



TEAM MEMBER GUIDE

703 WORKING ALONE OR AFTER HOURS

The purpose of this policy is to monitor all access to Company locations and to ensure the safety of Team Members who, from time to time, may be working alone.

Regular business hours include one (1) hour prior to the opening for business of the Company location each morning. A Team Member working alone, at a location that is open for business, will ensure that all entries into the location other than the Customer's entrance are locked.

The Team Member working alone will contact the Security Desk, provide their name, location number, and advise the on-duty security guard that they are working alone. If the Security Guard does not answer the phone, a detailed voicemail message must be left indicating their name, date, time, location number, and that they will be working alone.

The Security Guard on duty will activate the video surveillance system at the location and will monitor the activity. Should the Team Member working alone not be visible on camera for more than thirty (30) minutes, the Security Guard will call the location and obtain a status report from the Team Member. In the event that contact with the Team Member is not established the Security Guard will contact the local police and request they attend the location and verify the situation.

When the Team Member is no longer working alone or the Team Member working alone is closing the location and setting the alarm, they will notify the security desk.

Any Team Members that are required to enter a Company location for business purposes when the location is closed for business are required to call the security desk immediately after entering the building. If the Security Guard does not answer the phone, a detailed voicemail message must be left indicating their name, date, time, location number, and the reason for after hours entry. Managers will be notified by email of all entries.

The Security Guard can be reached by calling:

613-933-1700 ext: 3038 (*Security Desk*)

613-577-1547 (*Direct Phone Number to the Security Guard on Duty*)

Team Members who fail to adhere to the Company policy shall be subject to disciplinary action, up to and including termination of employment for cause.