



VENDTECH-SGI, LLC
*UNCOMPROMISED PROTECTION
WITH INTEGRITY*

EMPLOYEE HANDBOOK

February 2012

WELCOME

First of all, we would like to take this opportunity to welcome you to VendTech-SGI (VT-SGI).

This Employee Handbook has been developed so that you will have a full understanding of the Company's policies, the benefits that we will provide to you, as well as what we will expect of you as a Team member and as an employee.

The key to success for any business is a professional, well-trained, enthusiastic work force that provides superior service to the customer. Our motto, "Professional Security with Integrity" can only be met by recruiting & developing a team that works well together. Accordingly, we select our team members carefully, train them well, and compensate them in a manner that we believe is fair and equitable. You have been hired because we believe that you have the professional qualifications, the personality traits, and the potential to be a productive member of our team and help the VT-SGI Team attain the goals we have set to ensure the continued success of our organization.

Again, welcome to the VT-SGI Team. We want to personally extend our best wishes to you and, together, we will work to achieve our goals.

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Patricia DeL. Marvil, President
Curtis Whitten, Vice President

COMPANY HISTORY

VT-SGI is a Joint Venture (JV) between VendTech Enterprise (VTE) and Securiguard, Inc. (SGI), with SGI as the managing partner of the JV. This Company is dedicated to providing high quality security services with licensed and bonded, armed and unarmed security officers, and private investigators to government agencies and private industry nationwide as well as overseas.

In the years since their founding, both VTE and SGI have independently registered consistent growth and have achieved recognition as an extremely reliable and professional security services firms. An important factor in the success and growth of each company are the Companies' proven ability to provide highly qualified and experienced personnel for its clients. The highly skilled security force consists of former federal law enforcement and security officers, former military personnel, as well as others with the dedication & desire to be professional security officers. The combined experience of each company will be the foundation of the JV.

DISCLAIMER

The information contained in this manual is applicable to all VT-SGI, personnel. This Employee Handbook is intended to provide basic facts about company policies and the benefits provided to the employees of VT-SGI, (Hereinafter referred to as VT-SGI or the "Company").

Nothing in this manual is intended to create a contract between VT-SGI and its employees, or to limit VT-SGI's right to terminate the employment relationship at will. The policies and benefits set forth in this manual can be changed or eliminated at VT-SGI's sole discretion, without notice, at any time, and for any reason. No supervisor, manager, or other representative of the Company, other than the President, has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments contrary to the terms of this manual.

Exceptions to the policies contained herein may be made, based upon individual circumstances, by the President of VT-SGI. Any questions regarding the policies & information contained in this manual should be addressed to the Human Resources Department.

This Handbook supersedes all previous editions and all prior management memos to the extent they contradict a subject or policy covered herein.

TABLE OF CONTENTS

GENERAL POLICIES

Code of Ethics	2
Code of Conduct	2
Business Ethics Awareness and Compliance Program	3
Internal Control System	3
Equal Employment Opportunity	5
Workplace Harassment	6
Substance Abuse	6
Types of Contracts	7
Employee Categories	7
Conflicts of Interest	7
Release of Company/Personal Information	8
Non-Disclosure	8
Safety	9
Injuries	9
Fraternization	9
Hot Line Policy	10

PERSONNEL POLICIES

Employment at Will	11
Introductory Period	11
Outside Employment	11
Criminal History, Convictions, and Arrests	12
Physical Examination	12
Personnel Records	12
Transfers/Temporary Assignments	12

OPERATIONAL POLICIES

Duty Schedules	13
Overtime Policy	13
Call Off/Relief	13
Phone and Mail Systems	13
Tobacco Use	14
Equipment Misuse	14
Training	14
Free Training Policy	14
Permits, Licenses, and Certifications	15
Security Clearances	15
Fragrance Free Workplace	15
Uniforms	16
Uniform Standards	16
Non-Uniform Dress Policy	20
Identification Card	21
Company Vehicles	21
Use of Personal Vehicle for Company Business	22
Special Instructions in the Use of Deadly Force	22

PAYROLL POLICIES

Pay Day/Pay Checks	23
Lost Pay Checks	23
Direct Deposit	23
Wages	23
W-2s	24
Garnishments	24
Payroll Questions	24

BENEFITS

Holidays	25
Vacations	25
Group Insurance Benefits	25
VT-SGI 401(k) Program	26
Family and Medical Leave	26
Jury Duty	29
Military Duty	29
Bereavement Leave	29
Performance Awards Program.....	30
Employee Referral Program.....	30

DISCIPLINARY POLICIES

Grievance Procedures	31
Employee Separation.....	31
Leave of Absence	32
Causes for Dismissal or Disciplinary Action.....	32

HANDBOOK ACKNOWLEDGEMENT FORM

GENERAL POLICIES

A sound employee-employer relationship is essential to efficient operations and the success of VT-SGI. Each employee is a representative of the Company and, as such, will conduct business with the utmost professionalism. Each employee is expected to adhere to strict professional standards of honesty and ethical behavior and to provide efficient and courteous service to all customers both internal and external. Each employee is responsible for performing their assigned duties to the best of their ability and in the best manner possible corresponding to the requirements of the position and in accordance with the VT-SGI Code of Business Ethics and Conduct.

CODE OF ETHICS

In addition, each employee will adhere to the tenets of the following **Code of Ethics**:

- Shall perform professional duties in accordance with the law and highest moral principles.
- Shall observe the precepts of truthfulness, honesty, and integrity.
- Shall not hold financial interests that conflict with the conscientious performance of duties.
- Shall put forth honest effort in the performance of duties.
- Shall not engage in financial transactions using company/customer information or allow the improper use of such information to further any private interests.
- Shall not engage in any outside employment of activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.
- Shall protect and conserve company and customer property and shall not use it for other than authorized activities.
- Shall disclose all waste, fraud, abuse, and
- Corruption to corporate officers.
- Shall satisfy in good faith their obligations as citizens, including all financial obligations.
- Shall endeavor to avoid any actions creating the appearance that they are violating the law or company ethical standards.
- Shall maintain the confidentiality of VT-SGI or client information.
- Shall not falsify any employment or other Company record.
- Shall not violate VT-SGI's anti-discrimination, anti-harassment, and anti-retaliation policy.
- Shall not report to work under the influence of drugs or alcohol, nor engage in the illegal manufacture, possession, use, sale, distribution, or transportation of drugs.
- Shall not bring or use alcoholic beverages on the Company or client property or use alcoholic beverages while engaged in Company business off at any location.

CODE OF CONDUCT

In addition, each employee will adhere to the tenets of the following **Code of Conduct**:

- Maintain high ethical standards, which reflect favorably upon VT-SGI.
- Maintain high standards of conduct and work performance, which enhance the mission and image of VT-SGI and the client.
- Maintain a neat, clean, professional appearance concerning personal hygiene, hair styling, uniforms, and equipment.
- Be punctual and dependable and report to the job at the prescribed time.
- Provide a full day's work for a full day's pay.
- Use the chain of command, show respect to supervisors appointed over you and obey the lawful orders of supervisors.
- Treat all customers and co-workers with respect and courtesy.
- Use only the amount of force necessary to control a situation.
- Observe the spirit as well as the intent of the established policies and procedures.
- Suggest ways to improve the efficiency of the operation and communicate any potentially hazardous conditions to your immediate supervisor.
- Notify the supervisor immediately upon observing the misconduct of another officer.
- Use equipment and resources for their intended purpose and not personal use.

Further, VT-SGI, as a company, will:

- Exercise due diligence to prevent and detect criminal conduct; and
- Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.
- Timely disclose, in writing, to the agency Office of the Inspector General (OIG) (with a copy to the Contracting Officer) whenever, in connection with the award, performance, or closeout of this contract or any subcontract there under, VT-SGI has credible evidence that a principal, employee, agent, or subcontractor of the Company has committed—
 - A violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code; or
 - A violation of the civil False Claims Act.

- Notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract if the violation relates to an order against a Government wide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies.

BUSINESS ETHICS AWARENESS AND COMPLIANCE PROGRAM

VT-SGI's Business Ethics Awareness and Compliance Program includes all reasonable steps to communicate periodically and in a practical manner the Company's standards and procedures and other aspects of the Company's business ethics awareness and compliance program and internal control system. This program also applies to all VT-SGI subcontracts that have a value in excess of \$5,000,000.00 and a performance period of more than 120 days.

These steps include such initiatives as conducting effective training programs, disseminating information at Guard Mounts, weekly staff meetings, etc. appropriate to an individual's respective roles and responsibilities.

