially violent situation and/or call the police.
  - b. To the extent you must use physical force, only use the amount of physical force necessary to repel the attacker and ensure physical safety.
  - c. Never use physical force to protect property or to stop a fleeing suspect. In such circumstances, contact the police and draft a detailed report.
8. Guidelines regarding use of weapons:
  - a. You may not carry any weapons other than those issued by AMRK.
  - b. You may not carry or use handguns, rifles, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that

- are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, tear gas, or other chemical agents.
- c. Though you may carry a flashlight, you may not use the flashlight to strike someone in the throat, face, or head area.

## **Workplace Violence Prevention**

AMRK is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace, at an assigned jobsite, or at a company-sponsored function.

All AMRK employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform his/her Post Sergeant or AMRK Management. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith.

Any employee initiating violence against the company, its employees, or its property will be prosecuted to the full extent of the law. Likewise, any individual engaging in violence against a client, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action, up to and including termination.

AMRK prohibits the possession of weapons while on duty, as stated in #8 preceding this section, (other than those issued by AMRK for on-the-job use) on AMRK or client's property at all times, unless otherwise permitted under state law. Any employee violating this policy is subject to discipline, up to and including dismissal for the first offense.

The company reserves the right to visually inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags and gym bags. In addition, AMRK may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all company property and other items that are in violation of company rules and policies.

## **Commitment to Safety**

Protecting the safety of our employees and clients is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

## **Attendance**

You are hired to perform an important function at AMRK Security. As with any team effort, it takes cooperation and commitment from everyone to operate effectively.

Therefore, your attendance and punctuality are very important. Absences cause added burdens for your fellow employees. Good attendance is something that is expected from all employees. You should be at your post by the start of each workday at the time designated by the work schedule. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action up to and including discharge

We do realize, however, that there are times when absences and tardiness cannot be avoided. This is why we have a no-fault system that allows you to accumulate some points before any disciplinary action will be taken against you. It is expected that everyone will accumulate some points under this system. It is only when points become excessive, and warnings are issued, that an employee needs to be concerned about his or her attendance practices.

Regardless of the reason for your absence, you are expected to properly notify your Post Sergeant, at least four (4) hours in advance of your scheduled work time. Leaving a message does not qualify as notifying your Post Sergeant. You must personally make the contact! Lack of a phone or absence from town is not an excuse for failing to notify your Post Sergeant of absence or tardiness. You should call every day that you are absent unless you are on an approved leave of absence. Unreported and unexcused absence will be considered a voluntary resignation of employment from AMRK Security. AMRK reserves the right to review extreme circumstances on a case-by-case basis.

Each employee's absenteeism and tardiness records are kept on file with the Human Resources Department. The absenteeism and tardiness records are kept on a point system basis. Depending upon the nature of the absence, a certain number of points are accumulated by an employee on his or her absence record. When an employee

reaches various point totals, certain warnings and disciplinary actions will be taken. An employee may receive a verbal warning, a written warning, a final written warning or may be discharged depending upon the number of points he or she accumulates.

The point system is based upon the progressive past 12 months. Any employee whom accumulates 12 or more points in a 12-month period under this system, will be discharged. Any points previous to the 12-month period will be removed from employee's attendance record for purposes of this policy.

If an employee accumulates only 3 points or less during any progressive 12-month period, he or she will receive a bonus of a \$50 gift card. Upon earning this bonus, the employee will begin a new 12-month period for purposes of earning another bonus.

**Point System:**

**No Points: If communicated at least four (4) hours before start of shift WITH Post Sergeant or AMRK Management**

1. Off work due to a Pre-Approved Excused Time Frame, Workers Comp leave or injury with medical verification that the employee is unable to work; FMLA leave with proper approved paperwork; jury duty, military leave, subpoenas, which all have appropriate provided paperwork; or lack of work, terms of AMRK policy and Emergency Federal Polices.
2. Off work due to adverse weather conditions resulting in the closing of schools and /or roads in this or surrounding counties by the local authorities.
3. Off work due to an accident in which you are involved coming to work and which you can verify through police records or other satisfactory evidence. Car trouble is not excused.
4. Off work due to medical appointments for self, spouse or dependents with required documentation from medical office.

**1 Point**

Arriving late or leaving early for up to 2 hours for any unexcused reason on a single scheduled work day WITH proper call-in/notification and required documentation.

Note: Double of points WITHOUT proper call-in and required documentation.

**3 Points**

Absence of more than 2 hours for any unexcused reason on a single scheduled work day WITH proper call-in and required documentation.

