

FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* 8/27/15
 GREGORY P. PRIAMOS DATE

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *[Signature]* 9/10/15
 Susana Garcia-Bocanegra Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

229



FROM: Economic Development Agency

SUBMITTAL DATE:
 September 10, 2015

SUBJECT: Riverside County Fair & National Date Festival – Approval for 1-Year-round Nightly Security Guard Services Agreement with a 2-Year Extension Option, District 4 [\$248,246], Riverside County Fair Funds 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the agreement between the County of Riverside and Desert Resort Security Inc. for year-round nightly security guard services located at the Riverside County Fairgrounds in the amount not-to-exceed \$248,246 over a three year period;
2. Authorize the Chairman of the Board of Supervisors to execute the attached agreement; and
3. Authorize the Assistant County Executive Officer/EDA, or designee, to administer the terms of the agreement, execute the two year extensions and make any "non-substantive" changes to the agreement that may arise.

BACKGROUND:

Summary
 (Commences on Page 2)

[Signature]

Robert Field
 Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 82,748	\$ 82,749	\$ 248,246	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Riverside County Fair Funds 100%
Budget Adjustment: No
For Fiscal Year: 2015/16-2017/18

C.E.O. RECOMMENDATION:

APPROVE
 BY: *[Signature]*
 Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: | District: 4 | Agenda Number:

3-10

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Economic Development Agency

FORM 11: Riverside County Fair & National Date Festival – Approval for 1-Year-round Nightly Security Guard Services Agreement with a 2-Year Extension Option, District 4 [\$248,246], Riverside County Fair Funds 100%

DATE: September 10, 2015

PAGE: 2 of 2

BACKGROUND:

Summary

The Riverside County Fair & National Date Festival issued a competitive Request for Proposals (RFP) on July 7, 2015. The RFP was designed for year round nightly security guard services to provide the Fair with the opportunity to select a company with the highest quality services at the most competitive price. The RFP solicited proposals for a one year contract for FY 2015/16, with the option to extend the contract for two, one-year periods for FY 2016/17 and FY 2017/18.

Five responses were submitted and received by the deadline. The Economic Development Agency reviewed the responses, and Desert Resort Security, Inc. was deemed the most qualified respondent, and has successfully provided security at the Riverside County Fairgrounds for the past year.

The Agreement has been reviewed and approved as to form by County Counsel.

Impact on Citizens and Businesses

The Riverside County Fairgrounds is host to approximate 25-35 events, both public and private, throughout the year. Some of the public events enrich the community with recreational and entertainment opportunities, as well increasing the need for local temporary staffing.

SUPPLEMENTAL:

Additional Fiscal Information

This contract is within the established 2015/16 Fair budget. The attached agreement between the County of Riverside and Desert Resort Security Inc. was prepared for an amount not-to-exceed \$248,246 over a three year period with the following payment schedule:

Security Budget by Fiscal Year			
2015/2016	2016/2017	2017/2018	Total
\$82,748	\$82,749	\$82,749	\$248,246

ATTACHMENTS :

- Agreements - 3 original copies
- 3-Exhibit A (Proposals)

RIVERSIDE COUNTY FAIR AND NATIONAL DATE FESTIVAL SERVICES AGREEMENT

This Agreement is made and entered into the ____ day of _____, 2015 by and between the County of Riverside ("COUNTY") and **Desert Resort Security Inc.** ("CONTRACTOR"). The parties agree as follows: **Contractor agrees to provide year round nightly security guard services for the Riverside County Fairgrounds.**

1. Documents Made Part of This Agreement: This Agreement is comprised of the following documents: This Agreement and Exhibit "A", Proposal. Should there be any conflict between this Agreement and any Exhibits attached or incorporated herein, this Agreement shall control.

2. Services To Be Provided: A. CONTRACTOR shall provide all services related to provision of year round nightly security guard services at the Riverside County Fairgrounds as more fully defined in Exhibit A. attached hereto and incorporated herein, and fulfill all other requirements as specified in this Agreement. CONTRACTOR has the expertise, special skills, knowledge and experience to fully perform these services and requirements in a professional manner.

B. The time for provision of services by CONTRACTOR shall be: July 1, 2015 through June 30, 2016, with the option to extend the contract for two (2) one-year periods for fiscal year 2016-17 and fiscal year 2017-18. CONTRACTOR shall immediately commence performance of services upon notification from COUNTY, and shall perform such services throughout the term of this Agreement in a diligent, timely and prompt manner.

C. Provision of additional services beyond those stated in this Agreement shall require a written amendment to this Agreement signed by authorized representatives of both parties.

D. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit A, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3. Compensation: COUNTY shall pay CONTRACTOR for all services performed based on the services provided in accordance with the terms of Exhibit A, Proposal. **Maximum payments by COUNTY to CONTRACTOR shall not exceed \$82,748.00 for fiscal year 2015-16, \$82,749.00 for fiscal year 2016-17, and \$82,749.00 for fiscal year 2017-18 annually.**

A. CONTRACTOR shall be paid in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered and acceptance has been made by COUNTY.

4. County Representative: The following COUNTY representative shall be the contact for CONTRACTOR with regard to the services to be provided pursuant to this Agreement:

Name: **Veronica Casper**

Title: **Fair Manager**

5. Compliance with Laws; Licensing: CONTRACTOR shall comply with all applicable laws, rules and regulations related to performance of this Agreement, including but not limited to all applicable fair employment, civil rights, access, health and safety laws, rules and regulations. CONTRACTOR represents and warrants that it has all licenses, permits and qualifications as are legally or professionally required to perform the services stated in this Agreement. CONTRACTOR shall comply with all applicable COUNTY policies, procedures, rules and regulations.

6. Termination: A. This Agreement may be terminated by COUNTY for any reason (with or without cause) upon giving **30 days** written notice to CONTRACTOR. County and/or Contractor has the right to terminate subsequent year (s) contract (s) with a thirty (30) day notice.

B. COUNTY may terminate this Agreement immediately when any of the following occurs: (1) COUNTY determines that CONTRACTOR's activities are resulting in or may result in discredit to COUNTY; (2) CONTRACTOR has acted dishonestly; (3) CONTRACTOR is unwilling or unable for any reason to properly perform; or (4) CONTRACTOR has breached a material provision of this Agreement.

C. After receipt of a notice of termination from COUNTY, CONTRACTOR shall:

(1) stop all work under this Agreement on the date specified in the notice of termination; (2) deliver to COUNTY any equipment, materials, data, reports or other work which, if the Agreement had been continued, would have been required to be furnished to COUNTY by CONTRACTOR; and (3) take any additional actions which may be reasonably requested by COUNTY. Following termination, COUNTY shall make payment to CONTRACTOR for all services which have been properly rendered up to the date of termination. No other payments shall be due to CONTRACTOR upon termination. In the event of termination, COUNTY may proceed with the work in any manner it deems to be proper and in the best interest of COUNTY.

~~D. N/A If for any reason the Fair is not held on the planned dates, this Agreement shall be considered to be terminated, and COUNTY shall not be liable to CONTRACTOR for any further payments (other than payments for services which have already been properly rendered). This shall apply regardless of the cause of why the Fair is not held on the planned dates. This shall also apply if the Fair is interrupted or delayed, in part or in full.~~

E. This section shall not limit any other legal rights the COUNTY may have against CONTRACTOR.

7. Independent Contractor: A. CONTRACTOR is acting as an independent contractor, and no relationship of employer-employee exists between CONTRACTOR (including its employees, agents or representatives) and COUNTY. CONTRACTOR assumes full and exclusive responsibility for its acts and the acts of its employees, agents and subcontractors related in any way to this Agreement. CONTRACTOR (including its employees, agents or representatives) shall not be entitled to any benefits payable to employees of COUNTY, including but not limited to workers' compensation, retirement, leave or other similar benefits. CONTRACTOR assumes full responsibility for payments of all federal, State and local taxes or other contributions imposed or required under social security, workers' compensation, income tax, disability, unemployment, retirement or similar laws or regulations, related to CONTRACTOR, its employees, agents or representatives. CONTRACTOR shall indemnify COUNTY against any and all claims that may be made against COUNTY based upon a contention by any person or entity that an employer-employee relationship exists by reason of this Agreement, including but not limited to any federal, State or other payments which COUNTY may be required to make related to such a claim. CONTRACTOR shall immediately reimburse COUNTY for any payments which COUNTY may be required to make related to any such claim.

B. CONTRACTOR and its agents, servants, employees, subcontractors or other representatives shall not act and shall not in any manner be construed to be agents, officers, or employees of COUNTY; shall not in any manner incur or have the power to incur any debt, obligation or liability against or on behalf of COUNTY; and shall in no way represent themselves to be officers, employees or agents of COUNTY. COUNTY shall not in any way be liable for any debts, acts, obligations or other liabilities or actions of CONTRACTOR, its agents, servants, employees, subcontractors or other representatives.

8. Insurance: A. Prior to the start of performance, or at an earlier date as may be requested by COUNTY, CONTRACTOR shall provide to COUNTY original insurance certificates which evidence the following coverage from companies licensed to issue such insurance in the State of California:

- (1) Workers' compensation insurance as required by the laws of the State of California;
- (2) Commercial general liability insurance, on an occurrence basis, with limits not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence);
- (3) For contracts involving use of vehicles (automobiles, trucks or other vehicles), commercial automobile liability insurance, on an occurrence basis, with limits of not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence); and
- (4) Any other insurance required by law or the State of California for this type of activity or event.

B. The insurance certificates must also include the following:

- (1) The dates of inception and expiration of the insurance;
- (2) A statement that the following are listed as additional insured: The County of Riverside; the Riverside County Fair and National Date Festival; the Riverside County Economic Development Agency; and the officers, employees, servants and agents of these entities;
- (3) A statement that the insurance cannot be cancelled or reduced without 30 days prior written notice to COUNTY; and
- (4) A statement that the certificate holder shall be: County of Riverside, Riverside County Fair and National Date Festival, 82-503 Hwy 111, Indio, California 92201.

9. Indemnification: CONTRACTOR shall indemnify and hold harmless COUNTY, including its officers, employees and agents, from any and all liabilities, claims, debts, damages, demands, or actions of whatever kind or nature (including, but not by way of limitation, wrongful death, bodily injury, property damage, and legal representation and expenses) arising out of or in any manner connected with CONTRACTOR's performance related to this Agreement.

10. Right to Audit or Monitor; Records; Ownership of Documents: A. COUNTY shall have the right to audit and monitor the activities or procedures of CONTRACTOR. CONTRACTOR shall maintain accurate records related to the activities performed by CONTRACTOR pursuant to this Agreement. COUNTY may at any time audit any of CONTRACTOR's records related to activities performed by CONTRACTOR pursuant to this Agreement.

B. All documents, reports and materials prepared by CONTRACTOR pursuant to this Agreement shall become the property of the COUNTY. Upon termination of this Agreement or completion of services, CONTRACTOR shall furnish to COUNTY all documents, reports and materials (including any uncompleted reports or unfinished work).

11. Governing Law; Jurisdiction: This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court for the State of California located in Riverside County, California.

12. Miscellaneous: A. CONTRACTOR shall not subcontract with any third party for furnishing any of the services described in this Agreement without the prior written approval of COUNTY.

B. CONTRACTOR shall not assign any interest in or part of this Agreement without the prior written consent of COUNTY.

C. CONTRACTOR shall ensure that there shall be no discrimination against or segregation of any person, or group of persons, on account of disability, sex, marital status, race, religion, color, creed, national origin, or ancestry in performing the services specified in this Agreement.

D. Any waiver by COUNTY of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent breach of the same or of any other term hereof. Failure on the part of COUNTY to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement or stopping COUNTY from enforcement of such terms.

E. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement will continue in full force without being impaired or invalidated in any way.

F. This agreement is intended by the parties as the final, complete and exclusive statement of their understanding with respect to the subject matter of this Agreement, and supersedes any and all prior or contemporaneous oral or written understandings or statements. This Agreement may be changed or modified only pursuant to a written document signed by the authorized representatives of both parties.

Desert Resort Security Inc. ("CONTRACTOR")

By:  Dated: 08/19/15
Name and title: **Desert Resort Security Inc.**
Ozzie Ceja, President
79405 Hwy 111 Suite #9-156
La Quinta, CA 92253
(760) 610-4300

COUNTY OF RIVERSIDE

By: _____ Dated: _____
Name and title: **Marion Ashley, Chairman**
Board of Supervisors

FORM APPROVED COUNTY COUNSEL
BY:  8/20/15
NEAL R. KIPNIS DATE

EXHIBIT A

**PROPOSAL FOR YEAR ROUND
NIGHTLY SECURITY GUARD SERVICES FOR THE
RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL**



PROPOSAL FOR YEAR ROUND NIGHTLY SECURITY GUARD SERVICES FOR THE RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL

“Submission of this proposal signifies that all the terms, conditions, requirements, protest procedures, performance measures and instructions concerning the award of the Contract for Armed Security Guard Services RFP to which this proposal responds, have been read and understood. Further, in signing this letter, as the authorized representative of the submitting firm, it is expressly agreed by the proposer that failure to have provided accurate and truthful information in this proposal or any deviation from any requirement or performance measure stated in the RFP shall constitute grounds for rejection of this proposal. And further, proposer agrees that if the submitted proposal is not in the format of the RFP, proposer’s proposal will be deemed non-responsive.”