The training conducted under this program is provided to the Company's principals and employees, and as appropriate, the Contractor's agents and subcontractors by SGI's own certified, licensed, and approved training institution, the Institute of Criminal Justice and Security. Mr. David Marvil, SGI's former President, established the Institute. The Institute is certified, licensed and approved with federal, state, and local governments. Our training programs are continuous with a recurring schedule in order to meet new recruit initial assignment training, fulfill re-certification training requirements and provide client requested customized training.

INTERNAL CONTROL SYSTEM

VT-SGI's internal control system establishes standards and procedures that facilitate the timely discovery of improper conduct in connection with Government contracts as well as ensure corrective measures are promptly instituted and carried out.

In order to ensure the effectiveness of the business ethics awareness and compliance program and internal control system, the assignment of responsibility at a sufficiently high level and the devotion of appropriate and adequate resources are required. Accordingly, the VT-SGI Director of Contract Administration is assigned the overall staff cognizance for the program and system.

VT-SGI's internal control system includes periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the Company's code of business

ethics and conduct and the special requirements of Government contracting. These include:

- A variety of monitoring and auditing that is designed to detect criminal conduct such as:
 - The VT-SGI Quality Control Inspection Program, through which we continuously "Inspect What We Expect." VT-SGI strives to ensure that: the security service we provide is of the highest quality in the industry. Employee involvement in the quality control system begins during their initial basic training. Our 360 Degree Quality Control Inspection Program normally includes an inspection process, corrective action, and follow-up action. However, VT-SGI adds two additional elements to quality control: 1) data analysis, which allows VT-SGI to assist the Project Manager in determining any trends, which might identify a systemic problem and 2) a system of performance awards to recognize exceptional performance.
 - VT-SGI approaches Total Quality Management and the need to manage and provide maximum accountability of personnel, resources, and contract expenditures through our **unique** Contracts Deliverables Management Program (CDMP). The CDMP is **not** part of VT-SGI's "standing" Quality Control Program discussed above, but the CDMP is an umbrella program that sits over and above and **reinforces** VT-SGI's standard Quality Control Program in that it will examine each section of every the contract. Each calendar quarter culminates in a forum to discuss performance, cost saving possibilities, and possible performance improvements. The CDMP is a **voluntary, self-auditing, and self-disclosure** program that VT-SGI has instituted on all of our contracts.
 - VT-SGI is always in full cooperation with all Government agencies responsible for audits. In fact, VT-SGI undergoes a series of audits each year that provide periodic evaluation and assessment of, among other things, our code of business ethics and awareness. These include annual and formal Financial Statement audits, Retirement Program and 401k audits, Worker's Compensation Policy audits, General Liability Insurance audits, and an annual Department of Labor Office of Federal Contract Compliance Programs (OFCCP) audit. The results of all of these audits are reported directly to the VT-SGI CEO.
 - VT-SGI employs a Hotline Program as an internal reporting mechanism which allows for anonymity or confidentiality, by which employees may report suspected instances of improper conduct, and

instructions that encourage employees to make such reports.

- Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct are included in the "Discipline" section of this handbook.
- All of the above programs, both individually and collectively, will result in the timely disclosure to the agency OIG and/or Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by VT-SGI or a subcontract there under, VT-SGI has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C. or a violation of the civil False Claims Act.

EQUAL EMPLOYMENT OPPORTUNITY

VT-SGI is an equal opportunity employer. We do not discriminate against any applicant or employee on the basis of marital status, veteran status, race, color, religion, sex, national origin, age, physical or mental disability, citizenship status, pregnancy, childbirth, military status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), or sexual orientation in accordance with applicable federal, state and local laws. In addition, VT-SGI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities.

This policy of non-discrimination extends to all terms, conditions, and privileges of employment and to all employment actions, as well as company sponsored activities, including but not limited to hiring, discharge, promotions, training, and compensation. The Company's commitment to non-discrimination in employment is strong. All employees, including managers and supervisors, are expected to conduct themselves in accordance with this policy.

Acts of discrimination by supervisors and employees will not be tolerated and will be the subject of disciplinary action up to and including immediate dismissal. If you believe that you have been treated in a way inconsistent with the Company's policy of equal opportunity, you are encouraged to bring the matter to the attention of your supervisor or the next level of management so that appropriate action may be taken. No retaliation will occur for the reporting of any such actions.

Management provides and supports the Grievance Procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are responsible to bring any questions, issues or complaints to the attention of management.

WORKPLACE HARASSMENT

VT-SGI is committed to providing a work place free from harassment including, but not limited, to sexual, racial, age, national origin, disability, religion, ethnicity, and other classes protected by the VT-SGI Equal Employment Opportunity policy. Each employee has the right to expect a professional work place; therefore, respect and sensitivity for our co-workers is expected of and demanded from each employee. VT-SGI has a policy of "Zero Tolerance" for any behavior that creates an intimidating, hostile, or offensive work environment for any of its employees. Employees are required to acknowledge this policy in writing and a copy is placed in the personnel file.

What may be acceptable to one person may not be acceptable to another. Therefore, unwelcome comments, pursuit or touching, use of profanity, obscene, rude or suggestive remarks or jokes, emails, Internet pages, inappropriate posters, stickers and/or materials are examples of harassment. Employees are cautioned not to discuss non-work related matters that may be perceived as offensive to others. This would include religion, politics, race relations, personal/intimate dialogue, etc.

Any individual who believes he/she has been subjected to harassment is strongly encouraged to report the incident immediately to any Supervisor, Manager or Human Resources at (703) 821-6777. Management provides and supports a Dispute Resolution Procedure for receiving and resolving complaints alleging discriminatory practices in employment relations, including harassment. All complaints will be handled as discreetly as possible, but absolute confidentiality cannot be guaranteed. VT-SGI's investigation of any complaint of harassment may require limited disclosure of pertinent information to certain parties, including the alleged harasser. All complaints of harassment will be investigated promptly and in an impartial manner. If an employee is not satisfied with the handling of a complaint or the action taken by the manager, then the employee should bring the complaint to the next higher level of authority. In all cases, the employee will be advised of the findings and conclusions.

No retaliatory action will be taken against any employee who reports that he/she has been the subject of harassment, witness harassment or who participates in an investigation. The organization will not tolerate retaliation by managers and employees against any employee reporting incidents of harassment or for participating in an investigation of a harassment claim. There will be serious disciplinary consequences for the offender where harassment or retaliation is confirmed, up to and including termination.

SUBSTANCE ABUSE

VT-SGI supports the Drug Free Workplace Act of 1988 and recognizes substance abuse as a potential health, safety, and

security problem. Because our employees are responsible for ensuring the safety and well-being of the worksites at which they are employed, our guiding philosophy requires that VT-SGI provide a clear policy on drug and alcohol abuse and maintain a workplace free of drug and alcohol abuse. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on Company premises, the client's premises, or while conducting company business at all locations, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

VT-SGI recognizes drug and alcohol dependency as a major health problem. Any employee who must use prescribed drugs during work must report this fact to their supervisor along with acceptable medical documentation. A determination will then be made as to whether the effects of the drug will have a detrimental effect on the performance of the employee or the safety of others.

Employees are expected and required to report to work on time in an appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, healthy, safe, and secure work environment.

In accordance with applicable law, VT-SGI reserves the right to require an employee to submit to a drug and/or alcohol test by a person or agency designated by VT-SGI. VT-SGI may include drug testing as part of the pre-employment physical examination, subsequent examinations, pre-duty when an employee is transferred from to a position where VT-SGI deems testing appropriate, periodically, at random without notice, post-accident or near-miss, upon reasonable suspicion, upon return-to-duty, as a follow-up after completion of rehabilitation, when dictated by contractual requirements or in accordance with Company policy, and at such other times as VT-SGI deems appropriate in its sole discretion.

Such testing can include, but is not necessarily limited to blood, urine, breath, hair, or other tests, permitted by applicable law, for evidence of the presence of drugs or alcohol. VT-SGI also reserves the right to search or inspect employees, packages, vehicles, lockers, handbags, work areas, desks, and any other property located on VT-SGI premises or client work sites, and similar items and locations. Entry on Company or client premises or work sites constitutes consent to searches or inspections.

As a condition of employment, employees must abide by the terms of the above policy and report any conviction under a criminal drug statute. A report of a conviction must be made known to the Company immediately after the conviction. The Drug-Free Workplace Act of 1988 mandates this requirement.

TYPES OF CONTRACTS

VT-SGI bids on both commercial and government contracts in the United States as well as overseas.

Employees hired to work on government contracts usually fall under the Service Contract Act, which covers non-exempt service employees. This Act dictates how wages and benefits are calculated, paid, and provided to the employees. These rules and regulations are incorporated into company policies and procedures.

Employees hired to work on commercial contracts are subject to Company policies and contractual requirements, which have been determined at the time of contract award.

EMPLOYEE CATEGORIES

VT-SGI employees are categorized as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA). Exempt employees, who include professional, administrative, executive or managerial positions that meet certain criteria, are not entitled to the overtime provisions of the Act.

