



Employee Handbook

May 30, 2023

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with SJ Solutions Security & Protection Services INC.(S.J.S. Inc.). Please take the necessary time to read it.

We do not expect this handbook to answer all the questions. Supervisors and Human Resources also serve as a major sources of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. SJ Solutions Security & Protection Services INC. adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No SJ Solutions Security & Protection Services INC. SJS Company representative other than President/CEO may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and President/CEO.

This handbook supersedes all prior handbooks.

Table of Contents

Section 1 - Company Overview	6
1-1. About the Company	6
1-2. Employee Assistance Program- LifeCare's EAP for you and your family	6
Section 2 - Governing Principles Of Employment	8
2-1. Introduction	8
2-2. Employment At Will	8
2-3. Equal Employment Opportunity	9
2-4. New York City Pregnancy Accommodations	9
2-5. New York City Supplemental Gender Discrimination	11
2-6. New York: Reproductive Health Decision Making Discrimination	12
2-7. Anti-Retaliation and Whistleblower Policy	12
2-8. Reasonable Accommodations & Interactive Dialogue	13
2-9. New York: Pregnancy Accommodations	14
Section 3 - Benefits	16
3-1. Benefits Overview	16
3-2. Paid Vacations & Requesting Time Off	16
3-3. New York: New York City Safe And Sick Leave (Includes The New York Paid Sick Leave Law)	17
3-4. Paid Pregnancy Disability Benefits	20
3-5. New York: Lactation Breaks	20
3-6. New York: New York City Lactation Room	21
3-7. Workers' Compensation	21
3-8. New York: Jury Duty Leave	22
3-9. New York: Witness Leave	22
3-10. Bereavement Leave	22
3-11. New York: Voting Leave	22
3-12. Insurance Programs	23
3-13. New York: Statutory Short-Term Disability Benefits	23
3-14. Transportation Reimbursement Program	23
3-15. Employee Referral Awards	23
Section 4 - Operational Policies	24
4-1. Employee Classifications	24
4-2. Your Employment Records	24
4-3. Working Hours and Schedule	24
4-4. New York City Temporary Schedule Change	25

Table of Contents

4-5. Overtime	27
4-6. Your Paycheck	27
4-7. Direct Deposit	27
4-8. Salary Advances	27
4-9. Performance Review & New Hire Performance Evaluation	28
4-10. Record Retention	28
4-11. Job Postings	28
4-12. On the Job Training (OJT)	29
4-13. Outside Employment	29
4-14. ADP Workforce Now® Portal	29
4-15. ADP My Life Advisors	30
Section 5 - General Standards Of Conduct	31
5-1. Workplace Conduct	31
5-2. Five Pillars of Success	32
5-3. Call Center Policy and Procedures	32
5-4. Security Officer Sign-In Protocol	33
5-5. Must Do's of All Employees	33
5-6. Security Officer(s) Must Not, At Any Time	34
All company Security Officer(s) should follow the following rules.	34
5-7. Confidential Company Information	34
5-8. Employee Dress and Personal Appearance	34
5-9. Workplace Violence	35
5-10. New York: Non-Harassment	36
5-11. Drug-Free and Alcohol-Free Workplace	40
5-12. Personal Visits and Telephone Calls	40
5-13. Inspections	41
5-14. Use of Communications and Computer Systems	41
5-15. Smoking	42
5-16. Use of Social Media	42
5-17. Personal and Company-Provided Portable Communication Devices	43
5-18. Company Supplies	44
5-19. Conflict of Interest and Business Ethics	44
5-20. Use of Facilities, Equipment and Property, Including Intellectual Property	45
5-21. Health and Safety	45

Table of Contents

5-22. Hiring Relatives/Employee Relationships	46
5-23. Publicity/Statements to the Media	47
5-24. Bulletin Boards	48
5-25. Operation of Vehicles	48
5-26. Solicitation and Distribution	49
5-27. Business Expense Reimbursement	49
5-28. Relationship with Customers , Vendors and Guests	49
5-29. Respect in the workplace	49
5-30. Company Tools	50
5-31. References	50
5-32. Roll call 5-3-1	50
5-33. Force and Engagement Protocols	51
Section 6 - Timekeeping & Payroll	60
6-1. Punctuality and Attendance	60
6-2. Timekeeping Procedures	60
6-3. Safe Harbor Policy for Exempt Employees	60
Section 7 - Leaves Of Absence	62
7-1. Personal Leave	62
7-2. Military Leave	62
7-3. New York: Family Military Leave	63
7-4. New York: Bone Marrow Donation Leave	63
7-5. Family and Medical Leave	63
7-6. New York: Blood Donation Leave	69
7-7. New York: State Paid Family Leave	70
7-8. Facility Access	73
7-9. If You Must Leave Us	73
7-10. Exit Interviews	73
7-11. A Few Closing Words	73
General Handbook Acknowledgment	74
Receipt Of Non-Harassment Policy	75
Sj Solution Confidential Company Information	80



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Section 1 - Company Overview

1-1. About the Company

SJ Solutions Security and Protection Services, Inc. (S.J.S. Inc.) is a Certified MBE firm with the City & State of New York as well as PANY/NJ. Founded in 2011, SJ Solutions Security and Protection Services Inc. has taken a leading role in providing Security, Fire Watch, Concierge, Loss Prevention, Personal Protection, and other security/ surveillance services.

We offer our business throughout the five boroughs of New York City. Our business is licensed, insured, and bonded. Previous and recent contracts executed include High-End Retail, Banks, Restaurants, Supermarkets, Residential Properties, Shelters, Hotels, Construction Sites, Special Events, Office Buildings, and Personal Protection.

1-2. Employee Assistance Program- LifeCare's EAP for you and your family

The Company recognizes that a wide range of problems - such as marital or family distress, alcoholism, and drug abuse - not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, we believe it is in the interest of employees and the Company to provide an effective program to assist employees and their families in resolving problems such as these as the need arises. To this end, the Company provides an Employee Assistance Program (EAP) for employees and their eligible family members.

LifeCare is available via telephone **1-800-697-7315** 24 hours a day, 7 days a week.

It's Confidential-They offer:

- Face-to-face counseling-up to three sessions per incident
- Consultations with Master's degree-level clinicians
- Referrals to community services
- And a bilingual call-center staff!
- Free to employee and household members,
- And it can save you significant time and effort!

We also understand that life can throw a lot of curve balls, and we want to help you handle these and live your best, happiest, healthiest life. That's why we have teamed up with LifeCare to provide programs and services in the following areas:

- Child care and parenting
- Adult care and aging
- Legal and financial services
- Home services



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- Education
- Health and wellness
- Moving and relocation
- Employee Assistance Program (EAP)
- LifeMart® (retail discounts)

LifeCare will be available to you AND your family members, and is specially designed to save you time and money. This program gives you access to specialists who are available 24 hours a day **1-800-697-7315**, 7 days a week for expert guidance, targeted information, and referrals to providers of mental health care, legal and financial services. You'll also have access to the LifeCare website, which offers tips, checklists, in-depth articles, and interactive tools."

You can find a link to the LifeCare website on your Portal. Just go to RESOURCES a MY TOOLS.



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Section 2 - Governing Principles Of Employment

2-1. Introduction

Dear Valued Employee,

Welcome to SJ SOLUTIONS SECURITY AND PROTECTION SERVICES INC. (S.J.S.) We are pleased with your decision to join our team.

SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc. is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your Human Resource Manager or the President.

We hope that your experience here will be challenging, enjoyable and rewarding.

Sincerely,
Omowale St. Juste
President and CEO

2-2. Employment At Will

Each employee's employment relationship with the Company is voluntarily entered into and employees are free to resign at any time with or without notice. Similarly, the Company is free to end any employment relationship at any time, with or without cause and with or without notice, provided that such termination does not violate any federal or state law. Accordingly, there is no promise that employment will continue for a set period of time or that an employee's employment will be terminated only under particular circumstances. The relationship between the Company and the employee is and always will be one of voluntary employment referred to as "at-will"

In addition, the Company may make decisions regarding other terms of employment (including demotion, promotion, compensation, benefits, and job duties) with or without cause or advance notice. Only the President/CEO of the Company may enter into an agreement contrary to this policy. Any such agreement must be in writing and signed by both the employee and the President/CEO.



2-3. Equal Employment Opportunity

S.J.S. Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. S.J.S. Inc.'s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The Company's decision regarding the request within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

2-4. New York City Pregnancy Accommodations

Pursuant to the New York City Human Rights Law, S.J.S. Inc. prohibits unlawful discrimination on the basis of pregnancy or perceived pregnancy and will endeavor to reasonably accommodate the needs of the employee for her pregnancy, childbirth or related medical condition to allow her to perform the essential requisites of the job, provided that such employee's pregnancy, childbirth or related medical condition is known or should have been known by the Company, and the proposed accommodation does not impose an undue hardship on the Company.



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Any employee who needs to request an accommodation due to pregnancy, childbirth or a related medical condition should contact the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us or 347-523-4262. If the employee requested an accommodation but has not received an initial response within five (5) business days, she should contact 347-523-4262.

After receiving a request for an accommodation due to pregnancy, childbirth or a related medical condition, or learning indirectly that the employee requires such an accommodation, the Company will engage in a cooperative dialogue with the employee. Even if the employee has not formally requested an accommodation, the Company, in compliance with applicable law, may initiate a cooperative dialogue under certain circumstances, such as when the Company has knowledge that the employee's performance at work has been negatively affected and also has a reasonable basis to believe that the issue is related to pregnancy, childbirth or related medical condition.

The cooperative dialogue may take place in person, by telephone or by electronic means. As part of the cooperative dialogue, the Company will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how the Company may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, the Company will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. The Company is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitation.

As part of the cooperative dialogue, the Company reserves the right to request medical documentation from the employee under the following circumstances:

- when the employee requests time away from work, including for medical appointments, other than time off requested during the six- (6) to eight- (8) week period following childbirth (for recovery from childbirth); or
- when the employee requests to work from home, either on an intermittent basis or a longer-term basis.