Ozzie Ceja

07/20/15

Past Experience and Previous Performance

Desert Resort Security Inc. succeeds only when we meet the needs and exceed the expectations of our clients. We set the standard for superior performance through continuous, consistent training of our dedicated security team to deliver highly responsive, industry-leading field support. This training produces consummate professionals committed to providing the highest quality security programs available.

Desert Resort Security Inc. staff has a long history of providing peace of mind. Since our founding, we have built a solid foundation for service excellence. This foundation is based upon the experience, expertise and know-how of our dedicated management and support specialists, and our quality field Security Officers.

Desert Resort Security Inc. focuses on providing the most comprehensive security service available in our region. This well-considered and executed specialization allows us to focus our resources on delivering a tightly defined scope of services to our clients. It has also generated economies throughout our operation, and resulted in reduced internal costs that we endeavor to pass along to our valued clients. While we have been able to generate significant operational economies, we have done so without sacrificing our primary mission – quality service and a commitment to have available the resources necessary to exceed our clients' expectations. This includes multiple levels of on-site and in-field Officers, Supervisors and Account Managers.

Desert Resort Security is the current security provider for the Riverside County Fairgrounds and has been since October 2013. DRS specialize in delivering dedicated, superior security services for gated communities, homeowner associations, country clubs, government facilities, resorts, retail properties, business parks and other high-end establishments throughout the Coachella Valley.

Below is our list of current and past clients.

Security Clients

Coachella Valley Mosquito/Vector Control District	Costco
Sunnyside Estates HOA	Palm Springs Motors
Palm Royale Country Club HOA	Jessup Auto Center
Santa Rosa Country Club HOA	Toyota of The Desert

Past Experience and Previous Performance

City of Indio	Honda of The Desert
Business Park Of The Desert	Cadillac of LQ
Desert Hills Premium Outlets	Indio Gardens
Estacio HOA	Orchard Estates HOA
The Bridge HOA	Pueblo Del Sol
Indian Springs MHP	Desert Villas
Parkview MHP	Biltmore Colony HOA
Codorniz HOA	Frito Lay/PepsiCo
Sunterrace HOA	The Palms At La Quinta

Special Event Clients

C.V. Music And Arts Festival/Stagecoach	Southwest Community Church
JS Music Entertainment	City of Indio – Tamale Festival
Rocketboy Event	Empire Polo
Riverside County Fairgrounds	Spectrum Sports
City Cruisers	USA Field Hockey
416 West	Indio Chamber of Commerce
Café Cabana	Hadley Media
Tam Nguyen Temple	Goldenvoice/AEG Live/Bounce
Ca CareForce	Biscuit Filmworks

Personnel

The DRS executive staff has been known in the Coachella Valley since 1990. In 2010 after the sale of Bower Security many former Bower executives and managers joined Desert Resort Security Inc. including Ozzie Ceja the former Executive Vice President of Bower Security. All of Desert Resort Security Inc. executives and managers have an average of 23 years experience in the security and law enforcement industries. Desert Resort Security Inc. has over 100 years of combined experience. DRS is a full service uniformed private security company with its own dedicated patrol division. DRS's high quality service in the Coachella Valley area include Palm Springs, Palm Desert, Cathedral City, Desert Hot Springs, Rancho Mirage, La Quinta, Indian Wells, Mecca, Coachella and Indio. DRS also provide, Special Event Management and Staffing, Executive Protection and Private Investigation services. As a company, Desert Resort Security Inc. is dedicated to value, fairness, and service. Desert Resort Security Inc. does not want to be the biggest security company, only the best

Key Employees

Ozzie Ceja - President/ CEO

Marco Ceja – Vice President

Capt. Victor Webb – Operations/ Account Manager

Lt. John Villalobos- Patrol Supervisor / Special Events Account Manager

Daniel Alafa - Special Events Account Manager / Patrol Supervisor

Angelo Perez- OIC / Account Manager

Ozzie Ceja- Business Development

Sabrina Webb – Administrative Assistant / Human Resource Assistant

Alex Reyes – Account Manager / Firearms Trainer / Training Coordinator

Sgt. William Diaz- Patrol Supervisor

Sgt. George Ruiz- Patrol Supervisor

Sgt. Jaime Gonzalez- Patrol Supervisor

DESERT RESORT SECURITY SERVICES, INC.

EMPLOYEE POLICY MANUAL

Vol. 1.

January 02, 2015

79405 Hwy 111 Suite# 9-156
La Quinta, CA. 92253

(760) 972-0000

This manual is the property of DESERT RESORT SECURITY SERVICES, INC. it is intended for internal use by authorized personnel only. Reproduction of any part of this manual is prohibited without the consent of DRSS Inc.

DISCIPLINARY AND COUNSELING POLICY

COUNSELING POLICY

ALL EMPLOYEES WILL RECEIVE SUPERVISORY COUNSELING FOR ANY VIOLATION. COUNSELING IS A MEANS FOR AN EMPLOYEE AND A SUPERVISOR TO JOINTLY DEVISE A PLAN OF CORRECTIVE ACTION, WHERE REQUIRED. DURING THE COUNSELING SESSION, YOUR SUPERVISOR WILL DISCUSS AND SUGGEST A WAY TO IMPROVE YOUR PERFORMANCE OR HOW TO AVOID A COMPANY VIOLATION. WE WANT YOU TO SUCCEED IN EVERY ASPECT OF YOUR JOB AND WE BELIEVE THAT WORKING WITH YOUR SUPERVISOR WILL HELP YOU ACHIEVE THIS GOAL.

DISCIPLINARY POLICY

DISCIPLINARY ACTION WILL BE ADMINISTERED WHEN COMPANY POLICY HAS BEEN VIOLATED. YOUR SUPERVISOR IS VERY INTERESTED IN YOUR SUCCESS AND WILL WORK WITH YOU TO IMPROVE YOUR PERFORMANCE.

DEPENDING ON THE SEVERITY OF THE VIOLATION YOU COULD RECEIVE A VERBAL WARNING, A WRITTEN WARNING, OR UP TO A FIVE (5) DAY SUSPENSION WITHOUT PAY (WHILE THE VIOLATION IS BEING INVESTIGATED), AND THE POSSIBILITY OF TERMINATION, WITH CAUSE. TO INSURE THAT PROPER COMMUNICATION HAS TAKEN PLACE, YOUR SUPERVISOR WILL MAKE A WRITTEN REPORT OF ANY VIOLATION OF COMPANY POLICY. BOTH YOU AND YOUR SUPERVISOR WILL SIGN THE WRITTEN REPORT IN WHICH ALL THE DISCUSSED DETAILS WILL BE NOTED.

EMPLOYEE TRAINING PROGRAM

EMPLOYEE TRAINING WILL CONSIST OF HANDS ON TRAINING, CLASSROOM TRAINING, AND SUPERVISOR TRAINING, PLUS ANY FEASIBLE TRAINING SUGGESTIONS FROM OUR EMPLOYEES. IT WILL BE UP TO EACH EMPLOYEE TO ATTEND ANY REQUIRED TRAINING.

INFORMATION THAT AN EMPLOYEE WOULD LIKE TO SEE IMPLEMENTED IS A HIGH PRIORITY. IF YOU HAVE TRAINING SUGGESTIONS OR ARE INTERESTED IN SPECIFIC TRAINING, PLEASE PROVIDE YOUR WRITTEN SUGGESTIONS TO YOUR HUMAN RESOURCE DEPARTMENT OR TO YOUR IMMEDIATE SUPERVISOR.

EMPLOYEE SUGGESTION PROGRAM

DRSS INC. BELIEVES THAT EMPLOYEES ARE KEY TO OUR SUCCESS. DURING THE COURSE OF PERFORMING YOUR VARIOUS DUTIES, YOU MAY NOTICE AN AREA OR SERVICE THAT IS WORTHY OF IMPROVEMENT.

AS A RESPONSIBLE EMPLOYER WHO IS ALWAYS STRIVING TO IMPROVE OUR SERVICE AND/ OR ENVIRONMENT, WE WELCOME AND ENCOURAGE YOUR WRITTEN SUGGESTIONS. PLEASE USE THE FORM PROVIDED ON THE FOLLOWING PAGE TO MAKE YOUR SUGGESTIONS, AND THEN GIVE THE FORM TO YOUR HUMAN RESOURCE DEPARTMENT OR SUPERVISOR.

WORKERS COMPENSATION/ MEDICAL INFORMATION

ALL WORKERS COMPENSATION CLAIMS MUST BE REPORTED TO THE DESERT RESORT SECURITY, INC. OFFICE IN PALM DESERT, CA IMMEDIATELY.

CONTACT OZZIE CEJA 760-972-0000

IF THE INJURY OCCURES DURING NON BUSINESS HOURS, CALL THE DESERT RESORT SECURITY, INC. OFFICE AT 760-972-0000 AND THE SUPERVISOR ON DUTY WILL CONTACT OZZIE CEJA.

EMPLOYEES NEED AUTHORIZATION FROM THE OFFICE TO MAKE A DOCTOR'S APPOINTMENT FOR A WORK RELATED ACCIDENT OR INJURY.

IF IT IS AN EMERGENCY, CALL 911.

IF AN EMPLOYEE IS INJURED ON THE JOB (NO MATTER HOW SLIGHT THE INJURY), IT MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.

SUPERVISORS WILL FILL OUT ALL PROPER WORKERS COMPENSATION FORMS AS SOON AS POSSIBLE, AND GIVE THE COMPLETED FORMS TO THE HUMAN RESOURCE DEPARTMENT TO BE FILED.

THE IMPORTANCE OF THESE FORMS CANNOT BE OVERSTATED. THESE FORMS WHEN PROPERLY FILLED OUT ARE THE PRIMARY SOURCE OF INFORMATION FOR OUR COMPANY AND THE INSURANCE CARRIER IN DETERMINING ACCIDENT CLAIMS AND CORRECTIVE MEASURES. FILLING OUT THESE FORMS IS **REQUIRED BY STATE LAW** AND MUST BE FILLED OUT IMMEDIATELY AFTER EACH AND EVERY INCIDENT.

NOTIFY IMMEDIATELY

DRSS INC.
760-972-0000

READ THIS IMPORTANT INFORMATION

THE GUIDELINES OUTLINED IN THIS EMPLOYEE POLICY MANUAL ARE IN EFFECT AS OF OCTOBER 01, 2013, BUT ARE SUBJECT TO CHANGES AT THE SOLE DISCRETION OF THE COMPANY. IN GENERAL, THE GUIDELINES AND PRACTICES REFERRED TO IN THIS EMPLOYEE POLICY MANUAL WILL BE FOLLOWED. THIS EMPLOYEE POLICY MANUAL IS **NOT** A CONTRACT AND MANAGEMENT RESERVES THE RIGHT TO DEPART FROM THESE GUIDELINES WHEN NECESSARY. THIS EMPLOYEE POLICY MANUAL SUPERSEDES ALL PREVIOUSLY PUBLISHED POLICY MANUALS, HANDBOOKS AND COMMUNICATIONS THAT PERTAIN TO THE CONTENTS OF THIS EMPLOYEE POLICY MANUAL.

ALTHOUGH WE HOPE THAT YOUR EMPLOYMENT RELATIONSHIP WITH US WILL BE LONGTER, THIS EMPLOYEE POLICY MANUAL IS **NOT** A CONTRACT GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC DURATION. YOU AND DESERT RESORT SECURITY, INC. HAVE ENTERED INTO AN “AT-WILL” EMPLOYMENT RELATIONSHIP, WHICH MEANS THERE ARE NO CONTRACTUAL OR OTHER LEGAL RIGHTS IN ANY TERM, CONDITION, OR ASPECT OF THE EMPLOYMENT RELATIONSHIP, INCLUDING BUT NOT LIMITED TO TERMINATION, I.E., YOU OR THE COMPANY MAY TERMINATE THIS EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE.

ATTENDANCE POLICY

AN EMPLOYEE MUST CALL A MINIMUM OF FOUR (4) HOURS PRIOR TO THE START OF THEIR SHIFT TO RECEIVE AN EXCUSED ABSENCE. LAST MINUTE CALL OFFS WILL BE SUBJECT TO A VERBAL WARNING THE 1ST TIME AND A WRITTEN WARNING EACH TIME FOLLOWING. ANY EMPLOYEE WHOSE RECORD SHOWS EXCESSIVE ABSENCES WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE TERMINATION. A LAST MINUTE CALL OFF IS ANY CALL OFF MADE LESS THAN FOUR (4) HOURS PRIOR TO THE START OF THEIR SHIFT. A NO CALL NO SHOW WILL RESULT IN A WRITTEN WARNING. THREE (3) WRITTEN WARNINGS ARE GROUNDS FOR POSSIBLE TERMINATION. THE DAY AFTER YOU CALL OFF YOU **MUST** CALL THE OFFICE BY 10:00 A.M. TO CONFIRM WHETHER OR NOT YOU WILL BE AT WORK THAT DAY. FOR AN ILLNESS REQUIRING MORE THAN THREE (3) CONSECUTIVE DAYS ABSENCE, THE EMPLOYEE MUST PRESENT A DOCTORS NOTE EXCUSING THEM FROM WORK FOR THAT PERIOD, OR A VERBAL WARNING WILL BE ISSUED. IF THIS OCCURS MORE THAN ONCE, IT WILL RESULT IN FURTHER DISCIPLINARY ACTION NOT TO EXCLUDE POSSIBLE TERMINATION. TO CALL OFF FOR ANY SHIFT, THE EMPLOYEE **MUST CALL FOR HIM/ OR HERSELF.** IF A RELATIVE OR A FRIEND CALLS FOR THE EMPLOYEE IT WILL BE CONSIDERED AN UNEXCUSED ABSENCE, UNLESS IT IS IMPOSSIBLE FOR THE EMPLOYEE TO CALL DUE TO HOSPITALIZATION, THEN PROOF WILL BE REQUIRED.

