



Policy File & Revision #20371-17

The following are some fundamental policies that must be adhered to at all times while on duty for The POM Group. Failure to adhere to any of these policies may be subject to disciplinary actions, including but not limited to, demotion, reduction of pay, probation and/or termination; however, in the scope of being an exemplary employee – EXCELLENCE WILL BE TOLERATED!

1. _____ **PUNCTUALITY** – Must arrive prior to the beginning of your shift, allowing 10-15 minutes lead-time is preferable, and be on point and ready to work when your shift begins. If your tardiness or absenteeism causes an overtime situation, your hourly rate may be reduced to recoup those costs*, or a fine of \$50.00 may be imposed* at the discretion of POM.
2. _____ **ATTENDANCE** – Good attendance is critical to the success of our company. If you will be absent from your scheduled shift, for reasons other than an approved time off request, you **MUST** notify your site supervisor or the Operations Director at least 48 hours prior to the beginning of that shift. Any abandonment of post without notification will be considered immediate self-termination. If you call off with less than 48 hours notice, a doctor's note will be required to return to duty. Calling off on a scheduled Holiday will **ALWAYS** require a doctor's note. Any employee that calls off on a Holiday without a doctor's note will receive a reduction in pay (duration to be determined at the discretion of POM Administration), not to exceed the state minimum wage.* **Leaving your post early will require an approved valid emergency or a doctors note will be required to return to work.**
3. _____ **REQUESTED TIME OFF** – Unpaid time off requests will be approved at the companies discretion, within the following limitations: Full time employees (30+ hours per week) will be allowed 10 approved time off requests per calendar year, but no more than 3 in any given month. Part time employees (less than 30 hours per week) will be allowed 5 approved time off requests per calendar year, but no more than 2 in any given month. To be eligible for approval, unpaid time off requests must be submitted at least 7 calendar days prior to the date requested off.
4. _____ **NO SLEEPING** – No sleeping, or even the appearance of sleeping, is allowed at any time on any post. This is a zero tolerance policy.
5. _____ **NO TOBACCO** – No tobacco products of any kind may be used while on duty.
6. _____ **NO EXTENSIVE CELL PHONE USE** – Cell phone use **SHALL** be kept to a minimum. This means company business and emergencies only.

7. _____ **IPODS, HEADPHONES & OTHER PERSONAL EQUIPMENT** – The use of personal entertainment devices, such as iPods, MP3 players, headphones, portable TVs, etc. is prohibited while on duty.
8. _____ **NO HIDING IN YOUR PERSONAL VEHICLE** – Officers must be at attention and at their posts during their entire shift, with the exception of approved breaks. Hiding or otherwise neglecting your post will be considered post abandonment and self-termination.
9. _____ **DO NOT LEAVE A POST UNMANNED** – Officers must remain on their post until the relieving officer arrives. Leaving a post unmanned is prohibited, and will be considered post abandonment and self-termination.
10. _____ **NO HARSH OR FOUL LANGUAGE** – Harsh or foul language must be avoided at all times while on your post. Do not let a client, a supervisor, a fellow employee, or any other person hear you use abusive language.
11. _____ **APPROVED UNIFORM ONLY** – Only approved POM Group uniforms may be worn while on duty. POM GROUP Administration must approve any additional garments before they may be worn on site.
12. _____ **PROPER HYGIENE AND GROOMING** – On duty officers must be clean, well groomed, and wearing clean and wrinkle free uniforms. If officers have facial hair, it must be well trimmed and short. Full beards or long facial hair is not allowed.
13. _____ **PATCHES, BADGES, AND OPTIONAL COLLAR PINS** – All patches, badges and optional collar pins must be worn at all times and kept in good condition. A uniform is not considered compliant if it is missing any of these items. Report damaged or missing patches, badges or optional collar pins to your immediate supervisor. **All patches and badges must be returned to The POM Group upon separation of employment.**
14. _____ **COMPANY NAME BADGE** - Must be worn at all times and in proper location.
15. _____ **COMMUNICATION WITH FELLOW EMPLOYEES, SUPERVISORS AND CLIENTS** – Argumentative or otherwise disrespectful language towards fellow employees, supervisors or clients will NOT be tolerated. Officers must be respectful at all times. ** This includes fraternization. There will be NO TOLERANCE for fraternizing with fellow employees, clients, or any client constituents.
16. _____ **PROPER AND HONEST REPORTING OF TIMESHEETS, ETC.** – Dishonest reporting is considered falsifying company documents, and could be considered theft in certain situations. Timesheets and other company documents must be accurate and honest.
17. _____ **DAMAGE TO COMPANY OR CLIENT PROPERTY** – Any damage to, or loss of company or client property must be immediately reported to your supervisor. Failing to report

will result in disciplinary action. By signing below, I understand that the replacement cost for the damaged or missing items may be deducted from my pay.

18. _____ **ROUTINE AND RANDOM DRUG TESTING** – The POM Group reserves the right to require routine and/or random drug testing for any employee. Testing positive for any illegal substance is grounds for severe disciplinary action, up to, and including termination.
19. _____ **PROBATIONARY PERIOD** – I understand that I am being hired under a temporary or probationary period, length to be determined by POM Administration, and that any infraction of POM Group rules or policies may impact or extend the length of my temporary or probationary period.
20. _____ **LICENSURE / FLEX POSITION** – I understand that due to TDPS-PSB policies, my security officer license is not exclusive to the POM Group, and that I may work for other security companies while I work for POM Group, and that from time to time, the POM Group may place me on flex position, which does NOT constitute a lay-off or termination.
21. _____ **ASSIGNMENT** – I understand that I am being hired for the Houston/Harris County Metro Area, Security Division; and that I may be assigned to jobsites anywhere within HHCM and surrounding areas, at anytime, to meet the needs of The POM Group.
22. _____ **PAY RATE**– I understand that my base rate of pay will be the state minimum wage. I understand that I may be offered pay incentives, bonuses, and/or commissions, based on fitness for duty and/or performance. I further understand that pay incentives, bonuses, and commissions are NOT guaranteed and may be reduced or repealed at anytime, based on fitness for duty and/or performance.
23. _____ **EXIT POLICY** – The POM Group requires a minimum of two weeks notice for resignation of employment. If less than two weeks notice is given, an exit interview form **SHALL** be required to receive final paycheck.

I have read, understand and agree to the policies set forth on this document, Policy File #20371-17. I further understand that these polices may be updated from time to time, and that it is my sole responsibility to stay updated on all company polices and procedures.

Printed Name: _____

Signature: _____

Date: _____