If the Company believes that the provided documentation is insufficient, and before denying the request based on insufficient documentation, the Company reserves the right to request additional documentation from the employee or, upon the employee's consent, speak with the health care provider who provided the documentation. If applicable, the employee whose time off is covered by the Family Medical Leave Act (FMLA) may also be required to provide medical documentation, depending on the circumstances of the leave request, pursuant to federal law.

At the conclusion of the cooperative dialogue, the Company will provide written notice to the employee in a timely manner indicating that the Company:

- will be able to offer and provide a reasonable accommodation;
- will not be able to provide a reasonable accommodation to the employee because there is no accommodation available that will not cause an undue hardship on the Company's operations; or
- will not be able to provide a reasonable accommodation to the employee because no accommodation exists that will allow the employee to perform the essential requisites of the job.



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The Company will endeavor to keep confidential communications regarding requests for reasonable accommodations and all circumstances surrounding an employee's pregnancy, childbirth or related medical condition.

Employees with questions regarding this policy should contact the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us or 347-523-4262.

2-5. New York City Supplemental Gender Discrimination

In accordance with New York City law, S.J.S. Inc. prohibits unlawful discrimination in employment on the basis of gender. For purposes of this policy, gender is an individual's actual or perceived sex, gender identity and gender expression, including a person's actual or perceived gender-related self-image, appearance, behavior, expression or other gender-related characteristic regardless of the sex assigned to that person at birth.

The Company is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, accommodation requests, access to programs and facilities, employee activities and general treatment during employment.

In furtherance of this policy:

- The Company gives employees the option of indicating their preferred gender pronoun. The Company's systems allow employees to self-identify their names and genders and do not limit such identifications to male and female only.
- All employees and other individuals have access to single-sex facilities consistent with their gender identity or expression. To the extent possible, the Company provides single-occupancy restrooms and provides multi-user facilities for individuals with privacy concerns, but will not require use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.
- The Company's dress code and grooming standards are gender neutral, and therefore do not differentiate or impose restrictions or requirements based on gender or sex.
- The Company evaluates all requests for accommodations (including requests for medical leaves) in a fair and non-discriminatory manner.
- Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-sex programs and facilities).

Employees with issues or concerns regarding gender discrimination or who feel they have been subjected to such discrimination can contact the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us. The Company prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.



2-6. New York: Reproductive Health Decision Making Discrimination

S.J.S. Inc. may not:

- discriminate or take any retaliatory personnel action against employees with respect to compensation, terms, conditions or privileges of employment because of, or on the basis of, the employee's or dependent's reproductive health decision making, including but not limited to a decision to use or access a particular drug, device or medical service; or
- require employees to sign a waiver or other document that purports to deny employees the right to make their own reproductive health care decisions, including use of a particular drug, device or medical service.

The Company also may not access the employee's personal information regarding the employee's or the dependent's reproductive health decision making, including but not limited to the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent.

Employees may bring a civil action in any court of competent jurisdiction against the Company for any alleged violations of this policy. In any civil action alleging a violation of this policy, the court may: award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff; afford injunctive relief against the Company if it commits or proposes to commit a violation of the provisions of this policy; order reinstatement; and/or award liquidated damages equal to 100 percent of the award for damages unless the Company proves a good faith basis to believe that its actions in violation of this policy were in compliance with the law.

Any act of retaliation for employees exercising any rights granted under this policy shall subject the Company to separate civil penalties. For the purposes of this policy, retaliation or retaliatory personnel action means discharging, suspending, demoting or otherwise penalizing employees for: making or threatening to make a complaint to the Company, co-worker or to a public body, that rights guaranteed under this policy have been violated; causing to be instituted any proceeding under or related to this policy; or providing information to or testifying before any public body conducting an investigation, hearing or inquiry into any such violation of a law, rule or regulation by the Company.

Employees with issues or concerns regarding this policy or who feel they have been subjected to any alleged violation of this policy should contact the Head of Human Resources and/or hr@sjsolutions.us.

2-7. Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address S.J. S. *Inc.* commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, S.J.S Inc. will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment



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practices;

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment. Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment.

S.J. S. Inc. will promptly and thoroughly investigate and, if necessary, address any reported violation. Employees who have any questions or concerns regarding this policy and related reporting requirements should contact the call center and/or hr@sjsolutions.us.

As per our respect in the workplace policy. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination. Employees who wish to report a violation should contact their supervisor or Omowale St. Juste directly. Employees should also review their state and local requirements for any additional reporting guidelines.

2-8. Reasonable Accommodations & Interactive Dialogue

S.J.S. Inc. is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom S.J.S. Inc. has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above



should contact the Head of Human Resources and/or hr@sjsolutions.us. Accommodation requests can be made in writing using a form which can be obtained from the Head of Human Resources and/or hr@sjsolutions.us. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact the Head of Human Resources and/or hr@sjsolutions.us.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, S.J.S. Inc. will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, S.J.S. Inc. may initiate an interactive dialogue under certain circumstances, such as when S.J.S. Inc. has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event S.J.S. Inc. initiates an interactive dialogue with an employee, it should not be construed as S.J.S. Inc.'s belief an individual requires an accommodation, but will serve as an invitation for the employee to share with S.J.S. Inc. any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, S.J.S. Inc. will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how S.J.S. Inc. may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, S.J.S. Inc. will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. S.J.S. Inc. is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, S.J.S. Inc. reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

S.J.S. Inc. will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

S.J.S. Inc. will not allow any form of retaliation against employees who have requested an accommodation, for whom S.J.S. Inc. has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Head of Human Resources and/or hr@sjsolutions.us.

2-9. New York: Pregnancy Accommodations

In compliance with New York law, S.J.S. Inc. will not discriminate against employees in relation to pregnancy, childbirth or related conditions and will endeavor to provide reasonable accommodations for any pregnancy-related conditions, unless doing so would impose an undue hardship on the operation of the Company's business.

Reasonable accommodations that may be provided include:



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1. occasional breaks to rest or drink water;
2. a modified work schedule;
3. leave for related medical needs;
4. available light duty assignments; and
5. transfers away from hazardous duty.

The employee must cooperate in providing medical or other information that is necessary to verify the existence of the pregnancy-related condition or that is necessary for consideration of the accommodation. Such medical information will be kept confidential by the Company.

The Company will not require any employee to take leave because the employee is pregnant. If the employee takes medical leave due to a pregnancy-related condition or childbirth, the Company will hold the employee's job for the employee as long as the the Company does for employees who take medical leave for other reasons.

The Company will not retaliate against any employee because the employee is pregnant or may become pregnant or change the terms, conditions and privileges of employment because of pregnancy, childbirth or related conditions. The Company also will not refuse to hire or to promote a candidate because the individual is pregnant or may become pregnant.

Employees with questions or concerns regarding this policy or who would like to request a reasonable accommodation pursuant to this policy should contact the Employee's Supervisor and/or operations@sjsolutions.us & hr@sjsolutions.us or 347-523-4262.



Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is S.J.S. Inc.'s policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs S.J.S. Inc. provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Head of Human Resources and/or hr@sjsolutions.us. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, S.J.S. Inc. (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Head of Human Resources and/or hr@sjsolutions.us.

3-2. Paid Vacations & Requesting Time Off

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time employees accrue paid vacation time as follows:

After one (1) full year, twelve (12) consecutive months employees will accrue three (3) days

After two (2) consecutive years, employees will accrue two (2) additional days (total of 5 days)

After five (5) consecutive years, employees will accrue nine (9) additional days (total 14 days)



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Vacations should be taken during the year accrued, unless otherwise required by law.

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to an employee's manager at least one month in advance of their requested vacation dates. To request time off please reach out to operations@sjsolutions.us & hr@sjsolutions.us.

Vacation may be used only in full-day increments.

Accrued, unused vacation is paid out upon separation.

Advanced but unaccrued vacation will be deducted from your final paycheck, to the extent permitted by law.

Requesting Time Off

Log in to -ADP Workforce Now®

Then click on -Myself>Time Off>Request Time Off>Request Time Off (blue button on the far right of the screen)

3-3. New York: New York City Safe And Sick Leave (Includes The New York Paid Sick Leave Law)

Eligibility

S.J.S. Inc. provides paid safe and sick time to employees who work in New York City. For employees who work in New York City who are eligible for sick time under the general Sick Days policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy.

Accrual

Employees begin accruing paid safe and sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of safe and sick time for every 30 hours worked, up to a maximum accrual of 56 hours each calendar year. Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case safe and sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage

Employees may begin using paid safe and sick time once it is accrued. Safe and sick time may be used in a minimum increment of four (4) hours, provided this is reasonable under the circumstances. Employees may not



use more than 56 hours of safe and sick time in any calendar year.

Employees may use paid safe and sick time for absences due to:

1. the employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;
2. the care of the employee's family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care;
3. closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency; or
4. the employee or a family member being the victim of domestic violence, family offense matters, sexual offenses, stalking or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center or other shelter or services program for relief from domestic violence, a family offense matter, sexual offense, stalking or human trafficking;
 - to participate in safety planning, temporarily relocate or take other actions to increase the safety of the employee or family members from future domestic violence, family offense matters, sexual offenses, stalking or human trafficking;
 - to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to matters related to domestic violence, a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
 - to file a complaint or domestic incident report with law enforcement;
 - to meet with a district attorney's office;
 - to enroll children in a new school; or
 - to take other actions necessary to maintain, improve or restore the physical, psychological, or economic health or safety of the employee or family member or to protect those who associate or work with the employee.

For purposes of this policy, family member means a child (biological, adopted or foster child, a legal ward or a child of the employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step, adoptive, legal guardian or person who stood in loco parentis when the employee was a minor child), sibling (including half siblings, step siblings or siblings related through adoption), grandchild, grandparent, the child or parent of the employee's spouse or domestic partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship.

Use of safe and sick time will not be conditioned upon searching for or finding a replacement worker.

Unless advised otherwise, the Company will assume, subject to applicable law, that employees want to use available safe and sick time for absences for reasons set forth above. Employees will be paid for such absences to the extent they have paid safe and sick time available.