TARDINESS WILL ALSO BE GROUNDS FOR DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE TERMINATION. IF YOU ARE FREQUENTLY TARDY, YOU WILL RECEIVE A WRITTEN WARNING. AFTER THREE (3) WRITTEN WARNINGS FOR TARDINESS, POSSIBLE TERMINATION MAY OCCUR.

IN THE EVENT OF A **QUALIFIED EMERGENCY** YOU **MUST CALL THE OFFICE IMMEDIATELY** FOR US TO MAKE THE APPROPRIATE ADJUSTMENTS FOR YOUR ABSENCE.

IF YOU CANNOT WORK A SCHEDULED SHIFT AND YOU WANT TO SWAP WITH SOMEONE YOU MAY ONLY DO SO WITH MANAGER'S PERMISSION AND APPROVAL. THIS MUST BE REQUESTED AND APPROVED NO LATER THAN 24 HOURS BEFORE THE SHIFT. SWAPPING SHIFTS WITHOUT APPROVAL WILL RESULT IN A WRITTEN WARNING. IF THE PRACTICE CONTINUES, POSSIBLE TERMINATION MAY OCCUR.

ATTENDANCE WILL BE TRACKED AND EXCESSIVE ABSENCES WILL RESULT IN POSSIBLE TERMINATION. AS AN EMPLOYEE IT IS YOUR RESPONSIBILITY TO COME TO WORK WHEN YOU ARE SCHEDULED, AND ON TIME. NOT COMPLYING WITH THE COMPANY ATTENDANCE POLICY WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING POSSIBLE TERMINATION.

VACATION TIME OR ANY NON REGULARLY SCHEDULED TIME OFF MUST BE REQUESTED IN WRITING, AND AT LEAST TWO (2) WEEKS PRIOR TO THE NEED DATE(S) OFF. ALL EXTRA TIME OFF MUST BE APPROVED BY MANAGEMENT AND WILL BE ISSUED ON A FIRST COME FIRST SERVE BASIS. ANY TIME OFF THAT IS NOT REQUESTED IN ACCORDANCE WITH THIS POLICY WILL BE CONSIDERED A NO CALL NO SHOW AND WILL RECEIVE THE APPROPRIATE DISCIPLINARY ACTION.

DRESS AND APPEARANCE STANDARDS

DRESS STANDARDS

ALL EMPLOYEES FOR WHOM A UNIFORM HAS BEEN PROVIDED MUST WEAR THE APPROPRIATE UNIFORM. ALTERATIONS TO UNIFORMS ARE ALLOWED ONLY IF PRIOR APPROVAL HAS BEEN OBTAINED FROM A SUPERVISOR. THE ALTERATIONS ARE ONLY FOR THE PURPOSE OF A BETTER FIT. UNIFORMS **MUST BE** NEAT, CLEAN, AND PRESSED AT ALL TIMES. MISSING BUTTONS SHOULD BE REPLACED AND TEARS OR HOLES SHOULD BE REPAIRED BEFORE WEARING. ALTERATIONS AND REPAIRS TO UNIFORMS ARE THE RESPONSIBILITY OF THE EMPLOYEE.

IT IS IN EVERYONE'S BEST INTEREST FOR ALL EMPLOYEES OF DESERT RESORT SECURITY, INC. TO PRESENT A PROFESSIONAL IMAGE TO ITS CUSTOMERS, CLIENTS AND THE PUBLIC. ALL EMPLOYEES ARE EXPECTED TO DRESS IN A MANNER CONSISTENT WITH GOOD HYGIENE, SAFETY, AND GOOD TASTE.

EMPLOYEES WHO CAN EXPECT TO COME INTO CONTACT WITH CUSTOMERS, CLIENTS, OR THE PUBLIC ARE EXPECTED TO PRESENT A PROFESSIONAL APPEARANCE AT ALL TIMES. ANY EMPLOYEE WHO HAS A QUESTION REGARDING A UNIFORM COMPONENT SHOULD IMMEDIATELY CONTACT A SUPERVISOR BEFORE WEARING IT.

ANY EMPLOYEE WHO IS DRESSED INAPPROPRIATELY OR WHO DOES NOT PRESENT A PROFESSIONAL APPEARANCE WILL BE SENT HOME IMMEDIATELY AND DIRECTED TO CORRECT THE DEFICIENCY BEFORE RETURNING TO WORK. EMPLOYEES SENT HOME TO CORRECT ANY DEFICIENCY WILL NOT BE PAID FOR THE TIME AWAY FROM WORK.

APPEARANCE STANDARDS

HYGIENE STANDARDS

GOOD PERSONAL HYGIENE STANDARDS ARE REQUIRED. YOUR FELLOW EMPLOYEES AND PEOPLE THAT WE SERVE HAVE A RIGHT TO EXPECT GENERAL CLEANLINESS FROM YOU, AS YOU DO FROM THEM. EACH EMPLOYEE IS EXPECTED TO BATHE OR SHOWER DAILY.

PROPER DENTAL CARE IS ESSENTIAL FOR GOOD HYGIENE AND APPEARANCE. BRUSH YOUR TEETH ONE OR MORE TIMES DAILY AND USE A GOOD MOUTHWASH. VISITING YOUR DENTIST REGULARLY FOR A THOROUGH CLEANING AND TEETH MAINTENANCE IS RECOMMENDED FOR MAINTAINING GOOD HEALTH AND APPEARANCE.

PLEASE, NO PERFUME, COLOGNE OR AFTERSHAVE. IT IS OFFENSIVE TO MOST PEOPLE. WHILE IT MIGHT BE PLEASANT TO SOME, THE SMELL OF SOME PERFUMES, COLOGNE, AND OR AFTERSHAVES CAN HAVE AN ADVERSE AFFECT TO SOME, SUCH AS AN ALLERGIC REACTION.

GROOMING STANDARDS

CLEANLINESS IS AN ESSENTIAL PART OF PROVIDING HIGH QUALITY SERVICE. HAIR CARE AND GROOMING SHALL BE BUSINESS LIKE IN APPEARANCE AN IS AS FOLLOWS:

- *MEN'S HAIR SHALL NOT EXTEND PAST THE COLLAR AND SHALL NOT COVER THE EARS.
- *MUSTACHES SHALL NOT EXTEND BELOW OR ONE-HALF INCH BEYOND THE CORNER OF THE MOUTH.
- *NO GOATEES AND/ OR BEARDS.
- *SIDEBURNS SHALL NOT EXTEND BELOW THE BOTTOM OF THE EARS.
- *WOMEN'S HAIR, WHILE IN UNIFORM SHOULD NOT EXTEND ANY LOWER THAN THE SHOULDERS. IF A WOMENS HAIR IS LONGER THAN SHOULDER LENGTH, IT SHOULD BE WORN UP AS SUCH AS TO NOT EXTEND BELOW THE SHOULDER, NEATLY BRUSHED, AND BUSINESS LIKE IN ITS APPEARANCE.

YOUR SUPERVISOR WILL INFORM YOU IF BUSINESS NEEDS WARRANT ADDITIONAL REQUIREMENTS FOR YOUR POSITION. ANY QUESTION YOU MAY HAVE REGARDING OUR COMPANY GROOMING STANDARDS SHOULD BE DIRECTED TO YOUR SUPERVISOR.

STANDARDS OF CONDUCT

RULES OUTLINING ACCEPTABLE CONDUCT OF EMPLOYEES ARE NECESSARY FOR THE ORDERLY OPERATION OF ANY BUSINESS AND FOR THE BENEFIT AND PROTECTION OF THE RIGHTS AND SAFETY OF ALL EMPLOYEES. EXAMPLES OF IMPERMISSIBLE CONDUCT THAT MAY LEAD TO DISCIPLINARY ACTION ARE IDENTIFIED BELOW. THIS IS TO PROMOTE AN UNDERSTANDING OF WHAT IS CONSIDERED UNACCEPTABLE CONDUCT AND TO ENCOURAGE CONSISTANT ACTION BY THE COMPANY IN THE EVENT OF VIOLATIONS. IT IS IMPOSSIBLE TO PROVIDE AN ALL-INCLUSIVE LISTING OF TYPES OF CONDUCT THAT MAY RESULT IN DISCIPLINARY ACTIONS.

THE FOLLOWING LIST CONTAINS SOME EXAMPLES OF CONDUCT, WHICH MAY RESULT IN THE IMPOSITION OF DISCIPLINE UP TO AND INCLUDING POSSIBLE TERMINATION.

1. ENTERING COMPANY PROPERTY OR WORKING AT A JOB SITE WHILE UNDER THE INFLUENCE OF, OR HAVING POSSESSION OF ANY INTOXICATING BEVERAGE OR ILLEGAL DRUG IS PROHIBITED. THIS INCLUDES THE CONSUMPTION, SALE, OR TRANSFER OF SUCH SUBSTANCES DURING BREAK TIMES, MEAL PERIODS, OR DURING WORK TIMES IN THE COMPANY VEHICLES OR IN PERSONAL VEHICLES WHILE ON COMPANY BUSINESS.
2. STEALING OR ATTEMPTING TO STEAL COMPANY PROPERTY OR THE PROPERTY OF OTHER EMPLOYEES OR CUSTOMERS.
3. BRINGING FIREARMS OR CONCEALED WEAPONS OF ANY KIND ONTO PROPERTY OR JOB SITES, UNLESS SPECIFICALLY AUTHORIZED AND LICENSED.
4. FIGHTING, SCUFFLING, OR INDULGING IN HORSEPLAY.
5. REMOVING COMPANY PROPERTY WITHOUT ORAL OR WRITTEN APPROVAL.
6. INTENTIONALLY DESTROYING OR DAMAGING COMPANY PROPERTY, THE PROPERTY OF OTHER EMPLOYEES, OR TAMPERING WITH ANY SAFETY EQUIPMENT.
7. FAILING TO COMPLY WITH A DIRECT ORDER FROM YOUR SUPERVISOR (INSUBORDINATION).
8. FALSIFYING TIME RECORDS, EMPLOYMENT APPLICATION, HEALTH QUESTIONNAIRE, OR OTHER DOCUMENTS REQUIRED BY THE COMPANY.
9. CONCEALING MISTAKES.
10. BEING THE SUBJECT OF EXCESSIVE (TWO OR MORE) GARNISHMENTS OR ACTIONS AGAINST THE COMPANY PAYROLL.
11. FAILURE TO OBSERVE SAFETY RULES.
12. EXCESSIVE TARDINESS OR ABSENCES.
13. SOLICITING, COLLECTION OF FUNDS, SELLING, OR ATTEMPTING TO SELL ANY MERCHANDISE TO OTHER EMPLOYEES ON COMPANY PREMISES DURING WORK OR AT WORK STATIONS.

14. DISTRIBUTING ANY MATERIAL OTHER THAN WORK RELATED IS STRICTLY PROHIBITED.
15. LEAVING YOUR POST WITHOUT PERMISSION.
16. GAMBLING OF ANY TYPE WHILE ON DUTY OR ON CLIENT PROPERTY IS STRICTLY PROHIBITED.
17. THREATENING, INTIMIDATING, COERCING, HARASSING, OR ONTERFERING WITH FELLOW EMPLOYEES OR INDULGING IN HARMFUL GOSSIP.
18. ENGAGING IN SEXUAL HARASSMENT OF ANY KIND.
19. ARREST FOR A CIVIL OR CRIMINAL VIOLATION.
20. USING COMPANY STATIONARY AND/ OR COMPANY SUPPLIES OR MATERIALS FOR PERSONAL USE.
21. SMOKING WHILE ON DUTY, EXCEPT WHERE PERMISSIBLE BY CLIENT.
22. FAILING TO REPORT IMMEDIATELY TO THE SUPERVISOR ON DUTY ANY INJURY, NO MATTER HOW SLIGHT.
23. OPERATING A COMPANY VEHICLE OR A PERSONAL VEHICLE ON COMPANY BUSINESS WITHOUT A VALID DRIVERS LICENSE, VALID REGISTRATION, AND VALID INSURANCE THAT IS REQUIRED BY LAW.
24. LOAFING OR SLEEPING ON THE JOB.
25. USING PROFANE, ABUSIVE OR THREATENING LANGUAGE TOWARDS FELLOW EMPLOYEES, SUPERVISORS OR CUSTOMERS.
26. ENGAGING IN IMMORAL CONDUCT ON DUTY.
27. FAILING TO REPORT MALFUNCTIONING EQUIPMENT TO YOUR SUPERVISOR.
28. DRIVING FASTER THAN THE DESIGNATED SPEED LIMIT IN THE CUSTOMER PARKING LOT, COUNTRY CLUBS, JOB SITES, OR ON PUBLIC STREETS.
29. ANY OTHER SERIOUS MISCONDUCT.
30. ANY VIOLATION OF ANY COMPANY POLICY OR PROCEDURE.
31. VIOLATION OF ANY STATE, FEDERAL OR MUNICIPAL LAW OR CODE.