Non-exempt employees are covered by the FLSA and must be paid an overtime premium for all hours worked over 40 per week.

CONFLICTS OF INTEREST

Employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative, as a result of the Company's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit VT-SGI, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require prior approval in writing.

If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she discloses to his/her supervisor, as soon as possible, the existence of any actual or potential conflict of interest, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this VT-SGI does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

The materials, products, designs, plans, ideas, and data of the Company are the property of VT-SGI, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including discharge and legal action.

RELEASE OF COMPANY/PERSONAL INFORMATION

The success of any company is dependent upon maintaining company private information within the bounds of "need to know". Company information is not to be released to outsiders, or to fellow employees or other members of management. Inquiries should be referred to the proper department:

- Accounting/billing/payroll matters to the Accounting Department
- Employment Verifications requests, Workers Compensation Claims and Unemployment Claims to the Human Resources Department
- Marketing questions and/or marketing leads to the Strategic Planning Department.
- All other inquires to the Operations Department

NON-DISCLOSURE

The protection of confidential business information and trade secrets from actual or potential competitors is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples:

- Any and all client information
- Any and all personnel information
- Compensation data (including salary, wage, and benefits information)
- Financial information
- Labor relations strategies or other information
- Marketing strategies or other marketing information
- New materials research
- Operating procedures
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Scientific data, formulae or prototypes
- Technological data, prototypes
- Training programs

Because of the highly competitive nature of our business, it is important that every employee take every reasonable precaution to protect the personal and intellectual property of VT-SGI. Such precautions include, but are not limited to, marking all documents which are proprietary in nature with the appropriate language

and/or intellectual property symbol; securing all computers and work products at the end of each workday; protecting Internet connections, emails, and other electronic communications from hacking, unauthorized access or distribution of data, or other breaches of VT-SGI nondisclosure policies; exercising the appropriate care regarding to whom and the manner in which information is shared with or distributed from actual or potential competitors to people outside the Company; and locking all doors or otherwise limiting access to premises or property.

Any employee who discloses trade secrets or confidential business information will be subject to disciplinary action (including possible discharge) and legal action, even if he/she does not actually benefit from the disclosed information.

SAFETY

Safety is the responsibility of each VT-SGI employee. Employees are expected to cooperate in all safety and health procedures and required to make proper use of all personal protective equipment and devices provided. Additional safety training will be provided as needed. Failure to comply with posted safety rules or use of safety devices is considered willful misconduct and may result in disciplinary action.

Further, each employee is encouraged to remain alert to prevent accidents. If an unsafe or unhealthy work situation or potential hazard to employees, client personnel, or the public is identified, a report of the condition must be made immediately to the supervisor or Site Manager.

INJURIES

If you incur an on-the-job injury or illness, even if you consider it only minor, you must immediately notify your immediate supervisor or Site Manager. If it is not life threatening, after reporting the injury to the supervisor, the employee may proceed to the nearest medical facility for attention, upon being relieved of duty. In the event of a serious injury, the supervisor will arrange transportation to the nearest emergency facility. Most government medical facilities will accept life-threatening cases.

Employees must provide all the necessary information to the supervisor. All information should be forwarded to Human Resources immediately or as soon as possible in order for the "Employer's First Report of Injury" form to be completed regardless of the serious or non-serious nature of the injury.

Employees should not pay for medical services provided due to an on-the-job injury or illness. VT-SGI's main office address should be provided for billing purposes. Our workers compensation insurance representative will process medical bills, plus time loss payments.

For all medical conditions that may limit work related activities, a doctor signed medical release which states "Released to Full Duty" must be received and approved by Human Resources

before the employee may return to duty.

Employees must immediately notify their Project Manager or site supervisor if their medical condition changes.

FRATERNIZATION

Any relationship or activity with the client, site staff, coworkers or supervisors that may be perceived as inappropriately friendly, contravening the security officer's role, or affecting performance of duties will not be tolerated and may result in disciplinary action up to and including termination.

HOT LINEPOLICY

Each and every VT-SGI, INC. employee is charged with the responsibility of knowing that the Company policy requires mandatory disclosure of all fraud, waste and abuse by reading the Employee Handbook.

Examples of Hot Line Issues – Hot line issues that should be reported are generally those non-routine issues of urgent concern requiring prompt response and not necessarily within the scope of an employee's regular responsibilities, such as:

- Incidents of fraud, waste, or abuse involving company personnel.
- Any illegal activities.
- Issues in which the allegor desires to remain anonymous.
- Issues that have been raised with management, but apparently not addressed.

Examples of Issues Not Appropriate for the Hot-Line – Issues that should not be reported are generally those issues which may receive appropriate attention if reported through the chain-of-command, such as:

- Minor violations of contract procedures.
- Disapproval of an employee request.
- Substandard performance appraisal.
- Issues that have not been raised with management and, therefore, have not been addressed yet.

THE VT-SGI HOT-LINE

NUMBER IS: 877-664-0383

PERSONNEL POLICIES

EMPLOYMENT AT WILL

All employees at VT-SGI are employed "at will". This means that both the employee and the Company are free to terminate the employment relationship at any time. No supervisor or other representative of the Company has the authority to alter this relationship, and you should never interpret any such person's statement as a guarantee of continued employment.

Subject to the terms of any applicable collective bargaining agreement, the policies and procedures contained in this Handbook apply to bargaining unit members except to the extent they conflict with the express terms of any applicable collective bargaining agreement. Where such a conflict occurs; the terms of the collective bargaining agreement shall prevail.

INTRODUCTORY PERIOD

All new and rehired employees work on an introductory basis for the first 120 calendar days after their date of hire.

Promoted, demoted, or transferred employees must complete an introductory period of the same length with every reassignment to a new position involving significantly greater or new job responsibilities. The introductory period may be extended at the discretion of the employee's supervisor, and Human Resources, if additional time is desired to evaluate performance.

An employee should use the introductory period after being hired or rehired, promoted, demoted, or transferred within the Company to determine whether the new position meets his or her expectations. VT-SGI uses this period to preliminarily evaluate employee capabilities, attitude, work habits, etc.

If a newly hired employee satisfactorily completes the introductory period, he/she will be "promoted" to the appropriate "regular" employment status. If an employee is deemed not to have satisfactorily completed the introductory period, he/she will be discharged.

In the case of promotions or transfers within, any employee, who in the sole judgment of management is not successful in the new position, can be removed from that job during the introductory period. The employee may apply for a return to his/her former job or other available job for which the employee is qualified. Successful completion of the introductory period does not affect the status of an employee as "at-will," and the employment relationship may be terminated at any time.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with this Company and do not

conflict with duties for VT-SGI. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards, and will be subject to VT-SGI's scheduling demands, regardless of any existing outside work requirements.

If outside work interferes with his/her performance or ability to meet the requirements of the Company, as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with VT-SGI.

Outside employment that, in the opinion of VT-SGI, constitutes a conflict of interest is strictly prohibited. Employees may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs for VT-SGI.

CRIMINAL HISTORY, CONVICTIONS AND ARRESTS

Security officers are given positions of great trust and must maintain the highest standards of behavior and conduct. Any employee who is convicted of a felony or violent misdemeanor will be terminated. All other criminal convictions, or arrests, with or without conviction, must be reported immediately to the Project Manager and forwarded to Human Resources along with supporting documentation for review. Failure to report arrests or convictions will result in disciplinary action, up to and including discharge. The strictest confidentiality will be maintained throughout the review process.

PHYSICAL EXAMINATION

Any employee who is absent for medical reasons or is involved in an accident or illness must provide proof of medical fitness to Human Resources through the Project Manager before being returned to duty. A physician's signed statement certifying fitness to return to full duty is required. This form must be received and verified by Human Resources before the employee is placed on the schedule.

VT-SGI administers all policies relating to physical examinations and fitness for duty in accordance with the requirements of the Americans with Disabilities Act (ADA), the Rehabilitation Act, the Family and Medical Leave Act, and other applicable federal, state, and local laws. Any employee requesting consideration of accommodation should identify themselves to Human Resources.

PERSONNEL RECORDS

It is the responsibility of each employee to provide current information to keep the file up-to-date at all times, i.e. change of

address, marital status, name change, training, medical, etc.

Personnel files are the property of VT-SGI, and access to the information they contain is restricted. Generally, only officials who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review material in his or her file, but only in the company's offices and in the presence of the individual appointed by VT-SGI to maintain the file.

TRANSFERS/TEMPORARY ASSIGNMENTS

Officers are hired to work on specific contracts, and lateral

transfers are discouraged. However, a request for a transfer may be considered in the discretion of VT-SGI. The hourly rate and benefits will be changed to comply with that of the new site's wages and benefits and benefits.