Employees will be advised of the amount of time accrued and used during a pay period and the total balance of accrued safe and sick time on the pay statement or other form of written documentation provided each pay period.

Notice and Documentation

Employees may make requests to hr@sjsolutions.us to use paid safe and sick time orally or in writing prior to using accrued safe and sick time.

The Company may require supporting documentation if employees use paid safe and sick time for more than three (3) consecutive workdays, to the maximum extent permitted by applicable law. For paid safe and sick time used for reasons #1 or #2 above, documentation signed by a licensed health care provider indicating the need for the amount of safe and sick time taken and that safe and sick time was used for a covered reason under this policy and/or applicable law will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition, except as required by law. For paid safe and sick time used for reason #4 above, documentation signed by another employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical or other professional service provider from whom the employee or family member has sought assistance in addressing domestic violence, family offense matters, sex offenses, stalking or human trafficking and their effects; a police or court record; or a notarized letter from the employee explaining the need for such time will be considered reasonable documentation, and such documentation need not specify the details of the domestic violence, family offense matter, sexual offense, stalking or human trafficking. Where a health care provider charges employees a fee for providing supporting documentation, the Company will reimburse employees for such fee. The Company also will reimburse employees for all reasonable costs or expenses incurred for obtaining supporting documentation requested for safe and sick time used for reason #4 above.

The Company will not require the disclosure of confidential information relating to a mental or physical illness, injury or health condition or information relating to absence from work due to domestic violence, a sexual offense, stalking or human trafficking as a condition of providing safe and sick time. Moreover, the Company cannot require that employees or a health care or service provider disclose personal health information or the details of the matter for which the employee requests safe leave under the New York City Paid Safe and Sick Leave Law. The Company must keep information about employees or their family members obtained solely because of the Paid Safe and Sick Leave law confidential unless the employee consents to disclosure in writing or disclosure is required by law.

The Company may take disciplinary action, up to and including termination, against employees who use safe and sick time provided under this policy for purposes other than those described above, to the maximum extent permitted by applicable law.

Payment

Safe and sick time will be paid at the same rate as the employee earns at the time the employee uses such time, unless otherwise required by applicable law, but no less than the applicable minimum wage. Safe and sick time will be paid no later than the payday for the next regular payroll period beginning after the safe and sick time was used. Use of paid safe and sick time is not considered hours worked for purposes of calculating overtime.

Carryover and Payout



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Employees may carry over any unused sick and safe leave to the following calendar year. However, employees only may use up to 56 hours in each calendar year. Unused safe and sick time will not be paid at separation.

Enforcement and Retaliation

Employees have the right to request and use safe and sick time and may file a complaint for alleged violations of this policy with the New York City Department of Consumer and Workforce Protection or the New York State Department of Labor. The Company prohibits retaliation or the threat of retaliation against employees for exercising or attempting to exercise any right provided in this policy or interference with any investigation, proceeding or hearing related to or arising out of employee rights pursuant to this policy and applicable law.

Employees with questions concerning this policy should contact the Head of Human Resources and/or hr@sjsolutions.us.

3-4. Paid Pregnancy Disability Benefits

Paid Pregnancy Disability Benefits may be available to full-time employees who have worked at S.J.S. Inc. for at least 12 consecutive months. Generally, six (6) consecutive weeks of paid Pregnancy Disability Benefits will be granted to eligible employees who are disabled by pregnancy, childbirth or related medical conditions prior to and/or following the birth of a child.

This benefit is calculated including any short-term disability benefits.

If the employee has:

pregnancy Disability Benefits are solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the "Leaves of Absence" section of this handbook for more information. In addition, this Pregnancy Disability Benefit will be integrated with any applicable disability benefit offered by the Company or required by law, and employees must apply for such benefit as a condition of receipt of any Pregnancy Disability Benefit under this policy.

3-5. New York: Lactation Breaks

S.J.S. Inc. provides employees who are nursing with break time to express breast milk for up to three (3) years after the birth of a child. Employees will not be discriminated against or retaliated against for exercising their rights under this policy, and reasonable efforts will be made to provide a private room or location in close proximity to the work area for this purpose.

Employees should advise management if they need break time and an area for this purpose. Please consult the Head of Human Resources and/or hr@sjsolutions.us with questions regarding this policy.



3-6. New York: New York City Lactation Room

Pursuant to New York City law, employees needing to express breast milk have a right to request access to a lactation room. S.J.S. Inc. will provide a lactation room, unless doing so would impose an undue hardship on the Company. If doing so poses an undue hardship, the Company will engage in a cooperative dialogue with employees to discuss reasonable alternatives in an attempt to accommodate their needs.

For purposes of this policy, the term lactation room means a sanitary place, other than a restroom, that can be used to express breast milk shielded from view and free from intrusion and that includes at minimum an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, and nearby access to running water. Unless doing so poses an undue hardship, the Company will provide a lactation room in reasonable proximity to the employee's work area and a refrigerator suitable for breast milk storage also in reasonable proximity to the work area. If the room designated to serve as a lactation room is also used for another purpose, the sole function of the room will be as a lactation room while the employee is using the room to express breast milk. While the room is being used to express milk, notice will be provided that the room is given preference for use as a lactation room.

Employees may submit a request for a lactation room by contacting hr@sjsolutions.us. The Company will respond to such requests within five (5) business days.

If two (2) or more employees need to use the lactation room at the same time, they should contact hr@sjsolutions.us so that arrangements can be made to ensure all individuals have access to the lactation room amenities. Employees should contact hr@sjsolutions.us with any follow-up questions.

The Company will provide a reasonable amount of break time each day for employees to express breast milk pursuant to section 206-c of the New York Labor Law. Please refer to the Lactation Breaks policy for more information.

The Company will not tolerate discrimination or harassment based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to hr@sjsolutions.us.

Employees can contact hr@sjsolutions.us with questions regarding this policy.

3-7. Workers' Compensation

On-the-job injuries are covered by S.J.S. Inc.'s Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Company procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.



3-8. New York: Jury Duty Leave

S.J.S. Inc. realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service, including fees received for jury duty service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

The Company will compensate the juror with a fee of \$40 or the juror's regular wage (whichever is lower) for the first three (3) days of jury service. Exempt employees will be paid their full salary less jury duty fees for any week in which they performed work for the Company and missed work due to jury service.

3-9. New York: Witness Leave

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as possible.

Employees will not be compensated for time away from work to participate in a court case, but may use available vacation and personal time to cover the period of absence.

Employees that appear in court to testify as a witness or victim, or to consult with a district attorney or obtain an order of protection, will not be disciplined or discharged for their absence.

3-10. Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If the employee is full-time and loses a close relative, the employee will be allowed paid time off of up to (3) three workdays to assist in attending to obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, child, parent, sibling, spouse, domestic/civil union partner, child, parent, and sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, S.J.S. Inc. may require verification of death.

3-11. New York: Voting Leave

Employees who are eligible to vote in an election and who do not have at least four (4) consecutive hours before or after work while polls are open may request up to two (2) hours with pay to be used at the beginning or the end of their normally scheduled workday as designated by the employer to enable them to vote.

Employees must notify S.J.S. Inc. of their intention to take time off to vote at least two (2) working days prior to Election Day.



3-12. Insurance Programs

Full-time employees may participate in S.J.S. Inc.'s insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Head of Human Resources and/or hr@sjsolutions.us with any further questions.

3-13. New York: Statutory Short-Term Disability Benefits

S.J.S. Inc. also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-14. Transportation Reimbursement Program

S.J.S. Inc. provides a Transportation Reimbursement Program which allows all employees to pay for eligible transportation expenses with pre-tax income. Employees may participate on the first of the month after one (1) month of employment. The program works similarly to a Flexible Benefits Program, in which employees elect to have a portion of pre-tax income transferred to an account for future reimbursement for transportation expenses. The amount of contributions is subject to IRS limits which generally change every year. Upon becoming eligible to participate in this plan, employees will receive a Summary Plan Document (SPD) describing the benefit in greater detail. Employees should refer to the SPD for detailed plan information. Of course, employees also should feel free to speak to the Head of Human Resources and/or hr@sjsolutions.us if they have any further questions.

3-15. Employee Referral Awards

S.J.S. Inc. encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired and completes 3 months of service and the employee is still the employee of the Company, the employee is eligible to receive a monetary award. The reward is currently a gross amount of \$25.00 for regular part-time hires and \$25.00 for regular full-time hires.



Section 4 - Operational Policies

4-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 37.5 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 37.5 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits.

Employees who regularly work at least 30 or more hours per week who were not hired on a short-term basis are eligible for health insurance benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

4-2. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing operations@sjsolutions.us & hr@sjsolutions.us of any changes. Employees also should inform operations@sjsolutions.us & hr@sjsolutions.us of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

4-3. Working Hours and Schedule

S.J.S. Inc. normally is open for business from 10:00am to 6:00pm, Monday through Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point S.J.S. Inc. may need to change individual work schedules on either a short-term or long-term basis.



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Employees will be provided meal and rest periods as required by law. Please reach out to your supervisor with any questions.

For safety & security reasons please note that only employees are allowed on company premises. Visit to the office are by appointment only. To make an appointment call -718-638-0417 or text call center.

The only exception is on Friday Paydays no appointments needed to pick up your checks.

Business hours 9:00am to 7:00pm Sunday through Saturday.

4-4. New York City Temporary Schedule Change

Employees who work 80 or more hours in New York City in a calendar year and have been employed by S.J.S. Inc. for 120 or more days are eligible for two (2) temporary changes to their work schedules each calendar year for certain "personal events."

Personal Events

A "personal event" includes the following:

- the need to care for a child under the age of 18 for whom the employee provides direct and ongoing care;
- the need to care for an individual ("care recipient") with a disability who is a family member or who resides in the caregiver's household for whom the employee provides direct and ongoing care to meet the needs of daily living;
- the need to attend a legal proceeding or hearing for public benefits to which the employee, a family member or the employee's minor child or care recipient is a party; or
- any other reason for which the employee may use leave under New York City's Paid Safe and Sick Leave law.