Note: Double of points WITHOUT proper call-in and required documentation.

**The accumulation of the following points will result in the following actions being taken by AMRK Security:**

**4 Points: Verbal Warning-accumulation has reached 4 points during 12-month period**

**8 Points: Written Warning-accumulation has reached 8 points during 12-month period**

**10 Points: Final Written Warning-accumulation has reached 10 point during 12-month period**

**12 Points: Employee Discharge**

Employees receiving corrective warnings under this policy are expected to improve their attendance and punctuality. Failure to improve and sustain improvements will result in further discipline, up to and including discharge. Excessive excused absences and tardiness will be under consideration of extenuating circumstances and possible corrective warnings..

### **Interaction with Leave Laws**

As stated under “No Points”, employees taking leave under FMLA, the Americans with Disabilities Act or other state or federal protected leave are expected to provide notice of absences in accordance with AMRK policy. Failure to provide notice, absent of extenuating circumstances, may result in disciplinary action as stated above.

## **Job Performance**

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Post Sergeant or AMRK Management, if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and AMRK Management about job performance and expectations for the coming year.

## **Outside Employment**

Employees are permitted to work a second job as long as it does not interfere with their job performance with AMRK. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

## **Dress and Grooming**

For those employees who work in the AMRK office, AMRK provides a casual yet professional work environment. Even though the dress code is casual, it is important to project a professional image to our clients, visitors, and co-workers.

All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

For security guards, the following dress code applies:

1. AMRK will provide the required shirt, pants, and hat.
  - a. These items must be properly cared for, kept in good repair, and neat at all times. Employees must follow the care instruction on the clothing when washing and iron the items to ensure a crisp appearance.
  - b. Items damaged in the line of duty will be exchanged as needed. However, abuse (e.g., cigarette burns) and/or improper care of uniforms necessitating replacement will be charged to the security guard.
2. Employees must provide their own clean black shoes, dark socks, black belt, and white undershirt, turtleneck, or thermal.
3. Facial hair should be neatly trimmed and hair longer than collar length should be pulled back.
4. Security guards may only wear their uniforms and badges when in transit to/from their work site and while on duty.

## **Social Media Acceptable Use**

AMRK understands that social media can be a fun and rewarding way for employees to share their lives and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, AMRK has established these guidelines for appropriate use of social media. This policy applies to all employees who work for AMRK.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating, posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, as well as any other form of electronic communication. Ultimately, the employee is solely responsible for what he/she posts online. Before creating online content, the employee should consider some of the risks and rewards that are involved. The employee should keep in mind that any of his/her conduct that adversely affects his/her job performance, the performance of fellow employees, or otherwise adversely affects clients or others, who work on behalf of AMRK or AMRK's legitimate business interests, may result in disciplinary action, up to and including termination.



Employees should carefully read this Employee Handbook and ensure their postings are consistent with these policies. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and will subject the employee to disciplinary action, up to and including termination.

Employees should always be fair and courteous to fellow employees, clients, and others, who work on behalf of AMRK. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by reporting their concerns directly to AMRK management than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, then he/she should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage co-workers, clients, or associates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

Employees must make sure they are always honest and accurate when posting information or news. If an employee makes a mistake, then he/she should correct it quickly. Employees should be open about any previous posts they have altered. Employees should remember that the Internet archives almost everything; therefore, even deleted postings can be searched. An employee should never post any information or rumors known to be false about AMRK, fellow employees, clients, and people working on behalf of AMRK or competitors.

Employees must maintain the confidentiality of AMRK's and its clients' trade secrets and confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees may not post internal reports, policies, procedures, or other internal business-related confidential communications. An employee may not create a link from his/her blog, website, or other social networking site to a AMRK website without identifying himself/herself as a AMRK employee.

Employees should express only their personal opinions. An employee should never represent him/herself as a spokesperson for AMRK. If AMRK is a subject of the content an employee is creating, then he/she should be clear and open about the fact that he/she is an employee and that his/her views do not represent those of AMRK, fellow employees, clients, or people working on behalf of AMRK. If an employee publishes a blog or post online related to the employee's work or subjects associated with AMRK, then the employee must make it clear that he/she is not speaking on behalf of AMRK. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of AMRK."

Employees should refrain from using social media while on work time and/or on any electronic equipment AMRK provides, unless it is work-related and authorized by the employee's Post Sergeant. An employee may not use his/her AMRK email address to register on social networks, blogs, or other online tools utilized for personal use.

