

POPE SECURITY & INVESTIGATIONS, LLC-PSI

TITLE	:	Employee Conduct
GENERAL ORDER NUMBER	:	003
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	All Employees

I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for Employee Conduct in PSI operations.

II. BACKGROUND

PSI requires that its Security Officers uphold the highest level of ethical and professional conduct. All officers are subject to follow PSI and client regulations. Violation of these policies will result in disciplinary action. Employees must be aware that their conduct off duty may reflect upon PSI and the client. Any officer whose behavior while off-duty reflects unfavorably on PSI or the client may be subject to disciplinary action.

As a representative of the client using PSI, security officers must be outstanding in their personal appearance and their conduct must be above reproach. Officers must continually avoid actions and attitudes that could hurt community relations, and remember to do those things that constitute good security work and create an impression of competence and professionalism.

The Director will rule in circumstances of judgment and interpretation.

III. POLICY

1. Employees of PSI will not engage in any immoral, unethical, or illegal activities.
2. Employees of PSI will not engage in any of the following actions:
 - A. The use or purchase of alcoholic beverages while in uniform or on duty.
 - B. Receiving or accepting a fee, gratuity, reward, pass or gift of any kind from any client for any reason.
 - C. Failing to obey directions or instructions from a supervising officer or any act of disrespect or insubordination toward a fellow officer.
 - D. Communicate confidential or privileged information that may be received as a

result of the employee's duty or assigned post. Employees will not use such information gained through their employment for their personal benefit or the personal benefit of others.

E. Unauthorized absence from duty or assigned post, sleeping while on duty.

F. Failure to treat clients or their employees in a respectful manner or give assistance and information in a cheerful and willing manner. Treat all clients or their employees fairly and impartially.

G. Willfully make a false statement on a company record or official report.

H. Destroy, misrepresent, or change with intent to defraud any PSI or client record or official report.

I. Publicly criticize any official decision or policy.

J. Display prejudicial conduct in the performance of assigned duties.

K. Any employee, in their official capacity, will not recommend or suggest in any manner the use or procurement of any particular product, professional service or commercial service to any non-employee.

L. Within 24 hours of changing address or telephone numbers, employees will notify PSI of the change. In addition, within one week, the employee must submit the changes in writing through channels to have all employment documents updated.

M. No employee will interview with any representative of the media concerning any policy, situation, or incident concerning PSI or the client. The Director will handle all media relations concerning PSI. The client will handle all media relations concerning the client.

IV. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.