For purposes of this policy a "family member" includes: a child (biological, adopted, or foster child, legal ward, child of the employee standing in loco parentis); a grandchild; a spouse (current or former regardless of whether they reside together); a domestic partner (current or former regardless of whether they reside together); a parent; a grandparent; a child or parent of the employee's spouse or domestic partner; a sibling (including a half-, adopted or step-sibling); any other individual related by blood to the employee; and any individual whose close association with the employee is the equivalent of family.

Temporary Schedule Change

A temporary schedule change may last up to one (1) business day on two (2) separate occasions or up to two (2) business days on one (1) occasion each calendar year. A business day is any 24-hour period during which the employee is required to work any amount of time.

A temporary change means an adjustment to the employee's usual schedule including in the hours, times or locations the employee is expected to work. The change can include:



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- using short-term unpaid leave;
- using paid time off;
- working remotely; or
- swapping or shifting working hours with a co-worker.

The Company has the option of granting unpaid leave in lieu of the temporary change requested by the employee.

Request for Schedule Change

Request for a temporary schedule change must be made orally or in writing to the Company or to the employee's direct supervisor as soon as practicable after the employee becomes aware of the need for the change. The request should include:

- the date of the temporary schedule change;
- that the change is due to a personal event; and
- proposed type of temporary schedule change (unless the employee would like to use leave without pay).

The Company will respond immediately to such requests. Assuming the employee has not exceeded the number of allowable requests and the request is for a qualifying reason, the Company will either approve the proposed type of temporary schedule change or provide leave without pay. The Company also may offer employees the ability to use paid time off. Employees will not be required to use leave under New York City's Paid Safe and Sick Leave law for a temporary schedule change.

If the employee requested the schedule change in person or by phone, the employee must submit a written request no later than the second business day after the employee returns to work. The employee should include in the written request the date of the temporary schedule change and that the change was due to a personal event.

The Company will provide a written response to any written request for temporary schedule change within 14 days. The response will include:

- if the request was granted or denied;
- how the request was accommodated (if granted) or the reason for denial (if denied);
- number of requests the employee has made for temporary schedule changes; and
- how many days the employee has left in the year for temporary schedule changes.

Employees have the right to temporary schedule changes and may file a complaint for alleged violations of this policy and applicable law with the New York City Department of Consumer Affairs. The Company prohibits retaliation or the threat of retaliation against the employee for exercising or attempting to exercise any right provided in this policy and applicable law, or interference with any investigation, proceeding or hearing related to or arising out of employees' rights pursuant to this policy and applicable law.

Employees with questions concerning this policy should contact the Head of Human Resources and/or hr@sjsolutions.us.



4-5. Overtime

Like most successful companies, S.J.S. Inc. experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

4-6. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, S.J.S. Inc. is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of operations@sjsolutions.us & hr@sjsolutions.us immediately so the Company can resolve the matter quickly and amicably.

Paychecks will be given only to the employee.

4-7. Direct Deposit

S.J.S. Inc. strongly encourages employees to use direct deposit. Authorization forms are available from the Director of Payroll and/or operations@sjsolutions.us & hr@sjsolutions.us.

4-8. Salary Advances

S.J.S. Inc. does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.



4-9. Performance Review & New Hire Performance Evaluation

Depending on the employee's position and classification, S.J.S. Inc. endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

New Hire Performance Evaluation

All New hires will be required to meet with their Supervisor for their New Hire 30, 60 & 90 day evaluation.

4-10. Record Retention

S.J.S. Inc. acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the operations@sjsolutions.us & hr@sjsolutions.us to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

4-11. Job Postings

S.J.S. Inc. is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Company reserves the right to seek applicants solely from outside sources or



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to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

4-12. On the Job Training (OJT)

On the Job training is key to fostering growth and providing our clients with value added service. All employees will be required to complete the assigned required training. All new hires will need to complete assigned new hire training within the first (30) days of employment.

Some examples of required training/ certificates are listed below.

30 day waiver of prerequisite certification

Certificate of Fitness (Fireguard)

Narcan

CPR/ First aid

Osha

Please reach out to operations@sjsolutions.us & hr@sjsolutions.us with any questions.

4-13. Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with S.J. S. Inc. . Unless an alternative work schedule has been approved by S.J. S. Inc., employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. S.J. S. Inc. . property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

4-14. ADP Workforce Now® Portal

ADP Workforce Now® is a secure internet-based portal intended to address employee's human resource needs. Employees may be able to complete the following forms if applicable:

- I-9: Employment Verification Eligibility
- W-4: Federal and state tax withholding
- Direct Deposit: Enroll to have pay deposited directly into bank account(s)
- Benefits Enrollment: Employees may enroll for benefits, if eligible.

The portal is a resource for Company announcements as well as for the following:

- View electronic copies of paychecks



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- Update personal information, such as name, and address
- Change tax withholdings
- Access Benefit Summary Plan Descriptions (SPDs)
- Access the Employee Handbook and other policies
- Complete requests for time off
- Nonexempt employees: clock in/out
- Managers: approve time off requests, manage timecards, and other administration

Employees should keep their user IDs and Passwords confidential. It is their responsibility to keep their information up to date, including current name, address, email address, telephone number, emergency contacts, and family status.

4-15. ADP My Life Advisors

The Company has established a relationship with ADP My Life Advisors. ADP My life advisors are available to assist employees with ADP Workforce Now® and other pertinent information that could affect employment or benefit status. Some common requests that can be routed to the ADP My Life Advisors include:

- Password Reset
- Assisting managers with approving time cards
- Navigation to PTO Accruals and requesting time off
- Assisting with paystub view
- Direct Deposit and W-4 process
- Clock in and out assistance
- Review of benefits and where to change them on the portal
- Portal registration
- Pay check questions

If you have any questions or problems, please contact the ADP My Life Advisors.



Section 5 - General Standards Of Conduct

5-1. Workplace Conduct

S.J.S. Inc. endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- a. Obtaining employment on the basis of false or misleading information.
- b. Stealing, removing or defacing S.J.S. Inc. property or a co-worker's property, and/or disclosure of confidential information.
- c. Completing another employee's time records.
- d. Violation of safety rules and policies.
- e. Violation of S.J.S. Inc.'s Drug and Alcohol-Free Workplace Policy.
- f. Fighting, threatening or disrupting the work of others or other violations of S.J.S. Inc.'s Workplace Violence Policy.
- g. Failure to follow lawful instructions of a supervisor.
- h. Failure to perform assigned job duties.
- i. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- j. Gambling on Company property.
- k. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
- l. Wasting work materials.
- m. Performing work of a personal nature during working time.
- n. Violation of the Solicitation and Distribution Policy.
- o. Violation of S.J.S. Inc.'s Harassment or Equal Employment Opportunity Policies.
- p. Violation of the Communication and Computer Systems Policy.
- q. Unsatisfactory job performance.
- r. Any other violation of S.J.S. Inc. policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and S.J.S. Inc. reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, S.J.S. Inc. will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to



work.

5-2. Five Pillars of Success

HONESTY & INTEGRITY - Employees must demonstrate 100% honesty, and act with integrity, at all times without exception. The nature of the security business requires this, and we and our client's expect that all employees will hold themselves to the highest ethical standards.

CUSTOMER SERVICE - Employees must treat all people with courtesy and respect, and maintain a positive attitude, at all times and under all circumstances.

ATTENDANCE & PUNCTUALITY - Employees must report to work on time, when, where and as scheduled.

PERSONAL APPEARANCE & BEHAVIOR - Employees must maintain a well-groomed appearance (i.e. clothes neatly pressed, hair combed, showered, etc.), wear business-like attire, uniform and/or badge in accordance with company policy, and behave appropriately at all times.

24/7/365, "CAN-DO" ATTITUDE - S.J.S operates and is open and staffed 24 hours/day, 7 days/week, 365 days/year. Work schedules may involve late night, early morning and weekend hours and shifts, and may involve long periods of time standing in both indoor and outside environments throughout the year. SJ Solutions' employees must have a "can-do" attitude at all times and under all circumstances.

5-3. Call Center Policy and Procedures

A-Call Center Policy and Procedures

When calling/texting the call center guards must state the following:

Full Name

ID number

Reason for call/text

Following are authorized reasons: (Reasons are not limited to the following)

B- Pre-call

All guards must txt in no later than 2 hours prior to shift start time stating they will make shift and on time.

C-End-Of-Day Call

All guards must report **End of Day** to call center. Guards must state name of relieving guard (if any), and **Manager-On-Duty** (MOD) (if any). Daily Activity Reports (DAR's) must be filled out completely and



submitted.

D- Call out- shift swap

All request for days off must be submitted at least 2 weeks in advance, and must be approved by scheduler. Although requested, time off request will be approved/ denied based on company's needs.

E- Sick call

Must be called/ text directly in to the call center. This call must be made no later than 4 hours prior to shift start.

Please note: Guards are allowed to contact co-workers and swap shifts within the same pay week. Shift swaps must be approved by Operations.

5-4. Security Officer Sign-In Protocol

- a. Guard(s) must report ON-TIME to the Manager On Duty ("MOD") at the beginning of each shift.
- b. Guard(s) must contact S.J. S. *Inc.* SECURITY (immediately after reporting to MOD) at beginning and end of each shift by texting: 646-706-7049.
- c. Guard(s) must sign in and out with the correct times on the Sign-In Sheet. Although arrived early Guards start time must be recorded as the scheduled shift start time.
- d. The Manager On Duty must sign to validate the work hours on the Sign-In Sheet.
- e. The Sign-In Sheet will be picked up from site by S.J. S. *Inc.* Security Management

5-5. Must Do's of All Employees

- a. Employees must report to work on time, as scheduled
- b. Employees must call on and off duty to SJS call center.
- c. Employees must follow site specific post orders.
- d. Employees must wear company uniform bearing logo in accordance with policy governing uniforms at all times while on company business.
- e. Employees must wear or have on person their company issued id card must be visible at all times. Guards must have credentials on them at all times (exmaple f60/ s60 certificate of fitness, OSHA & Guard card) on them at all times while on duty for any company related task. This includes meetings in headquarters.
- f. Employees must be clean and well groomed.
- g. Employees must maintain a pleasant, customer-friendly, professional demeanor and posture
- h. Employees must practice courtesy, diplomacy, respect and good public relations.
- i. Employees must perform their duties in an awake, alert & ready mode
- j. All guard employees are required to constantly rover assigned areas (every 30 min) except day shift.
- k. Employees must observe & report any suspicious behavior/ activities to management/ supervising officer.