Occasionally the Company is tasked with temporary additional duty assignments. All officers are expected to cooperate in filling these additional tasks. The officer's hourly pay rate and fringe benefits will be adjusted to those authorized for the temporary work location. Hours worked on additional duty assignments will be cumulative toward overtime in accordance with applicable regulations.

OPERATIONAL POLICIES

DUTY SCHEDULES

Full time employees are required to be available for a flexible duty schedule. Changes in security requirements and manpower may dictate modifications in duty schedules. All efforts will be made to work with the employee's personal availability. However, the security of the site takes precedence over all other considerations.

OVERTIME POLICY

In accordance with the Fair Labor Standards Act and the Service Contract Act and any other applicable federal, state, and local laws, time and one-half the hourly rate will be paid for all hours worked by non-exempt employees in excess of forty (40) hours per workweek. The Site Manager must approve overtime in advance.

Exempt personnel are not entitled to overtime compensation.

CALL OFF AND RELIEF

Any call-off by the employee should be placed to the appropriate supervisor not later than four (4) hours prior to the scheduled shift. The employee calling off must speak directly to the appropriate shift supervisor; it is not sufficient to leave a message, or for someone other than the employee to call. The supervisor will decide if the call-off is excused or unexcused.

Officers should remain on duty until properly relieved. If the relief officer does not arrive within 15 minutes of the scheduled start time, the supervisor should be contacted for further instructions.

PHONE AND MAIL POLICY

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Confirm information received from the caller and hang up only after the caller has done so.

The time spent making unauthorized use of client property is considered non-productive time. Personal use of client telephones, VT-SGI cell phones, or personal cell phones while on duty for outgoing or incoming calls, including local calls, is strictly prohibited without express authorization from a supervisor, and only under circumstances involving an emergency. Any additional telephone charges will also be deducted from the individual's pay.

The possession or use of personal pager, ipod, cell phones,

iphones, personal entertainment devices, laptops, pc tablets, etc. while on duty is prohibited. Electronic devices are not authorized to be in an employee's possession while at work with the exception of supervisors, who are issued a work cell phone. However, employees may utilize their cell phones while on break but not within sight of the public, when authorized by management. Personal cell phones may be secured in assigned lockers or in your vehicles, but they are not permitted to be kept on your person during work hours. Any personal calls, which must be made, should be made during the employee's break.

The mail and email systems are reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. The email, telephone, and internal communication systems are owned and operated by VT-SGI or its clients and are to be used only for the business of the Company. Employees should have no expectation of privacy of any correspondence, messages, voicemail, email, or information in the systems.

VT-SGI reserves the right to access and disclose any messages sent using the Company's communications systems without notice.

Offensive or improper messages or opinions, transmission of sexually explicit images, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others are also prohibited on VT-SGI's e-mail, voicemail, or other communication systems.

Employees are prohibited from attempting to gain access to another employee's e-mail, voicemail, or other accounts or messages.

Violation of VT-SGI policies governing its communications systems or client systems may result in disciplinary action, up to and including termination, as well as imposition of charges whenever an employee's violation of policies results in expenses being incurred.

TOBACCO USE

To provide a safe and healthy work environment, tobacco use is prohibited throughout the workplace, except in designated areas. For those employees who work at sites which permit smoking on the premises, employees will confine their smoking to non-work periods and locations where smoking is permitted. In all circumstances, officers will avoid tobacco use in the view of the public.

EQUIPMENT MISUSE

Use of client or company provided equipment or property for other than official business will not be tolerated, and will result in disciplinary action, which may include termination.

The officer will be held liable for repairs required because of any misuse or abuse, which results in damage. This includes unauthorized attempts at maintenance or repair. Damage through negligent use will also be the responsibility of the employee.

TRAINING

All officers are required to participate in a training course to prepare them for general and specific client assignments, which may include:

- Basic Orientation
- Communications and Reports
- Techniques of Patrol
- Use and Handling of Firearms
- First Aid/CPR
- Fire Prevention and Control
- Public/Client Relations
- Safety

In addition to the above, certain assignments may require more specific training in the use of firearms, specialized weapons, batons, and other contract specific training.

FREE TRAINING POLICY

VT-SGI, Inc. recognizes that training provides a solid foundation for superior job performance. VT-SGI, Inc. is willing to invest in current or potential employees by providing the training at no cost to you in order to meet contractual requirements.

Training is a significant cost in any security contract. When VT-SGI agrees to train a person to meet contract requirements; it is making a monetary investment in that individual. This decision is made with the expectation that the individual will be employed by VT-SGI for a sufficient period of time to make the investment worthwhile.

Any individual who accepts training paid for by VT-SGI, in preparation for an assignment, agrees to accept the position if offered, and continue to work in that position for a minimum of six months, and agree to reimburse the Company for training expenses, including by withholding of any wages due, if they do not fulfill their commitments.

Any person who refuses an offer of employment will not be

credited for course completion until they reimburse VT-SGI for the cost of the training received. VT-SGI employees who resign or are terminated for cause within six months after completing a training class will have the cost of the training deducted from their pay.

PERMITS, LICENSES, AND CERTIFICATIONS

Based upon the jurisdiction the employee is working in, certain permits, licenses or certifications may be required by state or local laws. Meeting and maintaining these requirements is the responsibility of the security officer. Human Resources will process requests for these items and will notify the employee of any additional requirements to process the documents and requests.

Employees in certain assignments must hold specified permits, licenses, certifications, etc. as a qualification for employment. Some examples are: Maryland Handgun Permits, Maryland Clearance Cards, GSA Certifications and Cards, and Virginia Security Officer Armed or Unarmed Registrations. Any such qualifications which involve processing fees will necessitate the employee paying the fee, or requesting a payroll deduction.

SECURITY CLEARANCES

VT-SGI officers may be required to obtain and retain appropriate security clearances as a condition of employment. These candidates must provide the Company with written authorization to submit to the U. S. Government agency (DSS), a request to conduct an investigation of their background and must receive a security clearance within a reasonable time period after submission of the necessary documentation. An officer who commits any offense that could jeopardize the ability to retain a security clearance may be subject to immediate dismissal.

FRAGRANCE-FREE WORKPLACE

Recognizing that employees and visitors may have sensitivity and/or allergic reactions to various fragrant products, effective immediately, VT-SGI is a fragrance-free workplace.

Personal fragrant products (fragrances, colognes, aftershave, lotions, powders and other similar products) **that are perceptible to others** are not to be worn by employees. Other fragrant products (air fresheners, scented candles, potpourri and other similar items) are also not permitted in the workplace. This policy excludes personal hygiene products such as deodorant or antiperspirant, but one should be mindful of strongly scented products.

Any employee with a concern about scents or odors is to contact his or her manager or the Human Resource Department.

UNIFORMS

Company uniforms are issued at no charge to company personnel by VT-SGI Supply. The uniform, with its various insignia and devices, is designed to identify VT-SGI personnel, their rank, authority, and the responsibility imposed by VT-SGI upon those who wear it. Employees should only wear the uniform to and from work and while on duty and is not to be combined with personal attire while in transit to or from work.

Employees should take personal pride in his/her appearance and in maintaining their uniforms in a neat and clean condition at all times so that the most professional appearance is presented to the public. Only VT-SGI approved uniforms and equipment are to be worn while on duty and may **not** be substituted with other personal clothing, insignia, or accessories.

Replacements for uniforms or accessories will be issued after an approved order has been received by Supply. The unserviceable uniform must be turned in prior to the replacement being issued. Any part of the uniform turned in for exchange because it is worn out due to usage, the wrong size, or due to termination of employment, must be clean, pressed, and undamaged.

The employee must pay for any loss or damage, other than that caused by normal use. Carelessness and misuse of the uniform is not considered normal use. Any cost for laundering or dry cleaning of a dirty uniform or for missing equipment will be deducted from the officer's paycheck. An administrative processing fee will be charged for any deductions from paychecks for replacement or laundering of uniforms.

UNIFORM STANDARDS

VT-SGI employees will dress in a manner that will promote their personal safety and project a professional/conservative appearance. The following standards of dress and grooming are established to provide direction for employees in order to maintain a high degree of professionalism during the performance of duty.

In order to promote uniformity in appearance and standards for uniform maintenance, VT-SGI authorizes two basic types of uniforms: the "Hard Uniform" (police style) and the "Soft Uniform" (blazer style). All uniforms will be worn clean and neatly pressed and worn only in performance of duty and to and from work. The corporation and the client must approve any exceptions to the following appearance and grooming standards

1. HARD UNIFORM – POLICE STYLE

The Hard Uniform will consist of the following apparel:

- a) Shirts: Shirts will be white and either short or long

sleeved and worn with a plain black tie during winter season and without a tie during summer season.

