

# **Availability and Overtime Policy for Private Security Officers (Privateers)**

## **I. General Availability**

1. All Privateers are required to select their weekly shifts through the A La Cart Scheduling (ALCS) system, fulfilling a minimum of 32 hours and a maximum of 48 hours per week. Regular days off (RDOs) should be factored into this scheduling.
2. Each Privateer is expected to update their availability and scheduled shifts in the ALCS at least one week in advance to facilitate the adequate deployment of security personnel.

## **II. Overtime Policy**

1. Overtime is considered any hours worked over the maximum 40 hours per week.
2. The need for overtime may arise due to unforeseen circumstances, emergencies, or additional staffing requirements for new contracts.
3. Overtime will be voluntary whenever possible. Privateers will be notified of overtime opportunities as they arise, and may accept or decline these opportunities based on their personal availability and preference.
4. If insufficient voluntary overtime coverage is achieved, mandatory overtime may be implemented on a rotating basis to ensure fairness.

## **III. Emergency Availability Policy**

1. A Critical Emergency Policy (CEP) is in place for significant emergencies where all available manpower is required, analogous to "all hands on deck" situations.
2. The CEP can only be enacted under certain circumstances, including but not limited to:
  - Natural disasters
  - Major security incidents
  - Unforeseen mass staff shortages
3. When a CEP is enacted, all Privateers, regardless of their shift status, may be called into work, unless they are on approved leave or have notified the company of circumstances that prevent them from working (such as a medical emergency).
4. The company understands the strain that a CEP can put on personal commitments. As such, during a CEP, the company will provide:
  - Compensation at a premium rate
  - Adequate rest breaks and rotation to prevent fatigue

- Support for family commitments such as childcare or eldercare, when feasible

#### **IV. Respect for Personal Life**

1. The company respects the importance of a work-life balance. We will make every effort to ensure that overtime and emergency requirements do not overly burden our Privateers.
2. All Privateers are encouraged to communicate openly with their supervisors or Human Resources about their availability and any personal circumstances that may impact it.
3. We will regularly review this policy and feedback from Privateers to make necessary adjustments and improve the balance between company needs and our Privateers' personal lives.

This policy is designed to balance the operational needs of the company with the personal needs of our Privateers. We understand that our strength lies in our team, and we are committed to maintaining a supportive and respectful working environment. Please feel free to bring any questions or concerns about this policy to your supervisor or Human Resources.