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1. Employees must only work hours authorized by sj solutions; service request changes must be called in/ emailed to operations@sjsolutions.us by client.

5-6. Security Officer(s) Must Not, At Any Time

All company Security Officer(s) should follow the following rules.

- a. Do not abandon posts or the site for any reason (aside from breaks).
- b. Do not touch client property or equipment, or talk on their personal cell phone (except for company related emergencies or requirements)
- c. Do not talk to client's employees or interrupt their work except as provided in these post orders (SJ SOLUTIONS has a zero tolerance policy for fraternizing with client staff or site tenants)
- d. Do not perform any duties normally associated with site operations, such as collecting trash, sweeping floors, etc.
- e. **Do not carry, possess or use any weapons/ drugs/ intoxicants of any kind**
- f. (Where applicable) Guards must not turn off lights in booth. Lights must remain on at all times.

Do not leave your garbage on/in post/booth or designated work area.

5-7. Confidential Company Information

During the course of work, employees may become aware of confidential information about S.J.S. Inc.'s business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to S.J.S. Inc.'s competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-8. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.



5-9. Workplace Violence

S.J.S. Inc. is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

S.J.S. Inc. does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, S.J.S. Inc. specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, S.J.S. Inc. does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede S.J.S. Inc.'s ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.



5-10. New York: Non-Harassment

It is S.J.S. Inc.'s policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). The Company also prohibits retaliation as defined below. All such conduct will not be tolerated by the Company.

The Company is committed to a workplace free of harassment (including sexual harassment) and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as business trips and Company-sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition to being a violation of this policy, harassment (including sexual harassment) and retaliation based on any protected characteristic as defined by applicable federal, state or local laws are unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment are unlawful.

Definition of Harassment

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Definition of Sexual Harassment

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.



Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Definition of Retaliation

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- any action that would discourage the employee from reporting harassment (including sexual harassment) or retaliation;
- shunning and avoiding an individual who reports harassment (including sexual harassment) or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment (including sexual harassment) or retaliation; and
- denying employment benefits because an applicant or employee reported or encouraged another employee to report harassment (including sexual harassment) or retaliation or participated in the reporting and investigation process described below.

Reporting Procedures

If the employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of the Employee's Supervisor at the following address 1368 Fulton Street, Suite 306, Brooklyn , NY 11216 and phone number 347-523-4262 or to operations@sjsolutions.us at the following address 1368 Fulton Street, Suite 306, Brooklyn , NY 11216 and phone number 347-523-4262.

If the person toward whom the complaint is directed is one of the individuals indicated above, employees should contact any higher-level manager in their reporting hierarchy.

Written complaints can be submitted internally using the form provided in this handbook.

If the employee makes a complaint under this policy and has not received an initial response within five (5)



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business days, the employee should contact hr@sjsolutions.us immediately at the following address 1368 Fulton Street, Suite 306, Brooklyn , NY 11216 and phone number 347-523-4262.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy, must immediately report the issues raised or conduct to hr@sjsolutions.us.

Investigation Procedures

Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy to ensure due process for all parties. To the extent possible, the Company will endeavor to keep the reporting individual's concerns confidential. However, complete confidentiality may not be possible in all circumstances. All individuals are required to cooperate in all investigations conducted pursuant to this policy.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Company will determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. This includes individuals engaging in harassment (including sexual harassment) or retaliation, as well as supervisors who fail to report violations of this policy, or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

Legal Protections and External Remedies

Aside from the internal complaint process at the Company, individuals may choose to pursue external legal remedies with the following governmental entities.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within three (3) years of the sexual harassment or within one (1) year of any other harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three (3) years of the alleged harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Company does not extend the time to file with DHR or in court.



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An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate complaints and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458; (718) 741-8400; www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, those who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <https://www1.nyc.gov/site/cchr/index.page>.

New York State Division of Human Rights Sexual Harassment Hotline

The New York State Division of Human Rights has established a toll-free confidential hotline to provide counsel and assistance to individuals who believe they may be experiencing workplace sexual harassment.



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Employees can call the toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 a.m. to 5:00 p.m.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Remember, S.J.S. Inc. cannot remedy claimed harassment (including sexual harassment) or retaliation unless individuals bring these claims to the attention of management. Please report any conduct that violates this policy.

5-11. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, S.J.S. Inc. has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.

5-12. Personal Visits and Telephone Calls

SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc. telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone



calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

To ensure the safety and security of SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc. and its employees, only authorized visitors are permitted on Company premises and in Company facilities. All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc. premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

5-13. Inspections

S.J.S. Inc. reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-14. Use of Communications and Computer Systems

S.J.S. Inc.'s communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the S.J.S. Inc. systems.

S.J.S. Inc. may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

Further, S.J.S. Inc. may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.



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The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-15. Smoking

Smoking, including the use of e-cigarettes, is prohibited on Company worksites, employees may only take smoking break in designated during your scheduled break. Please also note that smoking is prohibited in all Company vehicles.

5-16. Use of Social Media

S.J.S. Inc. respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Company policies apply equally to employee social media usage.



S.J.S. Inc. encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-17. Personal and Company-Provided Portable Communication Devices

S.J.S. Inc.-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may



choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-18. Company Supplies

Only authorized persons may purchase supplies in the name of S.J. S. *Inc.* No employee whose regular duties do not include purchasing shall incur any expense on behalf of S.J. S. *Inc.* or bind S.J. S. *Inc.* by any promise or representation without express written approval.

5-19. Conflict of Interest and Business Ethics

It is S.J.S. Inc.'s policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Company;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.



A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Company.

5-20. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-21. Health and Safety

The health and safety of employees and others on Company property are of critical concern to S.J.S. Inc. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible,



regardless of the severity of the injury or accident.

5-22. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, S.J.S. Inc. may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

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.

SJ Solutions strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning employment relationships.

Procedures

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.



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3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to SJ Solutions' disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private if such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive, or other company official in a sensitive or influential position with SJ Solutions must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or the director of HR. SJ Solutions will review the circumstances to determine whether any conflict of interest exists.
7. When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, SJ Solutions will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
8. Failure to cooperate with SJ Solutions to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors, or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
11. Any concerns about the administration of this policy should be addressed to the director of HR.

5-23. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to operations@sjsolutions.us & hr@sjsolutions.us & CEO/ President. Only operations@sjsolutions.us & hr@sjsolutions.us & CEO/ President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by operations@sjsolutions.us & hr@sjsolutions.us & CEO/ President, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from operations@sjsolutions.us & hr@sjsolutions.us & CEO/ President.



5-24. Bulletin Boards

Important notices and items of general interest are continually posted on S.J.S. Inc. bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at S.J.S. Inc. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-25. Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.



5-26. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for S.J.S. Inc. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

5-27. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to operations@sjsolutions.us along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-28. Relationship with Customers , Vendors and Guests

To ensure professionalism we ask that S.J. S. *Inc.* employees maintain a professional relationship with all visitors, guests, vendors and other on-site employees. All employees are also reminded of the New York Non-Harassment policy in (section five (5)). A familial relationship among employees and visitors, Guests, vendors and other on-site employees can create an actual or at least a potential conflict of interest in the employment setting. To avoid this problem, S.J. S. *Inc.* recommends all employees maintain a professional relationship at all times. Employees with questions or concerns regarding this policy should contact HR@SJsolutions.us and hr@sjsolutions.us.

5-29. Respect in the workplace

The Company is committed to maintaining a working environment that encourages mutual respect, promotes civil and collaborative relationships among staff, clients, visitors, and vendors and is free from all forms of harassment and violence. Please review the Non- Harassment policy in section .

Every employee has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to abide by these values and standards of interpersonal behavior, communication and professionalism:

- We respect and value the contributions of all members of our community, regardless of status or role in the organization;



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- We treat employees with respect, civility, and courtesy;
- We work honestly, effectively and collegially with employees and others;

5-30. Company Tools

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

5-31. References

S.J.S. Inc. will respond to reference requests through hr@sjsolutions.us Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to hr@sjsolutions.us Department.

Only hr@sjsolutions.us Department may provide references.

5-32. Roll call 5-3-1

Roll-Call is a briefing "where supervisors take attendance, inspect uniform and equipment, inform the oncoming shift of any outstanding incidents that may have occurred.

Guards must be in the designated area in FULL uniform no later than 20 min before shift begins for transference of information. During This Time, the following will be conducted:

a Shift supervisor of previous shift will be debriefed

- a. Shift supervisor will conduct uniform inspection
- b. Shift supervisor will go over shift responsibilities
- c. Shift supervisor will assign posts and distribute Post Orders
- d. Guards will review and recite Post Orders
- e. Shift supervisor will ensure Guards have generated DAR(daily activity report). Including Guards on a double or waiting on a relief. A new DAR must be generated for each new tour.



5-33. Force and Engagement Protocols

Methods of interacting used by Security Professionals to improve effectiveness and maximize Security Professional safety:

All interactions pose a potential hazard because Security Professionals don't know all the details of a situation during an interaction.

Methods of interacting are used by Security Professionals to improve effectiveness and maximize Security Professional safety. Knowledge of interaction dynamics and techniques help Security Professionals assess the safety hazards present in a given situation.

Security Professionals should be able to make informed choices about the following decisions:

- When to interact.
- When to avoid interaction or disengage.
- When to involve police support.
- How to interact in a manner that maximizes benefits to the Security Professional while deterring escalation by the subject.