- i) Short-sleeved crew neck t-shirts will be worn under the uniform shirt. They will be white in color, devoid of decoration, and in good repair.

- ii) Personal undergarments must be worn in a fashion as not to show through the t-shirt or uniform

- b) Pants: Pants will be black with red stripe. Pants will be neatly hemmed to touch the top of the instep in front and approximately one-half inch above the heel in the rear.

2. SOFT UNIFORM – BLAZER STYLE

The Soft Uniform will be consist of the following apparel:

- a) Shirt: A white dress uniform shirt will be worn with gray or black pants, as dictated by the contract. The white shirt will be short or long sleeves and will be worn with a striped tie during winter season and without a tie during summer season.

- b) Pants: The uniform pants will be gray or black in color with two pockets.

- c) Blazer: The blazer style jacket, navy blue in color, will be worn. A badge will be worn above the left breast pocket.

3. GENERAL UNIFORM ISSUE

- a) Footwear

- i) Footwear will be low-quarter, ankle height, or high top leather.

- ii) All footwear will have black leather uppers/soles, with leather, rubber or comfort soles. All footwear will be shined to a high gloss and in good repair at all times.

- iii) Athletic shoes are not permitted. (e.g. leather top coaching shoes, running shoes, cross-trainers, slip-ons or designs, buckles, straps, etc.)

- iv) Officers will wear black socks or black hose when low-quarter shoes are worn.

- b) Coat: The coat will be parka style, black in color. A badge will be worn above the left breast pocket. Jackets will be zipped or buttoned at least halfway. Jackets should not be closed so high as to prevent proper lay of the collar.

- c) Belt: Belts will be black classic nylon or leather with front buckle style. All nylon and leather goods must be cleaned and shined.
- d) Headgear: When required, headgear will be the department issue, black police style hat or baseball cap with the VT-SGI patch on the front.
- e) Insignia:
 - i) Rank insignia will be worn on both sides of the shirt collar tip ½ inch from front for Security Supervisors and special designation Security Officers, (Corporal, Sergeant, Lieutenant, Captain, etc.).
 - ii) The company shoulder patch will be worn centered on the left arm sleeve, 1 inch below the shoulder seam on shirts, jackets, and coats. On the blazer, the patch will be worn centered on the left breast pocket, with the top edge of the patch one inch below the top edge of the pocket.
 - iii) The DC Guard or DC SPO patches will be worn centered on both arm sleeves, 1½ inch below the shoulder seam on shirts, jackets, and coats.
 - iv) The metal badge will be worn centered above the left breast shirt pocket.
 - v) The picture identification card will be visible at all times and will be attached to the left breast shirt pocket or on the left collar point of the coat/jacket.
 - vi) Required security licenses/certifications will be visible at all times and will be attached to the left breast shirt pocket or on the left collar point of the coat/jacket.
 - vii) The employee nametag will be worn centered on the right breast pocket flap. The nametag color and name specification will be directed by the contract.
 - viii) The whistle bar with hook will be worn centered ½ inch below the right breast pocket seam. The whistle will be hung on the hook with slot facing outward.
 - ix) Additional accessories such as glove pouches, flashlight case, cuff case, and PR-24 carrier will be department issue only.
 - x) No other pins, medals, or ornaments will be worn on the uniform unless dictated by the contract.

- f) Badges
 - i) Issuance of Badges: Company badges will be issued in accordance with jurisdictional regulations.
 - ii) Security of Badges: Any employee issued a department badge will be responsible for the security of the badge. In the event a badge is lost, the employee will immediately report the loss to their supervisor in writing.
 - iii) Proper Display of Badges: Badges for on-duty officers will be worn on the outer garment and openly displayed while on duty.
- g) Incident Weather
 - i) Rain gear will be poncho-type black in color, for personnel who are required to work outdoors.
 - ii) Black scarves may be worn under the hat during winter months when temperatures and/or wind chill factors dictate.
 - iii) Black leather gloves are authorized for all security personnel.
- h) Modified Uniform - Maternity: Pregnant officers may exchange uniforms for larger sizes as needed. VT-SGI and the client must approve any modification to the issued uniform for pregnant officers. If approval is granted, modification may include hemming in a straight line along the shirttail; the shirt may then be worn outside the pants. Officers may wear a plain pair of matching maternity slacks of the same color as uniform pants, purchased at the officer's own expense. Check contract policy via the Project Manager.

4. GROOMING STANDARDS

Officers will keep their persons clean and sanitary and shall appear properly barbered on duty. Grooming standards are as follows:

- a) Hair/Facial
 - i) The face will be kept clean-shaven, except for a mustache. Mustaches will not extend beyond the corner of the mouth or the upper lip line on the ends. Handlebar mustaches are not authorized.
 - ii) In cases where individuals cannot shave due to medical reasons and the contract

authorizes beards, a certified medical representative must obtain a shaving waiver. Beards must be trimmed as close as possible, not to exceed more than ¼ inch in length. Medical waivers will be placed in the employees file and kept on the employee when working. The PM and Compliance Officials will conduct reviews for compliance. Goatees or custom cuts are not authorized.

iii) Hair for male officers will be clean, neatly trimmed, moderately tapered and reflect a military like appearance. It will not touch the shirt collar or the ears. Sideburns will not extend below the bottom of the earlobe and will be neatly trimmed. Wigs, hairpieces, and alternative styles are not permitted. Extreme hairstyles are not permitted. Samples include, but are not limited to, Mohawks, twisted, braided or cornrow styles, shaved sides, one-length styles, etc. Hair color will be conservative in nature.

iv) Hair for females will be clean and neatly coiffed, not be worn below the bottom edge of the shirt collar. Hair that extends past the shirt collar will not be worn loose and must be secured above the bottom edge of the collar and must not extend beyond the eyebrow line and shall not exceed more than one inch from the crown of the head. Sideburns will not extend below the bottom of the earlobe and will be neatly trimmed. Hairstyles shall not interfere with the normal wearing of standard headgear. Extreme hairstyles are not permitted. Samples include, but are not limited to, Mohawks, cornrow styles, shaved sides, etc. Wigs or detachable hairpieces are not permitted. Weaved (loose or braided styles) will be permitted as long as they are not distinguishable from the natural hair and can be maintained as indicated above. Hair color will be conservative in nature. Only neutral colored hair accessories will be allowed, no barrettes, bright ponytail holders, large hair clips, etc.

b) Jewelry

i) Male officers are not authorized to wear any form of earring while on duty. Female officers may wear simple stud type earrings.

ii) Necklaces and chains should not be worn. However, if required for medical purpose the necklace must be concealed while on duty.

iii) Other authorized jewelry may consist of a watch and one ring per hand on the ring finger. Any ring of a size or height which interferes with the performance of duties will not be permitted.

iv) No other visible jewelry is permitted, i.e., tongue or nose rings, multiple sets of earrings, bracelets, etc.

c) Eyewear: Only conservative prescription eyeglasses may be worn with the uniform. Sunglasses (mirrored or opaque) or eyeglasses that are faddish in style or color are prohibited.

d) Fingernails: will be clean and kept to a reasonable length, not to exceed 1/8 inch from the tip from the finger, so as not to impair job performance. Nail polish may be worn if is neutral. No designs, bright colors or decals will be allowed.

e) Body Art/Tattoos: It is the Company's preference that Body art/tattoos should not be visible while wearing the prescribed uniform. For those that have tattoos, they must not be offensive in nature or content. Any visible body art/tattoos that are considered to be offensive must be covered while in uniform.

NON-UNIFORM DRESS POLICY

Employees contribute to the professional environment and reputation of VT-SGI in the way they present themselves. A professional appearance is essential to a favorable impression with customers. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

Extremes in clothing styles (i.e. colors, patterns or fabrics), accessories, fragrances or hair will not be permitted. Some basic essentials of appropriate dress include conservative, well-fit, neat, clean clothing and the wearing of socks or stockings. The following list is a guideline of what attire is appropriate and inappropriate.

APPROPRIATE:

- Dresses/skirts (length cannot be more than 3 inches above the knee)
- Suits/pant suits/ties

- Blouses/shirts
- Blazers or vests
- Pants in business suitable fabrics
- Khaki or "Dockers" style pants
- Any type of business shoe (heels, flats, etc.)
- Simple and minimal jewelry (one ring per ring finger, small earrings, watch, etc.)
- Conservative makeup and nail polish

INAPPROPRIATE:

- Denim or denim like material (including dresses, shirts, pants, skirts, etc.)
- Casual/sport T-shirts or sweatshirt (including logo merchandise)
- Casual or walking shorts/skorts
- Stirrup pants and leggings
- Polo style or flannel shirts
- Tank tops, halter-tops, bras, sport bras, etc. (must be fully covered by clothing) sheer/short/crop tops (skin must not show)
- Casual/thong type sandals, athletic or canvas shoes, casual boots, clogs, flip flops, etc.
- Excessive jewelry – multiple earrings, rings on each finger, numerous necklaces, bracelets, etc.
- Make-up – loud/bright colors on face or nails

Managers have the discretion to determine appropriateness in appearance. An employee unsure of what is appropriate should check with the manager or supervisor, before donning the item(s) in question. Employees who do not meet a professional standard will be counseled, sent home without pay to change and report back to work in the appropriate dress.