THE ABOVE LIST IS INTENDED ONLY AS A GUIDELINE AND NOT AS AN EXCLUSIVE LIST OF THE TYPES OF CONDUCT WHICH MAY RESULT IN DISCIPLINE. THE COMPANY RESERVES THE RIGHT TO ADD WORK OR SAFETY RULES AT ANY TIME. ALL EMPLOYEES ARE EMPLOYED ON AN AT-WILL BASIS AND ACCORDINGLY AN EMPLOYEE MAY BE DISCHARGED WITH NO REASON GIVEN.

SAFETY AND INJURY PREVENTION PROGRAM

CALIFORNIA LAW REQUIRES THAT EVERY CALIFORNIA EMPLOYER MUST ESTABLISH, IMPLEMENT, AND MAINTAIN AN EFFECTIVE INJURY AND ILLNESS PREVENTION PROGRAM. THE INFORMATION IN THIS SECTION WILL HELP YOU UNDERSTAND OUR PROGRAM. IT WILL ALSO OUTLINE YOUR RESPONSIBILITIES IN THE AREA OF ACCIDENT PREVENTION AND SAFETY AWARENESS.

IT IS THE POLICY OF DESERT RESORT SECURITY, INC. TO OPERATE IN A HIGHLY SAFETY CONSCIOUS MANNER FOR ALL PHASES OF THE COMPANY OPERATIONS. AT NO TIME WILL ANY SECTION OF THE COMPANY'S ACTIVITIES BE CONSIDERED MORE IMPORTANT THAN ANOTHER. OUR GOAL IS TO PROMOTE INJURY AND ILLNESS PREVENTION AWARENESS IN ALL PHASES OF OUR OPERATIONS WHILE PREVENTING PERSONAL INJURY, PROPERTY DAMAGE, AND THE NEEDLESS SUFFERING AND WASTE THAT NECESSARILY FOLLOWS SUCH INJURY OR DAMAGE.

SAFETY TRAINING

ALL EMPLOYEES WILL BE INSTRUCTED ON HOW TO PROPERLY AND SAFELY CONDUCT THEIR WORK. INITIAL GENERAL SAFETY TRAINING MAY BE OBTAINED BY READING THIS MANUAL AND BY FOLLOWING INITIAL TRAINING ORIENTATION. AS AN EMPLOYEE, YOU ARE SUBJECT TO GENERAL AND SPECIFIC INJURY PREVENTION AND SAFETY AWARENESS DURING ALL STAGES OF YOUR EMPLOYMENT. THESE STAGES INCLUDE:

1. UPON BEING HIRED.
2. UPON BEING RE-ASSIGNED.
3. UPON INTRODUCTION OF NEW EQUIPMENT AND/OR PROCESSES THAT INVOLVE NEW HAZARDS.
4. WHENEVER THE EMPLOYER IS MADE AWARE OF A NEW OR A PREVIOUSLY UNRECOGNIZED HAZARD.

AT NO TIME SHOULD ANY EMPLOYEE, UNDER ANY CIRCUMSTANCES, PERFORM A TASK IN WHICH THEY HAVE NOT BEEN TRAINED!!!!!!

ALL EMPLOYEES ARE ENCOURAGED TO ASK FOR SAFETY OR INJURY PREVENTION TRAINING IN ANY AREA OF CONCERN.

PLANNING FOR SAFETY SHALL BE THE HIGHEST PRIORITY THAT SHALL BE ACCOMPLISHED THROUGHOUT THE COMPANY'S OPERATION TO INCLUDE ADMINISTRATION, SALES, FIELD OPERATIONS, AND SPECIAL EVENTS. ACCIDENT PREVENTION MEASURES SHALL BE INTEGRATED WITH ALL OPERATING FUNCTIONS. OUR GOAL IS TO PREVENT ACCIDENTS, REDUCE PERSONAL INJURY AND OCCUPATIONAL ILLNESS, AND TO COMPLY WITH ALL REQUIRED SAFETY AND HEALTH STANDARDS.

ALL EMPLOYEES MUST TAKE AN ACTIVE PART IN THE PREVENTION OF INJURIES AND ILLNESS. ALL SUPERVISORY EMPLOYEES MUST ACCEPT RESPONSIBILITY FOR THE PREVENTION OF INJURIES OR ILLNESSES DURING WORK FOR THE EMPLOYEES UNDER THEIR DIRECTION. THE SUPERVISORS AND EMPLOYEES MUST WORK TOGETHER IN PREVENTION EFFORTS THROUGH SAFETY TRAINING, PROPER INSTRUCTIONS, AND THE IDENTIFICATION OF SAFETY RELATED PROBLEMS.

MANAGEMENT AND SUPERVISORS RESPONSIBILITIES

THE SAFETY ADMINISTRATOR IS RESPONSIBLE FOR OVERALL MANAGEMENT AND ADMINISTRATION OF THE SAFETY AND INJURY PREVENTION PROGRAM. EACH MANAGER AND SUPERVISOR IS RESPONSIBLE FOR IMPLEMENTING THE SAFETY AND INJURY PREVENTION PROGRAM.

EMPLOYEE'S RESPONSIBILITIES

ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH THE DESERT RESORT SECURITY, INC. SAFETY AND INJURY PREVENTION PROGRAM. THIS INCLUDES EMPLOYEES AT EVERY LEVEL AND IN ALL POSITIONS WITHIN THE COMPANY.

COMMUNICATION

IT IS THE POLICY OF THE COMPANY TO HAVE A SUPPORT SYSTEM TO HELP SOLVE PROBLEMS THROUGH COMMUNICATIONS. EMPLOYEES ARE ENCOURAGED TO ADDRESS SAFETY OR INJURY MATTERS WITH THEIR IMMEDIATE MANAGERS OR SUPERVISOR. THE INTENT OF THESE PROGRAMS IS TO PREVENT ACCIDENTS BY ENCOURAGING EMPLOYEES TO INFORM THE EMPLOYER OF HAZARDS AT THE WORK SITE WITHOUT THE FEAR OF REPRISAL OR BY ENCOURAGING EMPLOYEES TO PROPOSE IDEAS THAT WILL HELP PREVENT EMPLOYEE INJURIES. INFORMATION REGARDING OCCUPATIONAL SAFETY AND HEALTH ISSUES MAY BE COMMUNICATED TO EMPLOYEES BY WRITTEN DOCUMENTATION, STAFF MEETING, FORMAL AND INFORMAL TRAINING, VERBALLY, OR BY POSTINGS ON THE BULLETIN BOARD.

INSPECTIONS

MANAGERS AND SUPERVISORS WILL CONDUCT INSPECTIONS TO IDENTIFY UNSAFE WORK CONDITIONS AND PRACTICES AT LEAST ONCE A MONTH, IN ALL WORK AREAS. ALL MANAGERS AND SUPERVISORS SHALL IMMEDIATELY INSPECT ANY AREA WHERE NEW HAZARDS OR INCIDENTS ARE REPORTED, AND TAKE IMMEDIATE CORRECTIVE ACTIONS TO ABATE THE HAZARDOUS CONDITIONS.

INSPECTIONS SHALL BE CONDUCTED IN A REGARD TO FIRE HAZARDS, WORK AREAS OF EMPLOYEES, SITE AREAS, TOOLS, EQUIPMENT AND VEHICLES. AN INSPECTION FORM WILL BE USED TO DOCUMENT THESE INSPECTIONS.

INJURY AND ILLNESS INVESTIGATION

ALL OCCUPATIONAL INJURIES AND ILLNESSES WILL BE INVESTIGATED PROMPTLY IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND CURRENT REGULATORY LAW AND WILL BE DOCUMENTED ON AN INVESTIGATION FORM. PROMPT ACTION WILL HELP TO PERVENT THE INCIDENT FROM REOCCURRING.

MANAGERS AND SUPERVISORS MUST SUBMIT A COMPLETED ACCIDENT REPORT ON THE APPROPRIATE FORM AND FORWARD IT TO THE HUMAN RESOURCE DEPARTMENT OR DIRECTOR OF LOSS CONTROL.

THE HUMAN RESOURCE DEPARTMENT OR LOSS CONTROL DIRECTOR WILL REVIEW THE ACCIDENT/ INCIDENT REPORTS TO PERFORM FOLLOW UP INVESTIGATIONS, AS NECESSARY, AND TO INITIATE FURTHER CORRECTIVE MEASURES, IF REQUIRED.

THE HUMAN RESOURCE DEPARTMENT OR LOSS CONTROL DIRECTOR MUST BE NOTIFIED IMMEDIATELY UPON THE OCCURANCE OF ANY ACCIDENT OR INCIDENT INVOLVING SERIOUS PERSONAL INJURY, DAMAGE TO COMPANY VEHICLES AND/ OR PROPERTIES.

CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS

WHENEVER AN UNSAFE OR UNHEALTHY CONDITION, PRACTICE, OR PROCEDURE IS OBSERVED, DISCOVERED, OR REPORTED, A SUPERVISOR WILL PROMPTLY TAKE APPROPRIATE CORRECTIVE MEASURES AND WILL DOCUMENT THE CORRECTIVE MEASURE ON AN INVESTIGATION FORM.

SUPERVISOR TRAINING

THE PROGRAM ADMINISTRATOR WILL INSURE THAT SUPERVISORS RECEIVE SAFETY AND INJURY PREVENTION TRAINING TO FAMILIARIZE THEM WITH THE SAFETY AND HEALTH HAZARDS TO WHICH EMPLOYEES UNDER THEIR IMMEDIATE DIRECTION AND CONTROL MAY BE EXPOSED.

RECORD KEEPING

THE HUMAN RESOURCE DEPARTMENT OR THE LOSS CONTROL DIRECTOR WILL KEEP RECORDS OF INSPECTIONS, INCLUDING WHO CONDUCTED THE INSPECTION, THE UNSAFE CONDITIONS AND WORK PRACTICES THAT HAVE BEEN IDENTIFIED, AND ACTIONS TAKEN TO CORRECT THE UNSAFE CONDITIONS AND WORK PRACTICES. THESE RECORDS SHALL BE MAINTAINED FOR AT LEAST THREE (3) YEARS.

THE HUMAN RESOURCE DEPARTMENT OR LOSS CONTROL DIRECTOR WILL ALSO KEEP WRITTEN DOCUMENTATION OF SAFETY AND INJURY PREVENTION TRAINING GIVEN TO EACH EMPLOYEE, THE TRAINER'S NAME, AND THE DATE THE TRAINING WAS CONDUCTED.

WE HAVE PREPARED AN INJURY PREVENTION PROGRAM, WHICH LISTS MINIMUM REQUIRED ACTION AT THE JOB LEVEL TO REVITALIZE OUR LOSS CONTROL ACTIVITIES. WHILE SAFETY IS THE RESPONSIBILITY OF THE JOB SUPERVISOR, SUCCESS IN PREVENTING INJURIES DEPENDS ON ALL EMPLOYEES ACTIVE PARTICIPATION IN THE PROGRAM.

FIRE PREVENTION

FIRE AWARENESS AND FIRE PREVENTION ARE ALWAYS HIGH ON THE SAFETY LIST. DESERT RESORT SECURITY, INC. HAS IMPLEMENTED FIRE TRAINING AS PART OF OUR SAFETY COMMITMENT.

ALCOHOL AND DRUGS

ANYONE WHO REPORTS TO WORK UNDER THE INFLUENCE OF DRUG'S, ALCOHOL. OR ANY OTHER SUBSTANCES THAT COULD OR WOULD ENDANGER THE EMPLOYEE'S HEALTH OR SAFETY, OR HEALTH AND SAFETY OF OTHERS, SHALL NOT BE PERMITTED TO WORK OR ALLOWED TO REMAIN ON THE DESIGNATED WORK SITE.

NOTICE TO ALL EMPLOYEES

DESERT RESORT SECURITY, INC. HAS COMPLIED WITH CAL/OSHA GENERAL INDUSTRY SAFETY ORDER #3203 BY ESTABLISHING A SAFETY AND INJURY PREVENTION PROGRAM

A DETAILED COPY OF THE WRITTEN PROGRAM IS AVAILABLE AT THE FOLLOWING LOCATION:

DESERT RESORT SECURITY SERVICE INC.
79-405 HWY 111 SUITE# 9-156
LA QUINTA CA, 92253

A DETAILED COPY OF THE WRITTEN PROGRAM CAN BE OBTAINED FROM ANY PATROL/ FIELD SUPERVISOR.

EMPLOYEES HAVE THE FOLLOWING RIGHTS UNDER THIS PROGRAM:

TO BE ADVISED OF OCCUPATIONAL SAFETY AND HEALTH HAZARDS AND TO RECEIVE TRAINING ON SAFE WORK CONDITIONS, PRACTICES, AND PERSONAL PROTECTIVE EQUIPMENT WHERE APPLICABLE.

TO PROVIDE INFORMATION TO THE EMPLOYER ON SAFETY HAZARDS, REQUEST INFORMATION, OR MAKE SAFETY SUGGESTIONS WITHOUT FEAR OF REPRISAL.