Security professional safety is the primary concern at all times. Do not perform activities that are hazardous if they can be avoided, especially when, with awareness and some tactical thinking, a safer alternative course of action is readily available.

Security Professional safety means Security Professionals acting in a manner that minimizes the hazards of patrolling and interacting.

All the knowledge you learn to be a Security Professional combines to **keep you safe. Proper radio communications** keep you in updated contact with your support team. **Proper stance and verbalization** act as a deterrent to escalation during interactions. **Recognizing pre-crime activity** aids you in spotting a potentially hazardous situation. It all matters.

However, several key concepts and techniques are crucial for Security Professional safety.

Use C.A.L.M. De-escalation Practices

1. COMMUNICATE WITH RESPECT
2. AVOID PHYSICAL CONFRONTATION
3. LAW ENFORCEMENT IS CALLED WHEN NEEDED
4. MAINTAIN A SAFE DISTANCE

Proper Interaction Stances and Postures

Body should be faced at 45 degrees away from the subject.



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- 1.
2. Hands positioned in front
3. Stance should not be perceived to be hostile or threatening

Improper Stances and Postures

Security Professionals should **NOT** stand during interactions in ways that are detrimental to a successful outcome, including:

- Standing with hands in pockets.
- Standing with hands on hips or arms folded.
- Standing with objects in hands—clipboards, or even radios not being actively used.
- Standing too close or fully facing open to the subject.
- Standing facing fully away from the subject—not turning to address.
- Leaning on or against anything.
- Slouching or otherwise communicating ineptitude.
- Standing with aggressive body language when not warranted.

Proper Distance for Interactions

During interactions, the closer you are to the subject, the more susceptible you are to immediate attack. Security professionals tend to interact with subjects at a distance of approximately 6 feet. However, when you perceive the subject may escalate to a physical attack, increase the distance from the subject or even disengage completely.

Interact from a distance that you feel safer while still allowing you to communicate with the subject. Note that even at distances of 21 feet or more, Security Professionals may be immediately susceptible to attack. The distance would be greater if the subject has a firearm or other weapon.

Disengagement

Disengaging from interaction is a security technique by which the Security Professional moves far enough away from a subject-

- to be out of range of imminent attack,
- or to signal that they are terminating the interaction.

When Security Professionals detect an imminent safety threat, they should increase the distance or disengage completely. When a subject displays a weapon, disengagement should always be a high priority.



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In all circumstances, disengagement in favor of calling law enforcement authorities is the proper choice provided doing so does not endanger the safety of the officer or other individuals.

Appropriate Techniques of Disengagement

- An interaction distance of **4 to 6 feet** should be maintained during routine interactions.
- When Security Professionals detect an imminent safety threat, they should then increase the distance or even disengage completely.
- Assess how far from the subject feels safe and what distance signals that interpersonal communication with the subject is no longer underway.
- Prioritize disengagement if a subject displays a weapon.
- Move at least **10 paces** or more from a subject to be out of range of imminent attack.
- Allow a different Security Professional-for instance, a supervisor-to interact with the subject who may respond differently to someone not originally involved in the interaction.
- If multiple Security Professionals are present, briefly coordinate-via eye contact, gestures, or stating, "Let's disengage"-before or during disengaging, so no Security Professionals are left engaged with the subject and potentially at greater risk.
- Notify law enforcement and coordinate their response by observing the subject from a safe distance until police arrive.

Calling for Assistance During Interactions

Having assistance, from other Security Professionals or from police officers, is a key tactic during interactions. In order to facilitate ready assistance, Security Professionals should always:

- Call in-notify before engaging at the scene.
- Call for back-up-as soon as the need for additional Security Professionals or a police response is recognized, call to arrange this back-up and, if possible, await their arrival.

Prior to some interactions, Security Professionals can already anticipate that backup Security Professionals will likely be needed. Such incidents include:

- Any significantly suspicious incident involving interaction.
- Incidents in which the subjects are already behaving in an escalated manner.
- Incidents in which multiple subjects are involved.
- Incidents in which the degree of conflict is high.
- Interactions with subjects who have previously posed difficulties.
- Any incident in which the Security Professional's "sixth sense" that something is wrong is experienced.



IMPORTANT!

Security Professionals should avoid engaging in interactions in which a *reasonably foreseeable*, significant hazard is present and backup Security Professionals or police will not be available. The response to such incidents *should be directed to the local police*.

Multiple Security Professional Interactions & Cover and Contact Technique

The recommended method for **multiple Security Professional** interactions is the **Cover and Contact technique**. Multiple Security Professionals interacting with a subject(s) *should* endeavor to use this technique whenever feasible.

This technique consists of dividing interaction tasks between two or more Security Professionals in order to:

1. Improve safety.
2. Improve interaction effectiveness.
3. Interact in a manner less obvious to bystanders.

One Security Professional acts as contact Security Professional who:

1. Communicates with the subject.
2. Is positioned directly in front of the subject or 45 degrees to either side of the subject in front. 3) Stands approximately 4 to 6 feet from the subject.

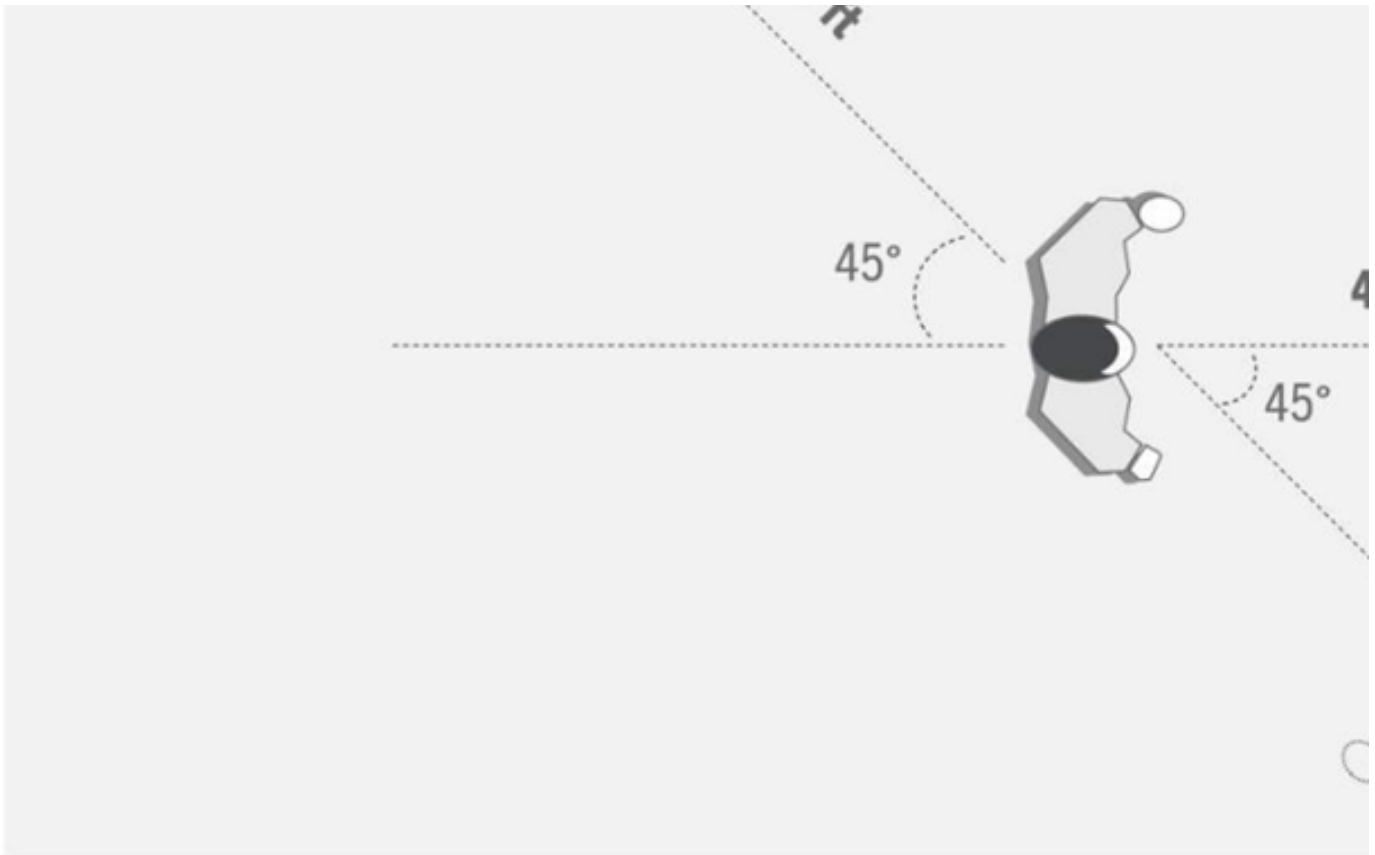
Any additional Security Professionals act as cover Security Professionals who:

1. Position behind the subject at 45 degree angles (not directly behind).
2. Stand at a distance of approximately 6 feet or slightly more.
3. Are responsible for handling radio communication, watching the subject for aggressive action, observing anything the subject might have concealed behind him, and watch the surrounding area for potential additional subjects approaching.





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Pursuit

Pursuit consists of **travelling at a higher rate of speed or in an unusual manner in order to approach and catch a suspect** who is attempting to flee the scene of a crime and/or to avoid arrest or detention. It is different from following at a normal rate and manner to maintain surveillance of the fleeing suspect with the intent to relay information to responding law enforcement or to contact the suspect who ceases to flee.

Pursuing a subject is very hazardous. Pursuing creates dangerous and often rapidly evolving situations and is therefore prohibited except in situations where failure to detain the suspect could cause death or serious bodily injury.

Types of Pursuit

The Alternative to Pursuit

The alternative to pursuing is a combination of surveillance by Security Professionals on scene and/or through CCTV and coordination with police. Surveillance by on-scene Security Professionals consists of following at a safe distance and at a normal rate (walking pace, not running) to make observations regarding a subject's direction of travel to relay to responding police.