VT-SGI reserves the right to amend this policy at any time.

IDENTIFICATION CARD

All employees are issued a VT-SGI identification card, unless directed otherwise by the contract, which is used to show proof of employment and for identification at the job site. All employees must carry this I.D. card at all times when working/standing post. Any loss of an I.D. card must be reported immediately to the Project Manager. When authorized by the contract, the ID card or site issued ID will be worn on the left shirt or jacket pocket

COMPANY VEHICLES

Company vehicles are the responsibility of the site/project manager where the vehicle is assigned, as well as the employee assigned to drive the vehicle. This responsibility includes maintaining the vehicle in a neat and clean manner at all times and serviced per manufacturer's recommendations and in

accordance with VT-SGI's Vehicle Maintenance Policy.

Only the supervisor on duty is authorized to sign for gas and oil. It is the employee's responsibility to inspect the vehicle for any deficiencies before he or she accepts the vehicle for use. Do not eat, drink or use any tobacco products in the vehicle.

Vehicles are for company business only and only approved VT-SGI employees are allowed to operate or utilize them. No other passengers are authorized at any time. A valid state driver's license and a driving record, free of serious traffic violations are mandatory. Employees who violate these policies will be subject to disciplinary measures up to and including dismissal.

DRIVING RECORD: Each employee hired into a position that requires operating a vehicle on behalf of the Company must possess an acceptable driving record as a condition of employment. The employee must provide a copy of a state driving record obtained from the Department of Motor Vehicles, dated no earlier than 30 days prior to employment.

The Department of Motor Vehicles (DMV) Driving Record will be requested and given to the Project Manager every 6 months. If the DMV requires payment for the driving record, the employee should obtain a receipt and request reimbursement through the project manager.

Project Managers will do a hands-on inspection of each driver's license quarterly to ensure a valid driver's license is available. Failure to produce a valid driver's license or a favorable DMV record will result in removal of the employee from a driving position. An officer whose driver's license is revoked may be subject to immediate dismissal, as will any employee who gives false information about his/her driving record.

USE OF PERSONAL VEHICLE FOR COMPANY BUSINESS

Employees are expected to drive a company car for work related purposes. Employees must have preapproval to use their personal vehicle for VT-SGI business. The employee should keep track of the mileage driven for business and submit a request for reimbursement to the supervisor. Reimbursement will be at the standard rate in accordance with the Federal Joint Travel Regulations.

The employee's personal insurance policy will apply while driving a personal vehicle for Company business. In the event of an accident, VT-SGI will pay the employee's auto policy's deductible if it is deemed the accident is through no fault of the employee. The supervisor may request proof of insurance coverage prior to authorizing personal vehicle usage.

Any personal injury while using a personal vehicle for authorized Company business will be covered under State Workers' Compensation Insurance.

SPECIAL INSTRUCTIONS ON THE USE OF DEADLY FORCE

All VT-SGI officers must complete required training and demonstrate full understanding of the rules of engagement and proficiency in handling weapons before commencing an assignment to any post that requires the officer to be armed. The instructions in this Handbook are not a substitute for the required training, but only summarize the major points covered in the training.

The use of physical force is limited to SELF-DEFENSE or DEFENSE of ANOTHER PERSON. It is important to know that there are two levels of force. Any force that does not normally cause serious injury or death is non-lethal force.

A force that a reasonable person would consider likely to cause death or serious bodily harm is deadly force. Deadly force is justifiable only under conditions of extreme necessity, when ALL LESSER MEANS HAVE FAILED OR CANNOT BE REASONABLY USED.

You must use the MINIMUM amount of FORCE necessary in performance of duty. The minimum force necessary may include the assistance of a second officer, physical restraint techniques, or the baton, if used properly -- all of which normally result in less than deadly force.

For our purposes, you are NOT to use DEADLY FORCE; you are NOT TO DRAW YOUR WEAPON unless:

- 1. It is necessary to SAVE YOUR LIFE;**
- 2. It is necessary to SAVE ANOTHER PERSON'S LIFE.**

If you draw your weapon, do not fire:

- 1. To give a warning;**
- 2. When the lives of bystanders are endangered by the discharge of the weapon;**
- 3. from or at a moving vehicle.**

In addition to these situations where use of deadly force may be justified, you must:

- 1. Within reason, give an order to halt before you fire;**
- 2. When feasible, aim shots to disable rather than to kill.**

REMEMBER: ONLY EXTREME CIRCUMSTANCES JUSTIFY DRAWING YOUR WEAPON AND TAKING A LIFE!!

PAYROLL POLICIES

PAY DAY / PAY CHECKS

VT-SGI is on a bi-weekly payroll schedule. The workweek begins at 0001 Sunday and ends at 2400 on Saturday. The employee will be informed of his/her initial work shift at the time of hire. However, the Project Manager has the authority to reschedule work shifts to meet contractual obligations and maintain required coverage at the project site.

Paychecks and direct deposit vouchers will be delivered to the work site every two weeks. If an individual is absent or not scheduled to work on pay day the employee must notify the supervisor whether the check is to be picked up at the site. Unless otherwise directed, all unclaimed paychecks will be returned to Human Resources. A paycheck will not be released to a spouse or other individual unless authorized in writing and signed by the employee. Photo ID will be required in addition to the signed document.

All questions about pay should be referred to your Project Manager or senior representative for resolution. If necessary, the Project Manager or senior representative will contact the Payroll Manager.

LOST PAYCHECKS

If the employee loses a paycheck, it should be reported immediately to the Project Manager who will notify the Company Payroll Manager. A stop payment will be issued and a replacement check will be issued after the 24-hour stop payment waiting period. Bank charges for the stop payment will be deducted from the replacement check. Lost checks, which have been endorsed, will be the responsibility of the employee.

DIRECT DEPOSIT

All employees have the option of participating in direct deposit. Direct deposit allows the employee's pay to be deposited directly into an account specified by the employee. VT-SGI is not responsible for the time each banking institution posts deposits to accounts. If an employee closes or changes his/her account, they should provide a new Direct Deposit form to the Payroll Department (via the Project Manager). If the employee does not provide the new information before the payroll files are processed, they may be required to wait until the funds are returned to VT-SGI before a replacement check can be issued. This could take five or more business days.

VT-SGI reserves the right to implement a mandatory Direct Deposit program at any point in the future.

WAGES

Contracts specify the hourly rate for security officer positions and other contract personnel.

Wages are paid in the amount determined appropriate for the position/duties being performed.

W-2s

W-2s will be issued after the end of each calendar year and no later than January 31st. They will be mailed to the address on record as of December 15th. Address changes must be provided in writing to the Human Resources Department. Duplicate copies of W-2s will not be issued until March 15 at a cost to the requesting individual.

GARNISHMENTS

The Company expects each employee to pay legally contracted debts. Any debt complaints brought to the attention of the Company will be referred to the employee for settlement. If an employee fails to pay a debt, it may result in a court ordered garnishment, with which VT-SGI must comply.

A garnishment action results in additional work for our payroll department and an administrative fee will be deducted for this service. Garnishments reflect adversely on the employee in several ways including their national security clearance status.

PAYROLL QUESTIONS

All payroll questions and requests (including those regarding direct deposit, lost checks, copies of pay stubs, etc.) should be directed to your Project Manager. If your Project Manager is unable to answer your question, he or she will contact the Payroll Manager to resolve your issue.

BENEFITS

VT-SGI provides certain benefits as dictated by federal and/or state laws, which include:

- 1) Workers' Compensation insurance for on-the-job injury or illness
- 2) Social Security and Medicare contribution
- 3) State unemployment compensation insurance.

The following benefits are provided to security officers and may vary per contract. Employees should refer to their Wage Determination, or contact Human Resources for contract specifics.

HOLIDAYS

Holidays and holiday pay are determined for each individual contract. Full-time and part-time employees may receive pro-rata holiday pay based on the number of hours worked in the previous week in which the holiday falls. Some contracts may not provide a holiday benefit or only provide a benefit if the employee works on the holiday. Any employee not working during the week of the holiday will not be entitled to holiday pay. In addition, the employee must work their last scheduled workday before and first scheduled day after to be entitled.

VACATIONS

Contract employees are normally eligible for vacation benefits upon the completion of twelve months of consecutive service with the Company. Full time and part-time employees receive pro-rated vacation benefits based on the number of hours paid during the previous twelve months. Some contracts may not provide a vacation benefit.