EMPLOYEES HAVE A DUTY TO COMPLY WITH THE FOLLOWING REQUIREMENTS TO MAKE THE WORKPLACE OR WORK SITE SAFE FOR THEMSELVES AND OTHER EMPLOYEES:

KNOW THE SAFETY PRACTICES FOR THE GENERAL WORK AREA AND FOR YOUR JOB.

COMPLY WITH WORKING CONDITIONS, SAFE WORK PRACTICES, AND PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS FOR YOU JOB.

REPORT UNSAFE CONDITIONS, INJURIES, OR ILLNESSES TO YOUR SUPERVISOR.

EMPLOYEES MUST COMPLY WITH THE REQUIREMENTS LISTED ABOVE OR FACE DISCIPLINARY ACTIONS.

THE EMPLOYER WILL CONDUCT INSPECTIONS TO IDENTIFY UNSAFE CONDITIONS AND VIOLATIONS OF SAFETY RULES.

IF YOU HAVE ANY QUESTIONS ABOUT THE PROGRAM, ASK YOUR SUPERVISOR, HUMAN RESOURCE DEPARTMENT OR DIRECTOR OF LOSS CONTROL. SAFETY INFORMATION MAY BE CONFIDENTIALLY REPORTED USING THE SUGGESTION BOXES AND/OR ORAL OR WRITTEN COMMUNICATIONS TO THE HUMAN RESOURCE DEPARTMENT OR LOSS CONTROL DIRECTOR.

SAFETY COMMITTEE

THE PURPOSE OF DESERT RESORT SECURITY, INC. SAFETY COMMITTEE IS TO INSURE THAT THE COMPANY AND ALL ITS EMPLOYEES ARE IN COMPLIANCE WITH THE CURRENT SAFETY LAWS. THE SAFETY COMMITTEE WILL BE COMPRISED OF A CHAIRPERSON AND A DESIGNATED GROUP OF TEAM MEMBERS. THE CHAIRPERSON AND DESIGNATED TEAM MEMBERS WILL BE ASSIGNED BY AND SERVE AT THE DIRECTION OF MANAGEMENT.

AT THE PRESENT TIME, THE CHAIRPERSON OF THE DESERT RESORT SECURITY, INC. SAFETY COMMITTEE IS OZZIE CEJA.

ALL ACCIDENTS WILL BE INVESTIGATED.

DRSS INC.

EMPLOYEE TRAINING REQUESTS AND SUGGESTIONS

REQUEST OR SUGGESTIONS:

1. _____
2. _____
3. _____
4. _____
5. _____

EXPLAIN HOW THIS TRAINING WILL IMPROVE YOUR JOB PERFORMANCE.

IS THIS TRAINING NECESSARY FOR LEGAL REQUIREMENTS? IF YES, PLEASE EXPLAIN THE NECESSARY LEGEL REQUIREMENTS THIS TRAINING WILL FULFILL:

SIGNATURE

DATE

PAY DAY NOTICE

THE REGULAR PAYDAY FOR THE EMPLOYEES OF DESERT RESORT SECURITY, INC. SHALL BE AS NOTED BELOW. THE ONLY EXCEPTION IS WHEN THE PAYDAY FALLS ON A HOLIDAY. IN THOSE INSTANCES, PAYDAY WILL BE THE DAY PROCEEDING THE HOLIDAY.

PAYDAY: EVERY 5TH AND 20TH
TIME: 4:00 P.M. TO 6:00 P.M.
PLACE: 79405 HWY 111 SUITE #9-156
LA QUINTA, CA, 92253

EMPLOYEES HAVING QUESTIONS ON THEIR PAYCHECKS SHOULD CONTACT THEIR IMMEDIATE MANAGER OR THE PAYROLL DEPARTMENT.

DUE TO PAYROLL PROCESSING REQUIREMENTS, ALL TIME CARDS MUST BE TURNED IN TO THE OFFICE EVERY MONDAY. FAILURE TO DO SO MAY RESULT IN A DELAY OF THE EMPLOYEES PAYCHECK, BY AS MUCH AS HAVING TO WAIT UNTIL THE FOLLOWING PAYROLL.

ALL HOURLY EMPLOYEES ARE REQUIRED TO COMPLETE AN ACCURATE RECORD OF ACTUAL TIME WORKED. IN ORDER FOR YOU TO RECEIVE TIMELY AND ACCURATE PAYCHECKS, YOU MUST PROPERLY COMPLETE YOUR OWN TIME CARD. ANY MISREPRESENTATION OR OMISSION OF TIME IS AGAINST COMPANY POLICY AND THE EMPLOYEE WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE TERMINATION OF EMPLOYMENT.

INJURY PREVENTION PROGRAM

EMPLOYEE ACKNOWLEDGEMENT FORM

THIS IS TO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE DESERT RESORT SECURITY, INC. INJURY PREVENTION PROGRAM. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND UNDERSTAND THE CONTENTS OF THE INJURY PREVENTION MANUAL. IF I HAVE ANY QUESTIONS, IT IS MY RESPONSIBILITY TO SEEK IMMEDIATE CLARIFICATION THROUGH MY SUPERVISOR.

I FURTHER ACKNOWLEDGE THAT AFTER READING THE SAFETY RULES AND INJURY PREVENTION PROCEDURES THAT I WILL COMPLY WITH THE DIRECTIVES WHILE AT WORK.

I FURTHER AGREE TO CONFORM MY WORK TO THE SAFETY AND INJURY PREVENTION PROCEDURES, THE SAFETY INSTRUCTIONS OF MY SUPERVISORS, AND COMMONLY ACCEPTED SAFETY PRACTICES OF THE COMPANY. IN ADDITION, I AGREE TO REPORT ANY INJURY TO MYSELF OR OTHERS SUFFERED IN THE COURSE OF WORK TO MY SUPERVISOR IMMEDIATELY UPON DISCOVERY.

I UNDERSTAND THAT A VIOLATION OF THESE OR ANY ESTABLISHED SAFETY RULES AND INJURY PREVENTION PROCEDURES VIOLATES COMPANY POLICY AND MAY LEAD TO DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE TERMINATION OF EMPLOYMENT.

EMPLOYEE POLICY MANUAL

EMPLOYEE ACKNOWLEDGEMENT FORM

THIS IS TO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE DESERT RESORT SECURITY, INC. EMPLOYEE POLICY MANUAL. THIS EMPLOYEE POLICY MANUAL DOES NOT CONSTITUTE A CONTRACT AND DOES NOT ELIMINATE THE EMPLOYER'S AT-WILL RIGHTS. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND UNDERSTAND THE CONTENTS OF THIS EMPLOYEE POLICY MANUAL. IF I HAVE ANY QUESTIONS, IT IS MY RESPONSIBILITY TO SEEK IMMEDIATE CLARIFICATION THROUGH MY SUPERVISOR OR HUMAN RESOURCE DEPARTMENT.

I FURTHER ACKNOWLEDGE THAT AFTER READING THE EMPLOYEE POLICY MANUAL THAT I WILL COMPLY WITH THE DIRECTIVES WHILE AT WORK.

I FURTHER AGREE TO CONFORM TO DESERT RESORT SECURITY, INC. POLICIES AND PROCEDURES, THE INSTRUCTIONS OF MY SUPERVISORS, AND COMMONLY ACCEPTED PRACTICES OF THE COMPANY. IN ADDITION, I AGREE TO REPORT ANY VIOLATIONS OF COMPANY POLICY TO MY SUPERVISOR OR HUMAN RESOURCE DEPARTMENT IMMEDIATELY UPON DISCOVERY.

I UNDERSTAND THAT A VIOLATION OF ANY ESTABLISHED COMPANY POLICY MAY SUBJECT ME TO DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBEL TERMINATION OF EMPLOYMENT.

PRINT NAME

DATE

SIGNATURE

WITNESS

DRSS INC.

CONSENT TO DRUG TESTING

AS PART OF THE GOAL OF MAINTAINING A SAFE WORK ENVIRONMENT, DRSS INC. HAS ESTABLISHED A STRONG COMMITMENT TO MAINTAIN A DRUG-AND-ALCOHOL FREE WORK FORCE.

THE ILLEGAL MANUFACTURE, DISTRIBUTION, POSSESSION OR USE OF NARCOTICS, DRUG OR ALCOHOL IS STRICTLY PROHIBITED BY ALL EMPLOYEES WHILE ON DUTY, IN UNIFORM, OR ON COMPANY AND/OR CLIENT PREMISES. ANY ILLEGAL SUBSTANCES FOUND IN THE WORKPLACE WILL BE CONFISCATED AND TURNED OVER TO THE APPROPRIATE LAW ENFORCEMENT AGENCY IMMEDIATELY. THE COMPANY'S POLICY INCLUDES THE FOLLOWING, IN ACCORDANCE WITH APPLICABLE STATE LAW.

- POST-OFFER DRUG SCREEN
- REASONABLE-CAUSE DRUG TEST
- POST-INJURY/ ACCIDENT DRUG TEST
- RANON DRUG TESTING (WHERE REQUIRED BY CLIENT CONTRACT AND/ OR STATE LAW)

I, _____ HAVE READ, AND UNDERSTAND THE COMPANY'S POLICY FOR A DRUG FREE WORKPLACE AND DRUG TESTING. MY SIGNATURE CONSTITUTES MY CONSENT TO BE DRUG TESTED UPON BEING OFFERED EMPLOYMENT WITH DRSS INC.

SIGNATURE

WITNESS

DATE

DRUG FREE WORKPLACE

AS PART OF THE GOAL OF MAINTAINING A SAFE WORK ENVIRONMENT, DRSS, INC. HAS ESTABLISHED A STRONG COMMITMENT TO MAINTAIN A DRUG

AND ALCOHOL FREE WORK FORCES.

THE ILLEGAL MANUFACTURE, DISTRIBUTION, POSSESSION OR USE OF NARCOTICS, DRUGS OR ALCOHOL IS STRICTLY PROHIBITED BY ALL EMPLOYEES WHILE ON DUTY, IN UNIFORM, OR ON COMPANY AND/ OR CLIENT PREMISES. ANY ILLEGAL SUBSTANCES FOUND IN THE WORKPLACE WILL BE CONFISCATED AND TURNED OVER TO THE PROPER LAW ENFORCEMENT AGENCY IMMEDIATELY. DRSS, INC.

PROGRAM INCLUDES THE FOLLOWING, IN ACCORDANCE WITH APPLICABLE STATE LAW:

- POST-OFFER DRUG SCREEN
- REASONABLE-CAUSE DRUG TEST
- POST-INJURY/ ACCIDENT DRUG TEST
- RANDOM DRUG TESTING (WHERE REQUIRED BY CLIENT CONTRACT AND/ OR STATE LAW)

I, _____ UNDERSTAND, AND HAVE READ THE COMPANY POLICY ON MAINTAINING A DRUG-FREE WORKPLACE.

EMPLOYEE

DRSS INC. REPRESENTATIVE

DATE

LEAVE OF ABSENCE

IT IS THE PRACTICE OF WILLIAM DRSS ASSOCIATES INC. TO GRANT A LEAVE OF ABSENCE IN COMPLIANCE WITH ALL STATE, FEDERAL AND LOCAL LAWS. IF YOU HAVE A NEED TO REQUEST A LEAVE OF ABSENCE, CHECK WITH YOUR HUMAN RESOURCES DEPARTMENT FOR ELIGIBILITY REQUIREMENTS.

FMLA LEAVES OF ABSENCE

DESERT RESORT SECURITY, INC. COMPLIES WITH THE PROVISIONS OF THE FEDERAL FAMILY AND MEDICAL LEAVE ACT (**FMLA**). YOU MAY BE ENTITLED TO A LEAVE OF ABSENCE IN ACCORDANCE WITH THE PROVISIONS OF FMLA AS FOLLOWS:

- **EMPLOYEE ELIGIBILITY:** THE **FMLA** DEFINES ELIGIBLE EMPLOYEES AS INDIVIDUALS WHO: 1) HAVE WORKED FOR THE COMPANY FOR AT LEAST 12 MONTHS; 2) HAVE WORKED FOR THE COMPANY FOR AT LEAST 1250 HOURS IN THE PREVIOUS 12 MONTHS; 3) WORK AT OR REPORT TO A WORKSITE WITH 50 OR MORE EMPLOYEES OR ONE WHICH IS WITHIN 75 MILES OF WORKSITES THAT, TAKEN TOGETHER, HAVE A TOTAL OF 50 OR MORE EMPLOYEES.

IF YOU REQUIRE TIME AWAY FROM WORK AND BELIEVE YOU MAY QUALIFY FOR **FMLA**, YOU MUST NOTIFY THE HUMAN RESOURCES REPRESENTATIVE, AND RECIEVE WRITTEN APPROVAL.

PREGNANCY LEAVE

DESERT RESORT SECURITY, INC. COMPLIES WITH ALL RELEVANT STATE AND FEDERAL LAWS IN GRANTING MEDICAL LEAVES OF ABSENCE TO PREGNANT EMPLOYEES WHEN DISABLED DUE TO PREGNANCY.

MEDICAL LEAVE

BASED ON CURRENT BUSINESS CONDITIONS AND OPPERATIONAL NEEDS, DESERT RESORT SECURITY, INC. MAY GRANT UP TO 30 DAYS' UNPAID LEAVE OF ABSENCE FOR EMPLOYEES WHO ARE NOT **FMLA** ELIGIBLE. A DOCTOR'S CERTIFICATION WILL BE REQUIRED VALIDATING THE NEED FOR TIME OFF FOR TREATMENT OF A MEDICAL CONDITION.

