



**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF THE SECURITAS USA ELECTRONIC TIMEKEEPING RULES  
(CALIFORNIA EMPLOYEES)**

The Securitas USA electronic timekeeping system is designed and intended to ensure that all employees are paid for all time worked. If I am working at a site that uses electronic timekeeping, I acknowledge that I have received training on how to use Securitas USA Electronic Timekeeping to report my time worked. I understand and agree to comply with the following Securitas USA time keeping rules:

- It is Securitas USA policy that employees are paid for all time worked.
- If an employee ever experiences any pay problems or thinks he or she is not being paid for all time worked, the employee should immediately contact a supervisor, scheduler, district manager, human resources manager, or The Securitas Hotline (referred to in this Acknowledgement as "Management"). All pay related issues will be immediately investigated and fixed if there is a problem.
- I agree that, unless my supervisor instructs me otherwise, I will clock in and clock out at the time my regularly scheduled shift begins and ends. Sometimes employees arrive early to the worksite due to a variety of reasons (e.g., bus schedules, other transportation, etc.). If I voluntarily arrive at work prior to the start of my shift, I understand that I am not permitted to begin performing work until my scheduled shift begins. If I do perform work prior to my scheduled shift beginning, I will contact Management.
- Unless otherwise authorized, I am not permitted to perform work after my scheduled shift ends. If I do perform work after my scheduled shift ends, I will contact Management.
- If off-duty, unpaid meal break arrangements are in place at the security assignment, I agree to accurately record the start and stop times of these off-duty meal breaks. (Please refer to the Security Officer Handbook for more guidance).
- I understand that if my supervisor asks me to start work prior to my regularly scheduled shift beginning, or if my supervisor asks me to stay after my regularly scheduled shift is supposed to end, I will clock in/clock out according to the actual time I started and stopped work and I will be paid for all time worked.
- I understand that I am required to accurately record my work hours to the minute.
- Falsification of a timesheet and clocking in/out for other employees are not permitted.
- Unless previously approved by Management, I understand that I am not permitted to use my personal electronic device to clock in/clock out for my scheduled shift.
- For sites where Securitas provides tools/technology to record your time: Unless previously approved by Management, I understand and agree that the voluntary use of my personal device will not be compensable.
- For sites where tools/technology are not provided: Unless previously approved by Management, I understand and agree that I will be compensated \$0.05 per shift for the use of my personal device to clock in/out. If the use of my device to clock in/out costs me more than \$0.05 per shift, I will notify Management.

- I have been instructed by Securitas USA to accurately and honestly enter the times that I begin and end my work shifts. Regarding my work shift today, I certify that I accurately recorded my work time, and the hours recorded are the actual hours that I worked.

I understand that I am authorized and permitted to take a paid rest break during which I am relieved of all duty and not required to monitor a radio, for at least 10 minutes for every four hours or major fraction thereof that I work in a shift. I understand that if I work more than five hours during a shift, I am provided a lunch break of at least 30 minutes before the end of the fifth hour of work (and if I work more than 10 hours, I am provided a second 30-minute break before the end of the tenth hour worked). I understand that unless I have agreed to take paid, on-duty meal breaks based on the nature of the work at my site and post, I must be relieved of all duties and be free to leave the premises during these breaks and that my meal break time will be unpaid, and not considered hours worked. If I have agreed to take paid, on-duty meal breaks based on the nature of the work at my site and post, I understand that I am still expected to take a meal break but that I will be paid for the time and it will be included in my total hours worked. I agree to notify my supervisor if I am prevented from taking any meal or rest breaks as set forth herein.

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Employee Print* \_\_\_\_\_