Use of Force



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I. Use of Force Use of Force- General Principles It SJ Security Solutions policy that employees shall not use **physical force against persons unless the employee reasonably believes that such force to be necessary to protect the employee or another individual from imminent bodily harm.** The extent of force employed must not exceed the minimum amount of force necessary to counter the threat, and may be employed only for as long as the threat persists, as described in more detail below. In most circumstances, disengagement in favor of calling law enforcement authorities is the preferable choice. Further, a decision to use force in any situation shall consider the likelihood of success and the risks to the Security Professional. **Under no circumstances should a Security Professional engage in a physical altercation that is likely to result in physical injury to the Security Professional or that is unlikely to effectively counter the threat.** SJ Solution's Policy Statement

SJ Security Solutions Use of Force and Reporting Policy -June 2022

SJ Security Solutions considers any time an employee physically touches another person to achieve a desired level of compliance to be a use of force. The use of force includes:

- Use of hands, body, defensive tactics or equipment, less lethal weapons, or firearms in the course of duties;
- Pursuit of any kind;
- Display or brandishing of any weapon;
- Deployment of a working dog.

As an exception to this policy, routine therapeutic patient restraint procedures and routine handcuffing during police operations (i.e. Company Police, Special Officers) do not need to be reported to the Legal Services Group. In these environments, the Corporate Use of Force Report only needs to be completed if it involves the use of weapons, injuries to our employees, the subject or a third party, if there is some other unusual or unexpected outcome, or if the subject of medically-ordered therapeutic restraint resisted the procedure.

Possession of Weapons Prohibited No SJ Security Solutions employee or agent may carry, possess, or store a firearm or other weapon, including less lethal weapons during the course and scope of their employment, except as permitted by this policy. Except where state law prohibits such a restriction, this policy shall prohibit the carrying of a personal firearm to work, as well as having a personal firearm available in the passenger compartment or trunk of a Company vehicle or private vehicle being used for work purposes. As stated in the employee handbook, employees who violate this policy will be subject to discipline up to, and including, termination.

Use of Force Continuum

The Use of Force Continuum shall be the standard model for the use of force by all SJ Security Solutions Professionals. The continuum is broken down into six broad levels. Each is designed to have



an elastic factor to accommodate evolving situations evoking different levels of force. It is common for the level of force to move from level two, to level three, and back again in a matter of seconds. SJ Security Solutions Security Professionals should be mindful that so long as it is prudent under the circumstances, disengagement in favor of calling the police or other law enforcement authorities is always the preferred course of action as part of the force continuum. Additionally, Security Professionals must remember that **the Use of Force Continuum relates not only to the escalation of the Use of Force but also directs the de-escalation of techniques as the subject's threats diminish or stop.**

The following demonstrates the escalation and de-escalation of the use of force, with **1** being the least force used and **6** being deadly force:

LEVEL ONE Officer Presence. The mere presence of a highly visible uniformed Security Professional may stop a crime in progress or prevent future crime. Without saying a word, an alert Security Professional can deter crime or direct criminals away from property by use of body language and gestures. At this level, gestures should be non-threatening and professional.

LEVEL TWO Verbal Communication. Used in combination with a visible presence, the use of the voice can usually achieve the desired results. Words can be whispered, used normally, or shouted to be effective. The content of the message is as important as the Security Professionals' demeanor. It's always best to start out calm but firm and non-threatening. Choice of words and intensity can be increased as necessary or used in short commands in serious situations. The right combination of words can deescalate a tense situation and prevent the need for a physical altercation. Training and experience improves the ability of a security officer to communicate effectively with everyone, including the police.

NOTE: Use of Force and Reporting Policy

LEVEL THREE Open Hands, Control Holds & Restraints. Certain situations may arise where words alone do not reduce the aggression. Sometimes Security Professionals will need to get involved physically. At this level, minimal force would involve the use of bare hands to guide, hold, or restrain. **This does not include offensive moves such as punching, tackling, or choking. Pain compliance holds could apply here but only after ordinary holds fail to control an aggressive suspect.** To avoid the possibility of "positional asphyxiation," SJ Security Professionals may not pile on top of a suspect, or place a handcuffed suspect face-down on the ground. Hog-ties and hobbling (tying legs together) are prohibited.

LEVEL FOUR Less Lethal Defensive Spray (O.C.). When a suspect is violent or threatening, more extreme but less lethal measures may be used in defense, to bring the suspect under control, or affect an



arrest.

Before a Security Professional may moving to level four, it is assumed that he or she exercised other less physical measures or deemed them inappropriate. When used by surprise, pepper spray is an excellent distraction, allowing the officer time to get away, call the police, or subdue the suspect. Pepper spray should not be used to protect property or to enforce business rules. It is a defensive weapon. Pepper spray must be directed in the suspect's face for maximum result, and not sprayed wildly at groups of people. Even though considered less lethal, pepper sprays can cause severe reaction and possible injury. Also, pepper sprays have a blinding effect and care must be used that spray victims do not fall down stairs, wander into traffic, or operate a motor vehicle.

LEVEL FIVE Temporary Incapacitation. This level of force may only be employed when the situation is so extreme, violent, and immediate that it is necessary to temporarily incapacitate a suspect prior to the arrival of the police. This includes the use of all methods of non-deadly force beginning with the empty hand up through and including impact tools, Taser's or working dogs. At level five, properly used defensive and offensive moves (including take downs, knee, hand, and elbow and arm strikes) are allowed under the right circumstances. Baton blows to soft tissue and certain joint areas are consistent with professional security training standards. Kicking any part of a subject's body, and baton blows to the suspect's head or throat, however, can be deadly, and are inconsistent with professional training standards, and are *strictly prohibited unless the use of deadly force is justified*. Any violation of this directive *will be treated as a serious offense warranting discipline up to, and including, termination*. Temporary incapacitation is used to stop a suspect from injuring an officer or others, permitting the application of handcuffs or other restraints.

LEVEL SIX Deadly Force. SJ Security Professionals are justified in threatening or using less lethal force against another when and to the extent that the officer reasonably believes that such threat or force is necessary to defend him/herself or a third party against another's imminent use of unlawful force. Deadly force, however, **may be used only when necessary, that is, when the officer has a reasonable belief that the subject of such force poses an imminent danger of death or serious physical injury to the officer or to another person, and the use of lesser force is not possible or would not extinguish the threat.** By way of example, *but not limitation*:

- A. Deadly force generally may not be used to prevent the escape of a fleeing suspect unless that individual poses an *imminent threat to the safety of others*.
- B. Firearms may not be fired for the purpose of disabling moving vehicles.
- C. Firearms may not be discharged at or from a moving vehicle.
- D. Warning shots are not permitted. If feasible and if doing so would not increase the danger to the Security Professional or others, a verbal warning to submit to the authority of the officer shall be given prior to the use of deadly force. When the decision is made to use force, an Armed Security Professional may continue its application only until the subject surrenders or otherwise no longer poses an imminent danger to the Security Professional or to others. When the application of deadly force is necessary, **attempts to wound or otherwise cause minor injury are unrealistic and impractical, and can prove dangerous to the Security Professional and others because such attempts are unlikely to**



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neutralize the imminent danger he or she confronts. The brandishing of an un-holstered firearm in a public setting is **strictly prohibited** unless the situation warrants the use of deadly force as stated herein. Even when deadly force is permissible, Armed Security Professionals should assess whether its use creates a danger to third parties that outweighs the likely benefits of its use. Consideration must be given to innocent bystanders and Security Professionals should not unreasonably endanger the safety or welfare of bystanders.



Section 6 - Timekeeping & Payroll

6-1. Punctuality and Attendance

Employees are hired to perform important functions at S.J.S. Inc. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Company.

6-2. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

6-3. Safe Harbor Policy for Exempt Employees

It is S.J.S. Inc.'s policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for S.J.S. Inc. This salary will be established at the time of hire or classification as an



exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Company has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact operations@sjsolutions.us & hr@sjsolutions.us or any other supervisor in S.J.S. Inc. with whom the employee feels comfortable.



Section 7 - Leaves Of Absence

7-1. Personal Leave

If employees are ineligible for any other Company leave of absence, S.J.S. Inc., under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence.

7-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that S.J.S. Inc. can maintain proper coverage while employees are away.



7-3. New York: Family Military Leave

Employees who work an average of at least 20 hours per week and are spouses of military members generally are entitled to up to 10 days of unpaid leave during any period when the spouse in the military is on leave from active duty. Prior notice is requested for staffing reasons. Employees will not be retaliated against for exercising their rights under this policy.

Leave runs concurrently with FMLA Qualifying Exigency leave to the extent both are applicable.

7-4. New York: Bone Marrow Donation Leave

Employees who work 20 or more hours per week are entitled to up to 24 hours of unpaid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Company. Reasonable notice of leave must be provided. Employees may use accrued paid time off for this purpose.

7-5. Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact hr@sjsolutions.us.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on the calendar year. Leave may be taken for any one, or for a combination, of the following reasons:



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- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

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

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.



C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform hr@sjsolutions.us of the need for FMLA-



qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the employee's health care provider . If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.



When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if



recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through hr@sjsolutions.us.



The Company's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Company. (This fact-specific determination will be made by the Company on a case-by-case basis.) The Company will notify employees if they qualify as a "highly compensated", if the Company intends to deny reinstatement, and of the employee's rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact hr@sjsolutions.us. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact hr@sjsolutions.us immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact hr@sjsolutions.us.

7-6. New York: Blood Donation Leave

Employees who work an average of at least 20 hours per week are eligible for up to three (3) hours of unpaid leave in any 12-month period for donating blood. Employees must provide advance notice of at least three (3) working days of their intention to avail themselves of this leave, except in emergency situations. Employees may use accrued paid time off for this purpose.