PERSONAL LEAVES OF ABSENCE

DESERT RESORT SECURITY, INC. MAY GRANT A LEAVE OF ABSENCE FOR JUSTIFIABLE REASONS FOR PERIODS NOT TO EXCEED 30 CONSECUTIVE CALENDAR DAYS FOR EMPLOYEES WHO HAVE HAD AT LEAST 12 MONTHS OF CONTINUOUS SERVICE. MR. OZZIE CEJA IS THE FINAL AUTHORIZATION IN GRANTING ANY PERSONAL LEAVE OF ABSENCE. HOWEVER, IF FOR ANY REASON THE LEAVE HAS BEEN MISREPRESENTED OR BUSINESS NEEDS REQUIRE YOUR RETURN TO WORK, THE LEAVE MAY BE CANCELED.

BECAUSE OF SCHEDULING REQUIREMENTS, DESERT RESORT SECURITY, INC. CANNOT GUARANTEE THAT REQUESTED TIME OFF WOULD ALWAYS BE GRANTED.

MILITARY LEAVE

DESERT RESORT SECURITY, INC. WILL COMPLY WITH APPLICABLE LAWS REGARDING MILITARY LEAVE OF ABSENCE AND RETURNING VETERAN'S RE-EMPLOYMENT RIGHTS.

JURY AND WITNESS DUTY

A LEAVE OF ABSENCE RESULTING FROM JURY DUTY OR TESTIFYING AS A SUBPOENAED WITNESS WILL BE GRANTED IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS. YOU WILL BE GRANTED AN UNPAID LEAVE OF ABSENCE (UNLESS STATE LAW REQUIRES PAYMENT, IN WHICH CASE WE WILL FOLLOW STATE LAW) FOR THIS PURPOSE, PROVIDED A NOTICE IS PRESENTED TO YOU HUMAN RESOURCE REPRESENTATIVE. WHEN PRACTICAL, YOU SHOULD CONTINUE TO REPORT TO WORK ON DAYS WHEN YOU DO NOT REPORT FOR JURY DUTY. IT IS THE EMPLOYEES RESPONSIBILITY TO RETURN TO WORK IMMEDIATELY FOLLOWING THE EXPIRATION OF JURY DUTY OR WITNESS DUTY. IF THE EMPLOYEE IS REQUIRED TO TESTIFY AS A WITNESS IN A DRSS INC.-RELATED CASE, OR ON BEHALF OF A DESERT RESORT SECURITY, INC. CLIENT, THE EMPLOYEE WILL RECEIVE APPROPRIATE WAGE FOR THE PERIOD OF TIME REQUIRED BY THE LEGAL PROCEEDING.

BEREAVEMENT LEAVE

GENERALLY, UP TO THREE (3) CONSECUTIVELY SCHEDULED WORKDAYS MAY BE GRANTED WITHOUT PAY UNLESS SPECIFIED BY CLIENT CONTRACT, FOLLOWING THE DEATH OF AN IMMEDIATE FAMILY MEMBER TO ARRANGE FOR AND/ OR ATTEND THE FUNERAL. ADDITIONAL TIME MAY BE REQUESTED WITH THE APPROVAL OF MR. OZZIE CEJA. YOU MAY BE REQUESTED TO PROVIDE NECESSARY DOCUMENTATION.

FOR THE PURPOSE OF THIS POLICY, "IMMEDIATE FAMILY MEMBERS" ARE DEFINED AS:

- MOTHER/ FATHER—TO INCLUDE IN-LAW, STEP AND FOSTER PARENTS
- BROTHER/ SISTER—TO INCLUDE IN-LAW AND STEP RELATIONS
- GRANDPARENT AND GRANDCHILDREN
- CHILD—TO INCLUDE STEP AND FOSTER CHILD(REN)
- LEGAL GUARDIAN

OTHER TIME OFF

DESERT RESORT SECURITY, INC. UNDERSTANDS THAT YOU MAY OCCASIONALLY NEED TIME OFF FROM WORK TO ADDRESS PERSONAL MATTERS. UNLESS OTHERWISE REQUIRED BY LAW, REQUESTS FOR TIME OFF WORK WILL BE EVALUATED ACCORDING TO BUSINESS NECESSITY, SCHEDULING NEEDS AND MANAGEMENT DISCRETION. THE COMPANY WILL COMPLY WITH ITS LEGAL OBLIGATIONA BY PROVIDING YOU TIME OFF, WHERE NECESSARY, TO VOTE, TO PERFORM EMERGENCY DUTY AS A VOLUNTEER FIREFIGHTER, TO APPEAR AT YOUR CHILD'S SCHOOL PURSUANT TO THE REQUEST OF THE SCHOOL OR TO ATTEND AN ADULT LITERACY EDUCATION PROGRAM. TIME OFF THAT IS PROVIDED BY THIS POLICY WILL ORDINARILY BE UNPAID EXCEPT WHERE THE LAW REQUIRES THAT IT BE COMPENSATED.

I UNDERSTAND AND HAVE READ THE DESERT RESORT SECURITY, INC. POLICY ON LEAVES OF ABSENCE.

PRINT NAME

DATE

SIGNATURE

DRSS INC.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

DRSS, INC. PROMOTES A PRODUCTIVE WORK ENVIRONMENT AND DOES NOT TOLERATE UNWELCOME VERBAL OR PHYSICAL CONDUCT, OR ADVANCES OF A SEXUAL NATURE, OR ANY HARASSMENT BASED ON GENDER, SEX, SEXUAL ORIENTATION, PREGNANCY, OR OTHER PROTECTED CHARACTERISTIC WHICH IS A VIOLATION OF LOCAL, STATE AND/ OR FEDERAL LAW.

EACH SUPERVISOR AND MANAGER HAS A GOAL TO KEEP THE WORKPLACE FREE OF HARASSMENT. NO SUPERVISOR OR MANAGER MAY THREATEN OR INSINUATE THAT YOUR REFUSAL OR WILLINGNESS TO SUBMIT TO SEXUAL ADVANCES WILL AFFECT YOUR EMPLOYMENT. SUPERVISORS ARE REQUIRED TO FOLLOW THE CHAIN OF COMMAND AND IMMEDIATELY FORWARD REPORTS OF HARASSMENT TO OZZIE CEJA, PRESIDENT AND OWNER OF DRSS INC.

ALL SEXUALLY HARASSING OR OFFENSIVE CONDUCT IN THE WORKPLACE, WHETHER COMMITTED BY A DESERT RESORT SECURITY, INC. EMPLOYEE, CLIENT EMPLOYEE OR AGENT IS PROHIBITED. EXAMPLES OF HARASSING CONDUCT INCLUDE, BUT ARE NOT LIMITED TO:

- UNWANTED PHYSICAL CONTACT OR CONDUCT, SEXUAL FLIRTATIONS, TOUCHING, ADVANCES OR PROPOSITIONS.
- VERBAL HARASSMENT OF A SEXUAL NATURE, LEWED COMMENTS, SEXUAL JOKES OR REFERENCES, OR OFFENSIVE PERSONAL REFERENCES.
- DEMEANING, INSULTING, INTIMIDATING OR SEXUALLY SUGGESTIVE COMMENTS ABOUT AN INDIVIDUAL'S PERSONAL APPEARANCE.
- DISPLAY OF DEMEANING, INSULTING, INTIMIDATING OR SEXUALLY SUGGESTIVE OBJECTS, MESSAGES, PICTURES OR PHOTOGRAPHS.

- CREATING OR FORWARDING DEMEANING, INSULTING, INTIMIDATING OR SEXUALLY SUGGESTIVE WRITTEN, RECORDED, OR ELECTRONICALLY TRANSMITTED MESSAGES, INCLUDING SCREENSAVERS.

WHILE AWARENESS AND COMMITMENT ON MANAGEMENT'S PART IS AN IMPORTANT FACTOR IN ACHIEVING A HARASSMENT-FREE WORKPLACE, EQUALLY CRITICAL IS THE COOPERATION OF ALL EMPLOYEES IN REPORTING ANY INCIDENT THAT THEY FEEL IS INAPPROPRIATE OR IN VIOLATION ON THE COMPANY POLICY.

IF YOU BELIEVE ANY COMPANY EMPLOYEE'S OR NON-EMPLOYEE'S ACTIONS OR WORDS CONSTITUTE UNWELCOME HARASSMENT, YOU HAVE A RESPONSIBILITY TO REPORT THE SITUATION TO YOUR IMMEDIATE SUPERVISOR, A HUMAN RESOURCES REPRESENTATIVE, OR OZZIE CEJA, AS SOON AS POSSIBLE.

DESERT RESORT SECURITY, INC. PROHIBITS RETALIATION AGAINST ANY PERSON WHO REPORTS A COMPLAINT IN GOOD FAITH, OR FOR FILING, TESTIFYING, ASSISTING OR PARTICIPATING IN ANY INVESTIGATION OR PROCEEDING CONDUCTED BY THE COMPANY OR GOVERNMENT ENFORCEMENT AGENCY.

POLICY DOES NOT PROHIBIT ALL CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES. **HOWEVER, THIS POLICY DOES PROHIBIT** ROMANTIC OR SEXUAL RELATIONSHIPS THAT CREATE CONFLICTS OF INTEREST, POTENTIAL CHARGES OF SEXUAL HARASSMENT, DISCORD, DISTRACTIONS THAT INTERFERE WITH WORKPLACE PRODUCTIVITY, OR WHERE SUPERVISION, SAFETY, SECURITY, OR MORALE MAY EXIST. ANY QUESTIONS RELATING TO CONSENSUAL RELATIONSHIPS SHOULD BE DIRECTED TO YOUR HUMAN RESOURCE DEPARTMENT.

I UNDERSTAND AND HAVE READ THE DESERT RESORT SECURITY, INC. HARASSMENT POLICY.

PRINT NAME

DATE

SIGNATURE

DRSS INC.
P.O. BOX 10822
PALM DESERT, CA. 92255

NEW COMPANY POLICY

EFFECTIVE IMMEDIATELY

COMPANY POLICY DOES NOT PROHIBIT ALL CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES. HOWEVER, THIS POLICY DOES PROHIBIT ROMANTIC OR SEXUAL RELATIONSHIPS THAT CREATE CONFLICTS OF INTREST, POTENTIAL CHARGES OF SEXUAL HARASSMENT, DISCORD, DISTRACTIONS THAT INTERFEFE WITH WORKPLACE PRODUCTIVITY, OR WHERE SUPERVISION, SAFETY, SECURITY, OR MORALE MAY EXIST. ANY QUESTIONS RELATING TO CONSENSUAL RELATIONSHIPS SHOULD BE DIRECTED TO YOUR HUMAN RESOURCE DEPARTMENT.

I UNDERSTAND AND HAVE READ THE DESERT RESORT SECURITY, INC. ADDITIONAL POLICY ON CONSENSUAL RELATIONSHIPS.

PRINT NAME

SIGN

DATE

DESERT RESORT SECURITY, INC
P.O.BOX 10822
PALM DESERT, CA 92255

Initials/ Date

CONFIDENTIAL INFORMATION:

DESERT RESORT SECURITY, INC. TRADE SECRETS, PROPRIETARY INFORMATION AND OTHER INTERNAL INFORMATION REPRESENT VALUABLE ASSETS. PROTECTION OF THIS INFORMATION PLAYS A VITAL ROLE IN DRSS INC., ABILITY TO REMAIN A VIABLE BUSINESS COMPETITOR. AS A MATTER OF LAW, IN MOST STATES, A TRADE SECRET IS TREATED AS PROPERTY, USUALLY IN THE FORM OF INFORMATION, KNOWLEDGE OR "KNOW-HOW". THE POSSESSION OF SUCH INFORMATION GIVES THE OWNER AN ADVANTAGE OVER COMPETITORS WHO DO NOT POSSESS THE "SECRET". YOUR OBLIGATIONS WITH RESPECT TO THE PROPRIETARY AND TRADE SECRET INFORMATION OF DESERT RESORT SECURITY, INC. ARE AS FOLLOWS:

- THIS INFORMATION MAY NOT BE DISCLOSED TO PERSONS OUTSIDE OF DRSS INC.
- THIS INFORMATION IS NOT TO BE USED FOR ONE'S OWN BENEFIT OR FOR THE BENEFIT OF PERSONS OUTSIDE OF DRSS INC.
- THIS INFORMATION MAY BE DISCLOSED TO OTHER WILLIAM DRSS ASSOCIATES, INC. EMPLOYEES ONLY ON A "NEED-TO-KNOW" BASIS, AND THEN ONLY WITH A POSITIVE STATEMENT THAT THE INFORMATION IS A DESERT RESORT SECURITY, INC. TRADE SECRET.

TRADE SECRET AND PROPRIETARY INFORMATION INCLUDES, BUT IS NOT LIMITED TO: BUSINESS AND STRATEGIC PLANS, REVENUES, HOURS OF SERVICE, COSTS AND PROFITS, UNPUBLISHED FINANCIAL AND/OR PRICING INFORMATION, EMPLOYEE ROSTERS, CUSTOMER LISTS, VENDOR LISTS, DETAILED INFORMATION REGARDING CUSTOMER REQUIREMENTS AND/OR PREFERENCES, BUSINESS HABITS AND PLANS, CONFIDENTIAL CREDIT CARD NUMBERS AND PIN CODES, COMPUTER LOG-ON CODES AND PASSWORDS.