When vacation hours are credited to an employee's leave account, this action is called "vesting". Vacation is vested each year on the employee's anniversary date. The anniversary date is defined as the original date of hire on the contract whether by VT-SGI or a preceding contractor. The amount of vacation earned is dictated by the respective contract. No amount of service for less than 12 months will be used to calculate vacation benefits.

Vacation may be taken in eight (8) hour, or weekly increments. Employees should request vacation leave in writing at least one month in advance of the desired dates. The supervisor will make every effort to approve the requested dates, however,

disapproval may be due to contractual obligations and lack of adequate personnel for coverage during the requested dates. Vacation will be paid based on the hours entered on the weekly timesheet. The Company will allow project employees to be paid-off for vacation hours in lieu of taking the leave.

Employees must use or be paid for all eligible vacation hours during the next twelve months after vesting. Employees may not carry-over unused vacation hours into the next vesting year unless mandated in the contract. Project Managers must assure all vacation hours are used, or paid off, prior to the employee's next anniversary date.

GROUP INSURANCE BENEFITS

VT-SGI is sensitive to the welfare of its employees and their families; therefore, a medical/dental/life insurance plan is provided to most employees. Enrollment in this plan is mandatory. Exceptions are made only when the contract specifies a different plan.

The cost of providing insurance for employees is bid into each contract and is at no cost to the employee. Details of these insurance plans are set forth in plan documents, which are summarized in the brochures provided at time of enrollment.

If an employee is enrolled in a company plan at the time of termination, the federal COBRA act entitles that person and all eligible covered dependents an opportunity to continue medical insurance coverage at group rates. Details of this continued coverage are explained in the information provided following termination or other qualifying event.

VT-SGI 401(K) PROGRAM

VT-SGI employees are eligible to participate in the 401k plan immediately upon being hired. Employees may defer a percentage of their wages into the 401k plan by completing the required application online or requesting an enrollment kit.

Employees are encouraged to plan for their retirement and participate in the Company 401K. See your Project Manager to request an enrollment kit and coordinate an appointment with Human Resources' Benefits Administrator if you have questions.

VT-SGI is not responsible for any losses that may occur through the investment strategy of the employee.

THE FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state, and local government employees, and some federal employees. FMLA entitles eligible employees to take 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Certain states also may regulate by separate statute or regulation leave and related provisions for employees of state, county, and other governmental agencies.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must have worked for the Company for 12 months with a minimum of 1250 hours worked prior to the request.

LEAVE ENTITLEMENT

VT-SGI will grant an eligible employee FMLA for one or more of the following reasons:

- the birth and care of a newborn child of the employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- or to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or

period of incapacity relating to the same condition, that also includes:

- treatment two or more times by or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment; or
2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
 3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
 4. **A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or**
 5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health care provider" means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any health care provider recognized by the employer or the employer's group health plan benefits manager.

INTERMITTENT AND REDUCED SCHEDULE LEAVE

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. Leave taken because of the birth or adoption of a child or the placement of a child with you for foster care may not be taken intermittently or on a reduced leave schedule.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned

medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

FMLA NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If 30-day advance notice is not possible, you must at least give notice as soon as practicable. Where the need for leave is not foreseeable, you are expected to notify VT-SGI within 2 business days of learning of your need for leave, except in extraordinary circumstances. Failure to provide such notice may be grounds for delay of leave. You may request a Leave Request Form from your manager or Human Resources.

Employees are also required to provide a completed Certificate of Medical Provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member and periodic reports during FMLA leave regarding the employee's status and intent to return to work. You may obtain a Certificate of Medical Provider from your manager or Human Resources. Failure to provide required medical certification in a timely manner may result in denial of leave until it is submitted. VT-SGI, at its expense, may require an examination by a second health care provider designated by VT-SGI, if it doubts the validity of the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, VT-SGI, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. VT-SGI may require subsequent medical recertification on a reasonable basis.

During your FMLA, you must contact your manager or Human Resources each month regarding the status of the condition and your intention to return to work.

FMLA BENEFITS

FMLA is unpaid. All paid leave entitlement will be run concurrently with the start of a FMLA absence.

During any leave taken under FMLA, VT-SGI will maintain health coverage on the same conditions as coverage would have been provided if the covered employee had been continuously employed during the entire leave period.

In order to continue optional benefits, you must remit your monthly premium payment to the Benefits Department on the 1st of each month. Your optional health coverage will cease at midnight on the last day of the month in which the last payment was received if your premium payment is not received on this date.

If you elect not to return to work at the end of the leave period, you may be required to reimburse VT-SGI for the cost of the employee premiums paid by VT-SGI for providing coverage during your leave, unless you cannot return to work due to a serious health condition or other circumstances beyond your control.

RETURNING FROM LEAVE

Prior to returning from FMLA, employees that were out due to medical reasons must provide a Certificate of Medical Examination to determine fitness for duty. Employees will be restored to the same or equivalent job upon return to work.

Key employees (Corporate Staff personnel, Project Managers, and senior site representatives) are not guaranteed restoration upon completion of a FMLA absence due to the criticality of their positions and the necessity to replace them during their absence with a permanent employee.

You must return to work by the FMLA end date with the required medical documentation releasing you to work without medical limitations or your employment may be terminated.

FURTHER INFORMATION

Any questions pertaining to the FMLA should be addressed to Human Resources. Human Resources will serve as the approving authority for these absences.

JURY DUTY

VT-SGI recognizes the need for responsible citizens to serve on jury duty when called upon to do so. An employee that has been selected to serve on jury duty must notify their supervisor immediately so job coverage can be arranged.

An employee summoned to court but not used on the jury, must report immediately to his supervisor so he/she may be returned to schedule.

MILITARY DUTY

VT-SGI complies with all federal and states laws securing the job rights and benefits of those who serve in the military, reserves, and National Guard. Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

Employees must notify their supervisors as soon as they are aware of the military obligation. Questions regarding the company's military leave policy, applicable state and federal laws and continuation of benefits should contact Human Resources.

Employees called to active military duty without notice should designate a family member to contact VT-SGI of the departure and an anticipated date of return. As soon as notified or upon return, the employee must submit official documentation for the absence.

Employees returning from active duty are eligible for employment under the provisions of the Veterans Reemployment Rights Act.

The subject of personal leave is deliberately excluded from this policy statement and there is no intent to imply that active duty personnel will routinely be given leaves of absence for personal leave. It is recommended that personal leave be scheduled in conjunction with vacation time earned from VT-SGI, or in the case of part time employees, planned around your VT-SGI work schedule.

BEREAVEMENT LEAVE

All employees are authorized 24 hours of unpaid bereavement leave per year. This leave may be used for any immediate family member. Proof of death must be submitted upon returning to work. Immediate family members are defined as Mother, Father, Spouse, Children, Grandparents, Grandchildren, Aunts, Uncles and Siblings.

PERFORMANCE AWARDS PROGRAM

During the year, VT-SGI recognizes employees who have reached certain service achievements. These awards will be presented to employees for superior job performance and other achievements which merit recognition

SGI places significant emphasis on employee morale and motivation. Our motivational Performance Awards Program is summarized below:

- **Service Award Bonus Program** is conducted as an annual lottery of eligible personnel to select and reward employees who have been employed with SGI for at least one year with a monetary.
- **Perfect Attendance Bonus Program** is conducted as a lottery of eligible personnel to select and reward employees who have achieved perfect attendance and superior duty performance for a calendar quarter with a monetary award.

- **Impact Award Bonus Program** is designed to reward employees with a cash award of for services and performance above and beyond that normally expected. The PM or the client officials bring superior performance by an employee to the attention of SGI management.
- **Security Officer of the Quarter Program** nominees are received from each of our contract sites. The corporate awards committee evaluates these nominations and those selected receive Certificates of Recognition, plaques, and cash bonuses. Recipient names are publicized in company newsletters and on our website. Presentation of the awards is usually made at the contract site to achieve the greatest recognition of employee performance.

EMPLOYEE REFERRAL PROGRAM

VT-SGI recognizes that a preferred source of valuable applicants comes from employee referrals.

VT-SGI will pay a **referral bonus to any employee** who refers an individual for employment, who is hired, and remains with the Company for a minimum of four months. This referral bonus applies to **each** person the employee refers who meets the qualifications mentioned above. The officer's name that made the referral must appear on the employment application of the referred applicant.

DISCIPLINARY POLICIES

GRIEVANCE PROCEDURES

A grievance is a complaint, claim, or dispute by an employee. Problems or misunderstandings arise occasionally in every organization. They may relate to work assignments, promotions, wages or other work-related issues. No matter what the nature of a particular problem, if it is important to the individual, then it is important to management. Each employee will have an opportunity for discussion and consideration.