7-7. New York: State Paid Family Leave

Eligibility Requirements

Employees who have a regular work schedule of 20 or more hours per week and have been employed at least 26 consecutive weeks before the date Paid Family Leave (PFL) begins (or who have a regular work schedule of less than 20 hours per week and have worked at least 175 days to the date PFL begins) are eligible for PFL. Paid time off can be counted toward the employee's eligibility determination. Employees are eligible for PFL regardless of citizenship and/or immigration status. Employees have the option to file a waiver of PFL and therefore not be subject to deductions when their regular employment schedule is:

- 20 or more hours per week but the employee will not work 26 consecutive weeks; or
- fewer than 20 hours per week and the employee will not work 175 days in a 52-consecutive-week period

Entitlement

PFL is available to eligible employees for up to 12 weeks within any 52-consecutive-week period. PFL is available for any of the following reasons:

- to participate in providing care, including physical or psychological care, for the employee's family member (child or step-child or anyone for whom the employee has legal custody, spouse, domestic partner, parent, step-parent, parent-in-law, grandchild or grandparent) with a serious health condition;
- to bond with the employee's child during the first 12 months after the child's birth, adoption or foster care placement; or
- for qualifying exigencies, as interpreted by the Family and Medical Leave Act (FMLA), arising out of the fact that the employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

The 52-consecutive-week period is determined retroactively with respect to each day for which PFL benefits are currently being claimed.

PFL benefits are financed solely through employee contributions via payroll deductions.

The weekly monetary benefit will be 67 percent of the employee's average weekly wage up to 67 percent of the state average weekly wage.

The Company and the employee may agree to allow the employee to supplement PFL benefits up to their full salary with paid time off, to the maximum extent permitted by applicable law.

The employee who is eligible for both statutory short-term disability benefits and PFL during the same period of 52-consecutive-calendar weeks may not receive more than 26 total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently. If the employee is unable to work and qualifies for workers' compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers'



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compensation benefits. The employee receiving reduced earnings may be eligible for PFL.

PFL may not be taken for any one of, or for a combination of, the following reasons:

- for a birth mother's pregnancy or prenatal conditions;
- for the employee's own health condition; and/or
- for the employee's own qualifying military event.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential health care facility; or continuing treatment or continuing supervision by a health care provider.

Use of Leave

The employee does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently in daily increments. Leave taken on an intermittent basis will not result in a reduction of the total amount of leave to which the employee is entitled beyond the amount of leave actually taken.

Employee Responsibilities

The employee must provide 30 days' advance notice before the date leave is to begin if the qualifying event is foreseeable. When 30 days' notice is not practicable for reasons such as a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. Failure by the employee to give 30 days' advance notice of a foreseeable event may result in partial denial of the employee's benefits for a period of up to 30 days from the date notice is provided.

Employees must provide sufficient information to make the Company aware of the qualifying event and the anticipated timing and duration of the leave. Employees must specifically identify the type of family leave requested. Employees also must provide medical certifications and periodic recertification or other supporting documentation or certifications supporting the need for leave. The employee requesting PFL must submit a completed Request for Paid Family Leave or PFL-1 form and additional certification form(s) as follows to the Company's insurance carrier: 1) Bonding Certification: PFL-2 Form plus documentation; 2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or 3) Military Qualifying Event: PFL-5 Form plus documentation. These documents are available from the Head of Human Resources and/or hr@sjsolutions.us.

The Company's insurance carrier is NYSI.

To submit a request for PFL, employees must complete the employee's portion of the insurance carrier's PFL-1 Form, and submit it to ###NYCompnayContact###. The Company will complete its section of the form and will return it to the employee within three (3) business days. If the Company fails to respond, employees may submit all materials directly to the insurance carrier. Depending on the type of PFL leave employees are seeking, employees will be required to complete additional PFL forms as described in the communication that employees will receive from the insurance carrier. Employees must submit the completed PFL forms before or within 30 days after the start of their leave. The insurance carrier must pay or deny leave requests within 18



calendar days of receiving the employee's completed forms.

Job Benefits and Protection

During any PFL taken pursuant to this policy, the Company will maintain coverage under any existing group health insurance benefits plan as if the employee had continued to work. The employee must make arrangements with hr@sjsolutions.us prior to taking leave to pay their portion of any applicable health insurance premiums each month.

The Company's obligation to maintain health insurance coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

Employees who exercise their right to PFL will, upon the expiration of that leave, be entitled to be restored to the position they held when the leave commenced, or to a comparable position with comparable benefits, pay and other terms and conditions of employment. The taking of leave covered by PFL will not result in the loss of any employment benefit accrued before the date on which the leave commenced. While on PFL, employees will continue to accrue sick or vacation time.

Leave Concurrent with FMLA

The Company will require the employee, who is entitled to leave under both the Family & Medical Leave Act (FMLA) and PFL, to take PFL concurrently with any leave taken pursuant to the FMLA. When the total hours taken for FMLA in less than full-day increments reaches the number of hours in the employee's usual workday, the Company may deduct one (1) day of PFL from the employee's annual available PFL.

Questions and/or Complaints About PFL

If employees have any questions regarding this policy, they should contact the Head of Human Resources and/or hr@sjsolutions.us. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, employees should consult the Company's other leave policies or contact hr@sjsolutions.us. The Company is committed to complying with the PFL and will interpret and apply this policy in a manner consistent with the PFL. Employees who disagree with a denial of their claim for PFL may submit their dispute to arbitration. Employees will be provided with information about how to request arbitration.

Employees are protected from discrimination and retaliation for requesting or taking PFL. If employees believe their rights have been violated and/or they have been denied job restoration as a result of requesting and/or taking PFL, they must send hr@sjsolutions.us a formal request for job reinstatement using the Formal Request for Reinstatement Regarding Paid Family Leave (Form PFL-DC-119), which can be found in the forms section of <https://www.ny.gov/PaidFamilyLeave>. Employees must file the completed form with the Company and send a copy to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030.

If the Company does not comply with the employee's request for reinstatement within 30 days, the employee may file a PFL discrimination complaint with the Workers' compensation Board using the Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the New York PFL website. Once the employee's complaint is received, the Board will assemble the employee's case and schedule a preliminary hearing in front of a workers' compensation law judge.



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7-8. Facility Access

All regular *SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc.* employees will be issued a key to gain access to *SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc.* facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from *SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc.*, and at any other time upon *SJ SOLUTIONS SECURITY AND PROTECTION SERVICES Inc.*, request all keys must be returned to your supervisor.

7-9. If You Must Leave Us

Should the employee decide to leave the Company, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Company, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

7-10. Exit Interviews

Employees who resign are requested to participate in an exit interview with Human Resource, the CEO or the VP, if possible.

Please contact the Human Resources Representative and/or operations@sjsolutions.us & hr@sjsolutions.us to schedule an appointment.

7-11. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about S.J.S. Inc. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, S.J.S. Inc., in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Company or its personnel policies and practices.



General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with S.J.S. Inc. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of S.J.S. Inc.'s Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of S.J.S. Inc. other than President/CEO may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



Receipt Of Non-Harassment Policy

It is S.J.S. Inc.'s policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). The Company also prohibits retaliation as defined below. All such conduct will not be tolerated by the Company.

The Company is committed to a workplace free of harassment (including sexual harassment) and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as business trips and Company-sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition to being a violation of this policy, harassment (including sexual harassment) and retaliation based on any protected characteristic as defined by applicable federal, state or local laws are unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment are unlawful.

Definition of Harassment

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Definition of Sexual Harassment

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an



individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Definition of Retaliation

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- any action that would discourage the employee from reporting harassment (including sexual harassment) or retaliation;
- shunning and avoiding an individual who reports harassment (including sexual harassment) or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment (including sexual harassment) or retaliation; and
- denying employment benefits because an applicant or employee reported or encouraged another employee to report harassment (including sexual harassment) or retaliation or participated in the reporting and investigation process described below.

Reporting Procedures

If the employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of the Employee's Supervisor at the following address 1368 Fulton Street, Suite 306, Brooklyn , NY 11216 and phone number 347-523-4262 or to operations@sjsolutions.us at the following address 1368 Fulton Street, Suite 306, Brooklyn , NY 11216 and phone number 347-523-4262.

If the person toward whom the complaint is directed is one of the individuals indicated above, employees should contact any higher-level manager in their reporting hierarchy.

Written complaints can be submitted internally using the form provided in this handbook.



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If the employee makes a complaint under this policy and has not received an initial response within five (5) business days, the employee should contact hr@sjsolutions.us immediately at the following address 1368 Fulton Street, Suite 306, Brooklyn , NY 11216 and phone number 347-523-4262.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy, must immediately report the issues raised or conduct to hr@sjsolutions.us.

Investigation Procedures

Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy to ensure due process for all parties. To the extent possible, the Company will endeavor to keep the reporting individual's concerns confidential. However, complete confidentiality may not be possible in all circumstances. All individuals are required to cooperate in all investigations conducted pursuant to this policy.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Company will determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. This includes individuals engaging in harassment (including sexual harassment) or retaliation, as well as supervisors who fail to report violations of this policy, or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

Legal Protections and External Remedies

Aside from the internal complaint process at the Company, individuals may choose to pursue external legal remedies with the following governmental entities.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within three (3) years of the sexual harassment or within one (1) year of any other harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three (3) years of the alleged harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Company does not extend the time to file with DHR or in court.



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An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate complaints and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458; (718) 741-8400; www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, those who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit <https://www1.nyc.gov/site/cchr/index.page>.

New York State Division of Human Rights Sexual Harassment Hotline

The New York State Division of Human Rights has established a toll-free confidential hotline to provide counsel and assistance to individuals who believe they may be experiencing workplace sexual harassment.



SJ SOLUTIONS SECURITY & PROTECTION SERVICES INC.
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Employees can call the toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 a.m. to 5:00 p.m.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Remember, S.J.S. Inc. cannot remedy claimed harassment (including sexual harassment) or retaliation unless individuals bring these claims to the attention of management. Please report any conduct that violates this policy.

I have read and I understand S.J.S. Inc.'s Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



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Sj Solution Confidential Company Information

Confidential Company Information

During the course of work, employees may become aware of confidential information about S. J. S. Inc.'s business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to S. J. S. Inc.'s competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.