EMPLOYEES WHO LEAVE DESERT RESORT SECURITY, INC. HAVE AN OBLIGATION TO PROTECT DESERT RESORT SECURITY, INC. TRADE SECRETS AND PROPRIETARY INFORMATION, UNLESS THE INFORMATION BECOMES PUBLICLY AVAILABLE, OR DESERT RESORT SECURITY, INC. NO LONGER CONSIDERS IT A TRADE SECRET. CORRESPONDENCE, PRINTED MATTER, DOCUMENTS OF ANY KIND, PROCEDURES AND SPECIAL DRSS, INC. METHODOLOGIES, WHETHER CLASSIFIED OR NOT, ARE THE PROPERTY OF DRSS INC.

PREVENTING WORKPLACE VIOLENCE

AS PART OF THE GOAL OF MAINTAINING A SAFE WORK ENVIRONMENT, DESERT RESORT SECURITY, INC. HAS A ZERO-TOLERANCE POLICY REGARDING VIOLENCE IN THE WORKPLACE. ACTS OR THREATS OF PHYSICAL VIOLENCE, INCLUDING INTIMIDATION, HARASSMENT AND/ OR COERCION ON COMPANY OR CLIENT PROPERTY WILL NOT BE TOLERATED. THIS PROHIBITION AGAINST THREATS AND ACT OF VIOLENCE APPLIES TO ALL PERSONS INVOLVED IN COMPANY OPERATIONS INCLUDING, BUT NOT LIMITED TO, DESERT RESORT SECURITY, INC. PERSONNEL, CONTRACT WORKERS, TEMPORARY EMPLOYEES, AND ANYONE ELSE ON COMPANY OR CLIENT PROPERTY.

EXAMPLES OF WORKPLACE VIOLENCE

- THREATS OR ACTS OF AGGRESSIVE BEHAVIOR
- THE INTENTIONAL DESTRUCTION OR THREAT OF DESTRUCTION OF COMPANY OR CLIENT PROPERTY OR ANOTHER EMPLOYEES PROPERTY
- HARASSING OR THREATENING PHONE CALLS
- SURVEILLANCE NOT REQUIRED BY JOB RESPONSIBILITIES
- STALKING

I UNDERSTAND AND HAVE READ THE DESERT RESORT SECURITY, INC. POLICY ON PREVENTION OF WORKPLACE VIOLENCE.

PRINT NAME

DATE

SIGNATURE

ON DUTY MEAL PERIOD PROCEDURES

BECAUSE OF THE DUTIES AND RESPONSIBILITIES OF A SECURITY OFFICER, MOST POST ASSIGNMENTS DO NOT ALLOW EMPLOYEES TO BE RELIEVED OF DUTY FOR THEIR MEAL PERIOD. AS A RESULT, YOU WILL BE PAID FOR THIS TIME. THIS AGREEMENT ALSO APPLIES TO ANY SECOND MEAL PERIOD WHEN YOU ARE SCHEDULED TO WORK IN EXCESS OF 12 HOURS. IN ANY CASE, ALL APPLICABLE STATE LAWS WILL BE FOLLOWED.

I, _____ UNDERSTAND AS A DESERT RESORT SECURITY, INC. EMPLOYEE ON A SITE THAT I AM NOT TO LEAVE THE PREMISES WHILE ON DUTY FOR ANY BREAK OR MEAL PERIOD. I AM TO REMAIN ON MY POST UNTIL THE END OF MY ASSIGNED SHIFT. I UNDERSTAND THE IMPORTANCE OF REMAINING ON MY POST AT ALL TIMES, AND UNDERSTAND THAT I MUST EAT WHILE ON DUTY. IN TURN, DESERT RESORT SECURITY, INC. WILL PAY ALL MEAL PERIODS DURING AN ASSIGNED SHIFT AND/ OR POST.

EMPLOYEE SIGNATURE

DATE

**TERMS AND CONDITIONS OF THE
ARBITRATION POLICY OF
DRSS INC.**

TERMS AND CONDITIONS:

THE ARBITRATION POLICY DOES NOT REPLACE OTHER INTERNAL COMPANY DISPUTE RESOLUTION MECHANISMS. THE COMPANY STILL RECOMMENDS USING SUPERVISORS, MANAGERS, HUMAN RESOURCE PERSONNEL OR OTHER COMPANY REPRESENTITIVES, TO RESOLVE ISSUES IN THE EARLY STAGES. WE BELIEVE THE BEST WAY TO RESOLVE DISPUTES IS FOR MANAGERS AND EMPLOYEES TO COMMUNICATE WHEN ISSUES ARISE.

ANY REFERENCES IN THIS PROGRAM TO DRSS INC., DRSS OR THE COMPANY WILL BE A REFERENCE TO ALL SUBSIDIARIES AND AFFILIATED ENTITIES, ALL BENEFIT PLANS' SPONSORS, FIDUCIARIES, ADMINISTRATORS, AFFILIATES, AND ALL SUCCESSORS AND ASSIGNS OF ANY OF THE AFOREMENTIONED.

CLAIMS COVERED BY THE POLICY

ANY CLAIMS OR CONTROVERSIES ("CLAIMS") EITHER DESERT RESORT SECURITY, INC. MAY HAVE AGAINST AN EMPLOYEE OR AN EMPLOYEE MAY HAVE AGAINST THE COMPANY OR AGAINST ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS IN THEIR CAPACITY AS SUCH, MUST BE RESOLVED BY ARBITRATION INSTEAD OF THE COURTS, WHETHER OR NOT SUCH CLAIMS ARISE OUT OF AN EMPLOYEE'S EMPLOYMENT (OR TERMINATION). THE CLAIMS COVERED INCLUDE BUT ARE NOT LIMITED TO, CLAIMS FOR WAGES OR OTHER COMPENSATION DUE; CLAIMS FOR BREACH OF ANY CONTRACT OR COVENANT (EXPRESS OR IMPLIED); TORT CLAIMS; CLAIMS FOR HARASSMENT, DISCRIMINATION (INCLUDING BUT NOT LIMITED TO RACE, SEX, RELIGION, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR MEDICAL CONDITION, HANDICAP, OR DISABILITY); CLAIMS FOR BENEFITS (EXCEPT WHERE AN EMPLOYEE BENEFIT OR PENSION PLAN SPECIFIES THAT ITS CLAIM PROCEDURE SHALL CULMINATE IN AN ARBITRATION PROCEDURE DIFFERENT FROM THIS ONE); AND CLAIMS FOR VIOLATION OF ANY FEDERAL, STATE, OR OTHER GOVERNMENT LAW, STATUTE, REGULATION, OR ORDINANCE. THIS PROVISION INCLUDES, BUT IS NOT LIMITED TO, TITLE VII, OF THE CIVIL RIGHTS ACT OF 1964; THE AGE DISCRIMINATION ACT, THE FAMILY MEDICAL LEAVE ACT, THE AGE DISCRIMINATION IN EMPLOYMENT ACT, THE FAIR LABOR STANDARDS ACT, AND COMPARABLE STATE STATUTES.

CLAIMS NOT COVERED BY COMPANY POLICY

CLAIMS FOR WORKERS' COMPENSATION OR UNEMPLOYMENT COMPENSATION BENEFITS ARE NOT COVERED BY THIS POLICY. THESE CLAIMS ARE STILL FILED BY THE EMPLOYEE WITH THE RELEVANT STATE ADMINISTRATIVE AGENCY.

REQUIRED NOTICE OF ALL CLAIMS AND STATUTE OF LIMITATIONS

A PARTY WISHING TO MAKE A CLAIM MUST GIVE WRITTEN NOTICE OF ANY CLAIM TO THE OTHER PARTY WITHIN THE STATUTORY PERIOD MANDATED BY THE RELEVANT STATE LAW.

THE WRITTEN NOTICE SHALL IDENTIFY AND DESCRIBE THE NATURE OF ALL CLAIMS ASSERTED AND THE FACTS UPON WHICH SUCH CLAIMS ARE BASED. THE NOTICE SHALL BE SENT TO: **DESERT RESORT SECURITY, INC. AT P.O. BOX 10822, PALM DESERT, CA. 92255.** IF WILLIAM DRSS ASSOCIATES, INC. IS THE PARTY BRINGING THE CLAIM, DESERT RESORT SECURITY, INC. SHALL SEND THE NOTICE TO THE INDIVIDUAL'S MOST CURRENT ADDRESS IN HIS/ HER PERSONNEL FILE.

RESPONSIBILITIES

ANY PARTY MAY BE REPRESENTED BY AN ATTORNEY OR OTHER REPRESENTATIVE SELECTED BY THE PARTY.

DISCOVERY

EACH PARTY SHALL HAVE THE RIGHT TO TAKE DEPOSITIONS, MAKE REQUESTS FOR PRODUCTION OF DOCUMENTS AND SEND INTERROGATORIES TO ANY PARTY AND CONDUCT DISCOVERY ACCORDING TO THE APPLICABLE STATE OR FEDERAL LAW.

DESIGNATION OF WITNESSES

THE PARTIES MAY INTRODUCE WITNESSES, INCLUDING ANY EXPERT WITNESS, AND COPIES OF ALL EXHIBITS INTENDED TO BE USED AT THE ARBITRATION. THE ARBITRATOR ASSIGNED TO THE MATTER WILL USUALLY SET FORTH A SCHEDULE, SIMILAR TO THE COURT SYSTEM, WHEREBY THE PARTIES EXCHANGE INFORMATION SUCH AS WITNESS AND EXHIBIT LISTS.

SUBPOENAS

EACH PARTY HAS THE RIGHT TO SUBPEONA WITNESSES AND DOCUMENTS FOR THE ARBITRATION.

ARBITRATION PROCEDURES

EXCEPT AS OTHERWISE PROVIDED IN THE COMPANY POLICY, OR BY MUTUAL AGREEMENT BY THE PARTIES, ARBITRATIONS SHALL BE CONDUCTED IN ACCORDANCE WITH THE CURRENT NATIONAL RULES FOR THE RESOLUTION OF EMPLOYMENT DISPUTES OF THE AMERICAN ARBITRATION ASSOCIATION ("AAA"). THE ARBITRATOR SHALL BE EITHER A RETIRED JUDGE OR AN ATTORNEY LICENSED TO PRACTICE LAW IN THE STATE IN WHICH THE ARBITRATION IS CONVENED. THE ARBITRATION WILL TAKE PLACE IN OR NEAR THE CITY IN WHICH THE EMPLOYEE LIVES OR WAS EMPLOYED BY THE COMPANY.

THE ARBITRATOR SHALL BE SELETED BY MUTUAL AGREEMENT, OR THROUGH THE "AAA". IF CHOSED THROUGH THE "AAA", THE "AAA" SHALL GIVE EACH PARTY A LIST OF ARBITRATORS DRAWN FROM ITS PANEL OF LABOR-MANAGEMENT DISPUTE ARBITRATORS. EACH PARTY MAY STRIKE ALL NAMES ON THE LIST IT DEEMS UNACCEPTABLE. IF ONLY ONE COMMON NAME REMAINS ON THE LIST OF ALL PARTIES, THAT INDIVIDUAL SHALL BE DESIGNATED AS THE ARBITRATOR. IF MORE THAN ONE NAME REMAINS ON TH ELISTS OF ALL PARTIES, THE PARTIES SHALL STRIKE NAMES ALTERNATELY UNTIL ONLY ONE NAME REMAINS. THE PARTY WHO DID NOT INITIATE THE CLAIM SHALL STRIKE FIRST. IF NO COMMON NAME REMAINS ON THE LISTS OF ALL PARTIES, THE "AAA" SHALL FURNISH AN ADDITIONAL LIST OR LISTS UNTIL AN ARBITRATOR IS SELECTED.

THE ARBITRATOR SHALL APPLY THE SUBSTANTIVE AND PROCEDURAL LAW OF THE STATE IN WHICH THE CLAIM AROSE, OR FEDERAL LAW, OR BOTH, AS APPLICABLE TO THE CLAIM(S) ASSERTED. THE ARBITRATOR MAY NOT APPLY ANY DIFFERENT SUBSTANTIVE LAW OR REEDIES. THE ARBITRATOR, (NOT A COURT OR GOVERNMENT AGENCY), SHALL HAVE EXCLUSIVE AUTHORITY TO RESOLVE ANY DISPUTE RELATING TO THE INTERPRETATION, APPLICABILITY, ENFORCEABILITY OR FORMATION OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO ANY CLAIM THAT ALL OR ANY PART OF THIS AGREEMENT IS VOID OR VOIDABLE. THE ARBITRATOR SHALL HAVE JURISDICTION TO HEAR AND RULE ON PRE-HEARING DISPUTES AND IS AUTHORIZED TO HOLD PRE-HEARING CONFERENCES BY TELEPHONE OR IN PERSON, AS THE ARBITRATOR DEEMS NECESSARY. THE ARBITRATOR SHALL HAVE THE AUTHORITY TO ENTERTAIN A MOTION TO DISMISS AND/ OR A MOTION FOR SUMMARY JUDGEMENT BY ANY PARTY. EITHER PARTY, AT ITS EXPENSE, MAY ARRANGE FOR AND PAY THE COST OF A COURT REPORTER TO PROVIDE A STENOGRAPHIC RECORD OF PROCEEINGS. EITHER PARTY, UPON REQUEST AT THE CLOSE OF THE HEARING, SHALL BE GIVEN A LEAVE TO FILE A POST-HEARING BRIEF. THE TIME FOR FILING SUCH A BRIEF SHALL BE SET BY THE ARBITRATOR.