It is our intent to resolve any complaint or issue in the most expedient manner while allowing sufficient time to investigate the problem before suggesting a solution that is fair and equitable to everyone concerned.

Employees should comply with the following procedures to resolve a grievance:

- The problem should be discussed first with the employee's supervisor. If the problem is not resolved at the supervisory level, the problem may be appealed to the Project Manager.
- If not resolved at the Project Manager level, the problem may be directed, in writing, to the Regional Operations Manager or Human Resources.

The employee should make every attempt to meet with the Project Manager in an attempt to resolve the issue before elevating the complaint to the Corporate level. Upon receipt of the written complaint, Human Resources will investigate the problem and make a final decision.

If the problem or grievance directly involves the immediate supervisor or Project Manager, or is extremely sensitive to the employee, i.e., harassment, then the employee may by-pass that step of the grievance procedure and go directly to the Company's corporate office for assistance.

Management provides and supports the Grievance Procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are responsible to bring any questions, issues or complaints to the attention of management.

EMPLOYEE SEPARATION

There are two types of separation of employment - resignation or involuntary termination:

Resignation: VT-SGI requests at least two (2) weeks prior written notice when a person plans to resign. This should allow sufficient time to find a replacement for the resigning employee. If an employee quits without proper notice, or gives no notice, he or she will not be eligible for rehire. However, since it is not the intent of VT-SGI to prevent career advancement or opportunities for individuals, Human Resources will consider waiver of this two weeks notice on an individual basis.

Involuntary Termination: An employee may be involuntary terminated for any one of the following reasons/conditions, including but not limited to:

- Violation of company policy
- Lay-off due to contract cut in staffing requirements
- Failure to return from approved leave
- Failure to meet employment offer contingencies which may include medical, drug testing, criminal checks, DMV check, training, licenses, permits, or other client requirements.
- Other reasons as determined by VT-SGI

LEAVE OF ABSENCE

Each employee is hired with the understanding that they will report to work with minimal absences. If an employee finds themselves in need of an absence from work due to circumstances beyond their control, they should submit a written request to Human Resources through the Project Manager for consideration. If Human Resources approves the absence, then the employee will retain an employed status. However, an approved leave of absence may result in a modification of the employee's hire date.

Any employee not working for a consecutive four week period, for whatever reason, without a written request and without the approval of Human Resources will be considered in a non-employed status.

Except when on an approved leave of absence, all terminating employees will be required to return all of their uniforms. All VT-SGI uniforms, equipment, badges, identifications, etc. must be turned in upon termination.

Each uniform item must be cleaned, pressed, and undamaged. The employee must pay for any lost or damaged uniforms. Any cost for laundering or dry cleaning of a dirty uniform or for missing equipment will be deducted from the officer's paycheck.

A administrative processing fee will be charged for any deductions from paychecks for replacement or laundering of uniforms.

All terminating employees must report to the VT-SGI Corporate office where they will receive an exit interview and afforded the opportunity to discuss the terms of their separation.

Nothing contained in this section is intended to limit in any way the Company's right to terminate employees at will, nor the right of the client to request the removal of an officer from that particular contract.

CAUSES FOR DISMISSAL OR DISCIPLINARY ACTION

It is not the intention of the Company in this section to list all conceivable instances in which disciplinary actions may be appropriate. Employees are expected to comply with generally accepted business practices, and any infraction that includes willful misconduct, negligence, or bad faith will be dealt with accordingly.

UNACCEPTABLE CONDUCT THAT MAY RESULT IN IMMEDIATE DISCHARGE:

1st Offense: Termination

- Poor job performance or violations of the Code of Ethics policy.
- Having an illegal substance or alcohol in your possession, in your locker, auto, or otherwise on company or government property.
- Drinking intoxicating liquors, using illegal substances, or un-prescribed drugs at any job site whether or not on duty
- Reporting for duty under the influence of intoxicating liquors or illegal drugs
- Failure to report for duty
- Insubordination (failure to obey directions or orders of a superior)
- Gross incompetence or neglect of duty
- Abandoning post or duties without authorization from immediate supervisor

- Unauthorized use of client or Company property (including telephones, computers, office space, equipment and/or vehicles)
- The committing of an act, which might bring discredit to the Company
- Misuse of badge or identification card
- Possession of an unauthorized weapon or ammunition on the job
- Falsification of employment application, and/or other documentation i.e., training, skills certifications, criminal checks, clearances, etc.
- Sleeping or being inattentive on the job
- Breach of security
- Stealing from the Company or client (criminal charges may also be brought against the employee)
- Violation of armed safety regulations
- Immoral conduct or indecency on Company/government property
- Violation of the company workplace harassment policy
- Overstaying a leave of absence without approval
- Fighting - verbal or physical
- Falsifying timesheet or signing another person's timesheet or post log
- Accepting bribes, kickbacks, or gratuities
- Disrespectful, abusive, or obscene language or conduct.
- Falsification of documents to include duty logs, incident reports, etc., or other violation of employee's duties of honesty and loyalty to the employer

PUNISHABLE OFFENSES, WHICH MAY RESULT IN SUSPENSION OF 1-3 DAYS:

- 1st Offense: Written reprimand**
2nd Offense: 1-3 days suspension
3rd Offense: Termination

Depending upon the severity of the offense, VT-SGI reserves the right in its sole discretion to impose a more severe penalty for a 1st or 2nd offense.

- Tardiness in excess of 15 minutes, or 3 or more tardiness incidents of one minute or more within a 90-day period. Repeated infractions will be cause for termination.
- Excessive absenteeism, three or more call offs in a 90-day period if absence not covered by applicable legal protections.
- Failure to call in at least 4 hours prior to scheduled duty for absenteeism
- Failure to comply with Company's or client's policies or directives.
- Neglecting duty
- Incompetence
- Improper uniform to include incomplete attire or equipment, dirty and/or wrinkled uniform, missing handcuffs, weapon and holster, ammo pouches, whistle, nightstick, radio, flashlight, key ring, name tag, hat, shiny black shoes, belt, tie, etc.
- Improper grooming standards, improper hairstyle, lack of personal hygiene, mustache or beard in violation of set standards.
- Failure to maintain contractual qualifications which may include medical, state license, firing at range, proportional height & weight, etc. which will result in removal from schedule for a reasonable time to correct the deficiency and possible transfer or termination if requirements are not met.
- Failure to follow post duties which may include failure to: lock/unlock doors, make rounds, use the log book, punch the security clock, check ID badges, register visitors, etc.
- Returning to the job site, unauthorized, in or out of uniform, while not on duty.
- Allowing unauthorized personnel to visit on the job site (including friends and family).
- Failure to submit a doctor's note after being absent for illness for 3 or more consecutive days. Employee will be placed on suspension until note is provided. Failure to produce a doctor's note after 4 days of suspension will be considered resignation of employment.
- Smoking in areas designated as non-smoking areas.
- Having personal radios, TV's, cell phones, I-PODs, etc. on post without authorization.
- Discussing Company private and/or client information with unauthorized personnel.
- Contributing to unsanitary conditions.
- Disregard of safety rules and regulations that apply to armed and unarmed guards.
- Posting, defacing, or removal of notices, memos, or signs on any bulletin boards without permission.
- Abusing personal telephone privileges.
- Speeding and careless driving of government/company vehicles, or violation of posted traffic/parking notices.
- Habitual involvement in preventable accidents.
- Obscene or abusive language, malicious gossip and/or the spreading of rumors.
- Eating or drinking on post.
- Failure to properly utilize the chain of command.

All questions or comments concerning these guidelines should be brought to the attention of your Project Manager or Site Supervisor.

HANDBOOK ACKNOWLEDGEMENT

I have received and agree to read the VT-SGI EMPLOYEE HANDBOOK prepared for VT-SGI personnel. I will be given the opportunity to discuss any questions I have concerning any of the policies, procedures, or benefits covered in this Handbook with either the Project Manager or a member of the VT-SGI Human Resources Department.

I understand the information provided in this Handbook outlines the policies and procedures of VT-SGI including rules and regulations as outlined, and acknowledge that infractions of said policies and procedures will be cause for disciplinary action up to and including dismissal.

I understand this acknowledgment will be a part of my employee personnel file.

I also understand that I will be required to acknowledge that I have received and agree to read the VT-SGI EMPLOYEE HANDBOOK prepared for *all* VT-SGI personnel once a year.

I understand that nothing contained in the handbook is intended to create, nor shall be construed as creating, an express or implied contract or guarantee of employment. I understand that I am an At-Will-Employee, I have the right to terminate my employment, or the Company has the right to terminate my employment at any time for any reason.

I understand that this Handbook supersedes all previous editions. This handbook should be retained for future reference.

(Please print name clearly)

(Employee signature)

(Date)