AMRK prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in a work-related investigation. Any employee, who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation, will be subject to disciplinary action, up to and including termination.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act, to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment.

## **Governmental Postings**

All required governmental postings are posted in the AMRK office and on the AMRK Website: [www.amrksecurity.com](http://www.amrksecurity.com)

## **Computers, Internet, Email, and Other Resources**

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other company or client provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company or client provided computer, phone, portable electronic devices, or other communication tools. All communications made using provided equipment or services, including email and internet activity, are subject to inspection by the company or client. Employees should keep in mind that, even if they delete an email, voicemail or other communication, a copy may be archived on the company or client systems.

Employee use of company or client provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure, may contain viruses or malware, and could damage the company or client systems as well as the reputation and/or competitiveness of the company or client. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It also is against company

or client policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company or client computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use e-mail only to communicate with fellow employees, clients, or potential clients regarding company business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company or client provided communications systems, including e-mail and internet use, should conform to our company or client guidelines/policies, including but not limited to the equal opportunity, harassment, confidential information, and conflicts of interest policies.

Because e-mail, telephone and voice mail, and internet communication equipment are provided for company or client business purposes and are critical to the company or client success, your communications may be accessed without further notice by company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure and/or accidental transmission to third parties. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices, such as laptops, tablets, smartphones, and other data storage media (whether provided by the employer or the employee), when used for business related purposes. Lost or stolen portable electronic devices containing company or client information may cause breaches of security that result in the loss and/or disclosure of company or client confidential information. Employees should use appropriate password protections for such devices and physically secure them.

AMRK telephones and client telephones are for business purposes. While the company recognizes that some local personal calls are necessary, these should be kept as brief as possible and to a minimum. Employees may not make long distance calls without permission or unless necessary for performance of job duties. Abuse of these privileges is subject to corrective action up to and including termination.

The company or client reserves the right to monitor client calls to ensure employees abide by company or client quality guidelines and provide appropriate levels of customer service.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

## **Disciplinary Procedure**

AMRK expects employees to comply with the Company's standards of behavior and performance standards and to correct any noncompliance with these standards.

Under normal circumstances, the company endorses a policy of progressive discipline, in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the company's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

- Step 1: Verbal Warning
- Step 2: Written Warning
- Step 3: Final Written Warning
- Step 4: Termination

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, management should suspend the employee immediately and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

## **Vacation**

AMRK recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides unpaid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees are not eligible for vacation time.

Employees receive five (5) days of unpaid vacation time per calendar year. Employees may not take unpaid vacation until they have earned or accrued the vacation time. New employees accrue unpaid vacation at the start of employment but may not take any vacation until they have completed at least 6 months of employment.

Generally, employees should submit in writing vacation plans to their Post Sergeant or AMRK Management at least 2 weeks in advance of the requested vacation date.

Vacation may be scheduled in increments of 1 full work day up to a maximum of 5 full work days in a row. AMRK Management may deny a vacation request, if doing so would result in more than one (1) person being absent at a particular jobsite. To the extent there are multiple vacation requests for a particular date, priority will be given to the employee with the first request.

Vacation must be used in the year it is earned. Employees will not be permitted to carry-over accrued vacation to the following calendar year. Any unused vacation will be forfeited.

## **Family & Medical Leave**

For certain qualifying events, employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy sets forth information concerning FMLA entitlements, along with any obligations employees may have during such leaves. Questions concerning FMLA leave should be directed to the Executive Manager.

### ***Eligibility***

To be eligible for FMLA leave, an employee must: (1) have been employed by AMRK for at least 12 months; (2) worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a jobsite where AMRK has at least 50 employees within 75 miles. There may be other forms of leave available to an employee, who needs leave, but is not otherwise eligible for FMLA leave. Contact the Executive Manager for more information.

### ***Basic FMLA Leave Entitlement***

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- For any qualifying exigency arising out of the fact that a spouse, son, or daughter or parent is a military member on covered active duty or call to covered active duty status.

### ***Injured Service Member Leave***

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A “covered service member” means either (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or (2) a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

For a current service member, serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. This also includes injuries or illnesses that existed before the service member’s active duty and that were aggravated by service in the line of duty on active duty.

For a veteran, a serious injury or illness is an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran’s active duty and was aggravated by service in the line of duty on active duty, and that is either: (1) a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or (2) a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or (3) a physical or mental condition that substantially impairs the veteran’s ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or (4) an injury that is the basis for the veteran’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### ***Employee FMLA Leave Obligations***

#### **Provide Notice of the Need for Leave**

An employee must timely notify the Executive Manager of his or her need for FMLA leave. The following describes the content and timing of such employee notices.