THE ARBITRATOR SHALL RENDER AN AWARD AND WRITTEN OPINION IN THE FORM TYPICALLY RENDERED IN LABOR ARBITRATIONS. THE ARBITRATION SHALL BE FINAL AND BINDING UPON THE PARTIES, EXCEPTAS PROVIDED IN THE COMPANY POLICY.

ARBITRATION FEES AND COSTS

DESERT RESORT SECURITY, INC. AND THE CLAIMANT WILL SHARE THE ADMINISTRATIVE FEES AND COSTS OF THE ARBITRATOR, UNLESS PROHIBITED BY THE APPLICABLE JURISDICITON. EACH PARTY WILL DEPOSIT FUNDS FOR ITS SHARE OF THE ARBITRATORS FEE, IN AN AMOUNT AND MANNER DETERMINED BY THE ARBITRATOR, 10 DAYS BEFORE THE FIRST DAY OF HEARING. EACH PARTY SHALL PAY FOR ITS OWN COSTS AND ATTORNEYS' FEES AND DISCOVERY (SUCH AS DEPOSITIONS), IF ANY. HOWEVER IF ANY PARTY PREVAILS ON A STATUTORY CLAIM WHICH AFFORDS THE PREVAILING PARTY ATTORNEYS' FEES, OR IF THERE IS A WRITTEN AGREEMENT PROVIDING FOR FEES, THE ARBITRATOR MAY AWARD REASONABLE FEES TO THE PREVAILING PARTY, IN ACCORDANCE WITH SUCH STATUTE OR AGREEMENT.

LIMITED JUDICIAL REVIEW

THE ARBITRATION SHALL BE FINAL AND BINDING UPON THE PARTIES. ANY JUDICIAL REVIEW IS DEPENDENT ON THE LAW OF THE APPLICABLE JURISDICITON.

CONSIDERATION

BY REMAINING EMPLOYED WITH DESERT RESORT SECURITY, INC. YOU ARE AGREEING TO WAIVE YOUR RIGHT TO HAVE A CLAIM AGAINST THE COMPANY HEARD IN A COURT OF LAW. THE MUTUAL PROMISES BY THE COMPANY AND BY YOU TO ARBITRATE DIFFERENCES, RATHER THAN LITIGATE THEM BEFORE COURTS OR OTHER BODIES, PROVIDE CONSIDERATION FOR EACH OTHER.

NOT AN EMPLOYMENT AGREEMENT

THIS POLICY IS NOT A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED. THIS POLICY DOES NOT ALTER THE "AT-WILL" STATUS OF YOUR EMPLOYMENT. DESERT RESORT SECURITY, INC. IS AN "AT-WILL" BASIS.

PRINT NAME

DATE

SIGNATURE

WITNESS

DESERT RESORT SECURITY, INC
P.O. BOX 10822
PALM DESERT, CA 92255

NEW COMPANY POLICY:

OCTOBER 07, 2013

AS OF TODAY ALL DESERT RESORT SECURITY, INC. EMPLOYEES DRIVING DRSS SECURITY VEHICLES, OR CLIENT VEHICLES, WILL PULL OVER AND COME TO A COMPLETE STOP BEFORE TALKING, OR ANSWERING A RADIO OR CELL.

THIS IS DONE FOR THE SAFETY AND WELFARE OF OUR EMPLOYEES AND CLIENTS.

PRINT NAME

SIGNATURE

DATE

DRSS INC.
P.O. BOX 10822
PALM DESERT, CA 92255

NEW COMPANY POLICY:

OCTOBER 07, 2013

AS OF TODAY NO PERSONAL CELL PHONES MAY BE USED DURING WORKING HOURS. THE ONLY EXCEPTION IS IN THE EVENT OF AN EXTREME EMERGENCY.

FAILURE TO COMPLY WITH COMPANY POLICY MAY RESULT IN A DISCIPLINARY ACTION UP TO AND INCLUDING POSSIBLE TERMINATIONS.

PRINT NAME

SIGNATURE

DATE

NOTICE

TO ALL DESERT RESORT SECURITY, INC. EMPLOYEES:

EFFECTIVE IMMEDIATELY, ALL EMPLOYEES OF DESERT RESORT SECURITY, INC. THAT DRIVE ANY VEHICLES FOR THE COMPANY, INCLUDING BUT NOT LIMITED TO: DESERT RESORT SECURITY, INC. AUTOMOBILES, AND/OR GOLF CARTS, MAY AT THE DISCRETION OF DRSS, BE HELD ACCOUNTABLE FOR ANY DAMAGES TO THESE VEHICLES WHILE IN THE CARE, OR BEING USED BY, THE EMPLOYEE.

THIS POLICY INCLUDES THE RESPONSIBLE EMPLOYEE HAVING A DEDUCTION FROM ANY FINAL PAY CHECK, AND SAID MONEY SIGNED OVER TO DESERT RESORT SECURITY, INC. FOR ANY DAMAGES TO DESERT RESORT SECURITY, INC. OR CLIENT PROPERTY, TO INCLUDE AUTOMOBILES, GOLF CARTS, LANDSCAPE, SIGNAGE, AND/OR PROPERTY OF THE CLIENT (S).

THIS DOCUMENT AUTHORIZES DESERT RESORT SECURITY, INC. TO HOLD ANY AND/OR ALL MONIES DUE THE EMPLOYEE FOR REPAYMENT OF ANY DAMAGES BY THE EMPLOYEE.

PRINT NAME

DATE

SIGNATURE

WITNESS

DRSS INC.
P.O. BOX 10822
PALM DESERT, CA 92255

EFFECTIVE IMMEDIATELY, NO EMPLOYEE OF DRSS, INC.
WILL DISTRIBUTE, GIVE, LOAN, SUPPLY OR PRESCRIBE
ANY DRUG, OVER THE COUNTER OR PERSCRIPTION, TO
ANY OTHER EMPLOYEE. VIOLATION OF THIS COMPANY
POLICY CAN RESULT IN DISCIPLINE UP TO AND
INCLUDING POSSIBLE TERMINATION.

SIGNATURE

DATE

PRINT NAME



REFERENCES

Ben Guitron (Indio Police Department)	760-559-1621
Kevin Box (Desert Hills Premium Outlets/Cabazon)	310-855-2774
Dianne Hansen (Property Mgr.) Orchard HOA, Montage HOA, Hidden Canyons HOA.	760-771-9546
Jack Daughery (HOA President) The Bridge at Jefferson HOA	509-994-6010
David I'Anson Coachella Valley Mosquito & Vector Control District	760-342-8287
Anthony Caridi (General Manager) Toyota/Honda of The Desert	760-771-9546
Daniel Loera (General Manager) Indian Palms CC HOA#6	760-342-1485
Robert Del Mas (GM/Director) Empire Polo, Indio, Ca.	760-342-2762
Terry O'Brien (Manager) Palm Springs Motors	760-328-5092
John Wiesner (Property Manager) Biltmore Colony HOA.	760-904-4192
Mike Maler (Property Manager) Sunny Side Estates HOA.	760-347-4781
Dan Jessup (Owner) Jessup Auto Plaza	760-321-4640

PROPOSER/CONTACTOR STATUS FORM
PAGE 1 OF 2

CONTRACTOR'S NAME DESERT RESORT SECURITY INC COUNTY RIVERSIDE
ADDRESS: 7940S HWY 111 SUITE #9 FEDERAL ID# 461161513
CITY: LA QUINTA CA ZIP 92253

Status of contractor proposing to do business (please check one)

INDIVIDUAL LIMITED PARTNERSHIP GENERAL
 PARTNERSHIP CORPORATION

INDIVIDUAL (Please Check One) RESIDENT NON-RESIDENT

IF A SOLE PARTNERSHIP, STATE THE TRUE NAME OF SOLE PROPRIETOR: (I.E., JOHN ROE SMITH; NOT J.ROE SMITH OR NOT JOHN R. SMITH)

PARTNERSHIP (PLEASE CHECK ONE)

LIMITED PARTNERSHIP GENERAL PARTNERSHIP

IF A PARTNERSHIP, LIST EACH PARTNER IDENTIFYING WHETHER LIMITED PARTNERS (S), STATING THEIR TRUE FULL NAME AND THEIR INTEREST IN THE PARTNERSHIP:

CORPORATION

PLACE AND DATE OF INCORPORATION

IF NOT A CALIFORNIA CORPORATION IN GOOD STANDING, PLEASE STATE THE DATE THE CORPORATION WAS AUTHORIZED TO DO BUSINESS IN CALIFORNIA: _____

CURRENT OFFICERS:

PRESIDENT: OZZIE CEJA VICE PRESIDENT: MARCO CEJA

SECRETARY: JEFF SMITH TREASURES: OZZIE CEJA

OTHER OFFICERS: _____

ALL MUST ANSWER:

ARE YOU SUBJECT TO FEDERAL BACKUP WITHHOLDING? NO

PROPOSER/CONTRACTOR STATUS FORM

PAGE 2 OF 2

FICTITIOUS NAME

IF CONTRACTOR IS DOING BUSINESS UNDER A FICTITIOUS BUSINESS NAME AND WILL BE PERFORMING UNDER THE FICTITIOUS NAME, PLEASE ATTACH A CLEARLY LEGIBLE COPY OF THE CURRENT FICTITIOUS FILING.

PENDING LITIGATION HEARINGS

ARE ANY CIVIL OR CRIMINAL LITIGATION OR ADMINISTRATIVE HEARINGS CURRENTLY PENDING AGAINST THE PROPOSER'S ORGANIZATION, OWNERS, OFFICERS, OR EMPLOYEES? _____

IF YES, PLEASE STATE THE CASE NUMBER, AGENCY, OR COURT WHERE PENDING AND STATUS OF LITIGATION OR HEARING:

WE RESERVE THE RIGHT TO VERIFY THE INFORMATION PROVIDED ON THIS FORM BY THE PROPOSER DURING THE RFP PROCESS. BY SIGNING THIS FORM, YOU ARE AUTHORIZING THE RELEASE OF ANY AND ALL INFORMATION PERTAINING TO YOURSELF AND BUSINESS IN WHICH YOU PARTICIPATE OR HAVE PARTICIPATED, INCLUDING INFORMATION OF A CONFIDENTIAL OR PRIVILEGED NATURE IN THE POSSESSION OF GOVERNMENT OR PRIVATE AGENCIES OR INDIVIDUAL WHO FURNISH SUCH INFORMATION FROM LIABILITY FOR DAMAGES WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED.

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT I AM AUTHORIZED TO SIGN THIS STATUS FORM ON BEHALF OF THE PROPOSER/CONTRACTOR.



SIGNATURE

OZZIE CEJA

PRINT NAME

IF THIS STATUS FORM IS NOT COMPLETELY FILLED OUT, SIGNED AND SUBMITTED WITH PROPOSER'S RESPONSE TO THE RFP, THE BID WILL BE REJECTED AS NON-RESPONSIVE. ANY FALSE OR MISLEADING INFORMATION WILL CAUSE THE BID TO BE REJECTED AS NON-RESPONSIVE.

FINANCIAL PROPOSAL FORM
CONTRACT ARMED SECURITY GURARD SERVICES
(PLEASE SUBMIT TWO ORIGINAL COPIES)

I HEREBY SUBMIT THE FOLLOWING BID FOR CONTRACT ARMED SECURITY GUARD SERVICES ON THE GROUNDS OF THE RIVERSIDE COUNTY FAIR AND NATIONAL DATE FESTIVAL FOR A ONE (1) YEAR PERIOD 2015 AND TWO (2) ONE-YEAR OPTIONS FOR 2016, AND 2017.

2015 CONTRACT HOURLY RATE \$ 18.88, NOT TO EXCEED ANNUAL COST \$ 82,748.77

2016 CONTRACT HOURLY RATE \$ 18.88, NOT TO EXCEED ANNUAL COST \$ 82,748.77

2017 CONTRACT HOURLY RATE \$ 18.88, NOT TO EXCEED ANNUAL COST \$ 82,748.77

TOTAL THREE YEAR BID AMOUNT \$ 248,246.31

All proposers must fill in the following information and sign this form in order for the "Financial Proposal Bid Form" to be considered.

DESERT RESORT SECURITY INC.
FIRM NAME

760-610-4300
PHONE NUMBER

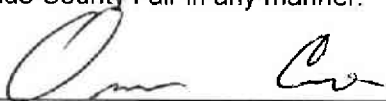
79405 HWY 111 SUITE 9
ADDRESS

LA QUINTA CA 92253
CITY/ZIP CODE

46-1161513
TAXPAYER ID NUMBER

Proposer certifies to that proposer has thoroughly familiarized self with the Riverside County Fair facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By its signature on this proposal form, the proposer certifies that he/she has read and understood the RFP package including the information regarding bid protests. Further, proposer certifies that the information provided by the proposer is accurate, true and correct, and not intended to mislead the Riverside County Fair in any manner.


SIGNATURE

PRESIDENT
TITLE