



## **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF THE SECURITAS USA ELECTRONIC TIMEKEEPING RULES**

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 I take off-duty, unpaid meal breaks, I agree to record the start and stop times of these breaks.
- 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.
- Unless previously approved by Management, I understand and agree that the voluntary use of my personal device will not be compensable.

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

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