### Contents of Employee Notice

The employee must inform the Executive Manager of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. The employee may do this by requesting FMLA leave specifically and explaining the reasons for such leave so as to allow the Executive Manager to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons for FMLA leave, the leave may be denied.

### Timing of Employee Notice

The employee must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, the employee must provide notice of the need for leave as soon as practicable. An employee who fails to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fails to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### Medical Certifications

It is the employee's responsibility to provide a timely, complete and sufficient medical certification demonstrating the need for leave. Whenever the Executive Manager requests that the employee provide an FMLA medical certification, the employee must provide the requested certification within 15 calendar days, unless it is not practicable to do so despite the employee's diligent, good faith efforts. AMRK will inform the employee if the submitted medical certification is incomplete or insufficient and provide the employee at least seven calendar days to cure the deficiency. AMRK will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

The Executive Manager (through individuals other than an employee's direct Post Sergeant) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications.

An employee returning to work from FMLA leave that was taken because of the employee's own serious health condition that made the employee unable to perform his or her job must provide a medical certification confirming the employee is able to return to work and to perform the essential functions of the employee's position. AMRK may delay and/or deny job restoration until the employee provides return to work/fitness for duty certifications.

### Certifications Supporting Need for Military Family Leave

Upon request, the first time an employee seeks leave due to qualifying exigencies arising out of the foreign deployment of the employee's spouse, son, daughter, or parent, who is on covered active duty or has been notified of an impending call or order to covered active duty, AMRK may require the employee to provide: (1) a copy of the military member's active duty orders and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which

leave is requested. If an employee seeks leave due to qualifying exigencies arising out of a subsequent foreign deployment of the same covered service member or the foreign deployment of a different covered service member, then AMRK may require the employee to recertify by providing a copy of the covered service member's active duty orders.

When an employee takes leave to care for a covered current service member with a serious injury or illness, AMRK may require the employee to provide a certification completed by an authorized health care provider of the service member or a copy of an Invitational Travel Order (ITO) or Invitation Travel Authorization (ITA) issued to any member of the covered service member's family. When an employee takes leave to care for a covered veteran with a serious injury or illness, AMRK may require the employee to provide a certification completed by an authorized health care provider or a copy of a VASRD rating determination or enrollment documentation from the VA Program of Comprehensive Assistance for Family Caregivers to certify that the veteran has a serious injury or illness. In addition, and in accordance with the FMLA regulations, AMRK may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

### ***Substitute Paid Leave for Unpaid FMLA Leave***

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

### ***Employment and Benefits Status***

In most circumstances, an employee returning from FMLA leave will be restored to the employee's original or an equivalent position with equivalent pay, benefits, and other employment terms. AMRK may find it necessary to deny reinstatement to certain highly compensated employees, but only if it is found necessary to avoid substantial and grievous economic injury to AMRK's operation.

An employee, who takes advantage of FMLA leave, will be eligible for any employment benefits that accrued prior to the start of the leave.

### ***No Work While on Leave***

An employee who takes another job while on FMLA leave or any other authorized leave of absence is subject to immediate termination, to the extent permitted by law.

### ***Other Rights and Obligations***

AMRK will not interfere with the exercise of any right provided under the Family and Medical Leave Act.

AMRK has posted in office and on website and will continue to display the poster entitled "Your rights under the Family and Medical Leave Act of 1993." For more information about our Family Leave Policy, please contact the Executive Manager.



## **Military Leave**

AMRK supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee, who needs time off for uniformed service, should immediately notify AMRK Management, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, then a family member should notify the Executive Manager as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

## **Bereavement Leave**

Employees with more than 3 months' service may take 1 day of unpaid bereavement leave to attend the funeral of an immediate family member. "Immediate family member" is defined as an employee's spouse, parent, stepparent, sibling, child, stepchild, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

The company will require verification (e.g., obituary and/or funeral program) of the need for the leave. AMRK Management will consider requests for additional time off on a case-by-case basis.

## **Workers' Compensation**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees, who are injured or who become ill because of employment.

AMRK pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important that he/she notify his/her Post Sergeant and AMRK Management immediately. The Post Sergeant will

complete an injury report with input from the employee and return the form to the Executive Manager. The Executive Manager will file the claim with the insurance company. In cases of medical emergencies, call 911 or report to the nearest emergency room.