

# Questions

## Complaint Procedure

Securitas USA is committed to promoting a culture where employees feel comfortable reporting issues of concern. Any employee who believes that he or she has been subjected to discrimination or harassment in the workplace, by anyone, should promptly report the concerns to a supervisor, Human Resources Representative, District Manager, Regional Vice President of Human Resources, any other management employee, or the Hotline.

**To file a confidential and/or anonymous report, you may call:**

**The Securitas  
Hotline**  
**800.574.8637**



confidential reporting 24/7 [www.securitasinc.com](http://www.securitasinc.com)

If after an investigation you feel that the problem has not been resolved to your satisfaction, you may file a complaint with the Equal Employment Opportunity Commission (EEOC). No adverse action will be taken by Securitas USA, or any of its agents, in retaliation for filing a claim of discrimination or harassment with any county, state or federal agency.

## Pay Transparency Policy Statement

Securitas USA will not discharge or retaliate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless there is a business need-to-know and the disclosure is: (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Securitas USA's legal duty to furnish information.



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# Equal Opportunity Employer

Securitas Security Services USA, Inc. ("Securitas USA") is dedicated to fostering a respectful and productive work environment for employees of all backgrounds and abilities. As an equal opportunity employer, Securitas USA is firmly committed to its policy of non-discrimination and equal opportunity for all. This policy ensures that individuals are treated without regard to protected characteristics such as, but not limited to, sex, race, age, religion, disability, sexual orientation, and national origin. Securitas USA believes every individual should be afforded the opportunity to be fairly judged based on their skills and merit.



Securitas Security Service USA Inc. Employee Relations  
4330 Park Terrace Drive | Westlake Village, CA 91361

**818.706.6800 | [www.securitasinc.com](http://www.securitasinc.com)**

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# Securitas USA Equal Opportunity Policy



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Securitas USA has well defined and published policies regarding equal employment opportunity and is committed to preventing improper conduct in the workplace, including discrimination or harassment based on:

- Race/Ethnicity
- National Origin
- Sex/Gender
- Sexual Orientation/ Gender Identity
- Pregnancy/Childbirth or related conditions
- Religion
- Age
- Genetic Information
- Citizenship Status
- Color
- Ancestry
- Gender Identity/Expression
- Marital/Parental Status
- Creed
- Disability
- Veteran Status
- Any other status protected by local, state, or federal law

This applies to all aspects of the employment relationship, including:

- Initial consideration for employment
- Job placement and assignment of responsibility
- Transfer
- Promotion and advancement
- Education
- Training and professional development opportunities
- Formation & application of human resource policies
- Facility and service accessibility
- Social and recreation programs
- Layoff and recall from layoff
- Discipline and termination
- Performance evaluation
- Compensation and benefits
- Tuition assistance

Securitas USA complies with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations to qualified disabled employees and applicants as required under the ADA. Equal employment opportunities are extended to qualified individuals with disabilities in all aspects of the employment including recruitment, hiring, training, promotion, transfer, assignment, discipline, layoff, recall and termination.

## Mutual Obligations and Responsibilities:

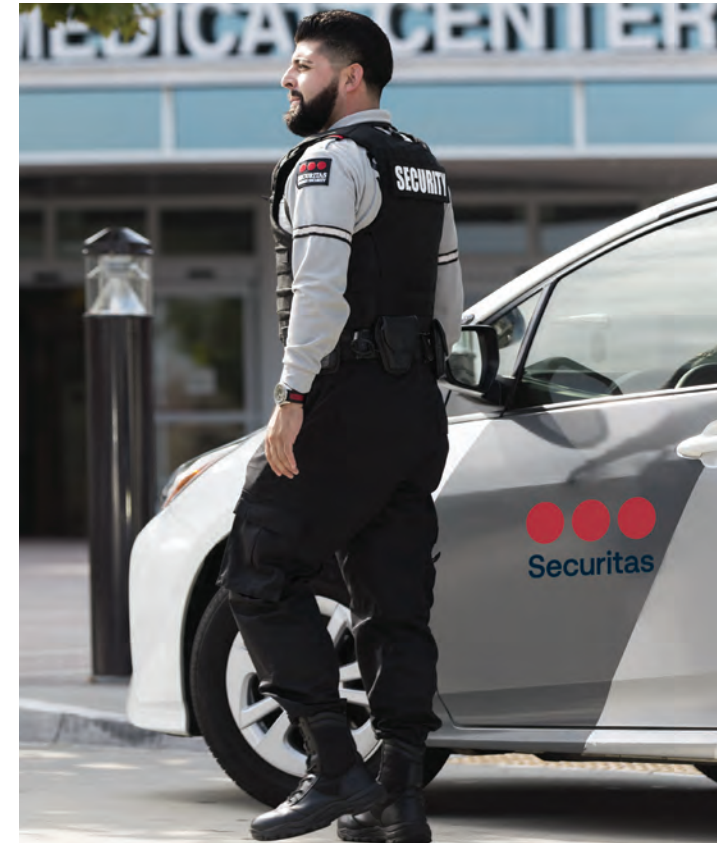
Creating and maintaining a work environment free of discrimination and harassment is one of Securitas USA's primary objectives.

## All Supervisory Personnel Will:

1. Promptly report all improper workplace conduct including discrimination and harassment complaints to the Human Resources Department.
2. Cooperate with investigations of employee complaints.
3. Take corrective and remedial action to prevent prohibited conduct from reoccurring.

## All Employees are Responsible for:

1. Demonstrating sensitivity to, and respect for, racial, cultural, sexual, age, religion, veteran status, disability, and physical differences when working with other employees and customers.
2. Refraining from engaging in harassing behaviors toward others.
3. Demonstrating job performance that meets position requirements and Securitas USA's commitment to equal employment opportunity.



*Because of our commitment to these objectives, appropriate corrective measures will be taken with any employee whose conduct is incompatible with these objectives and values.*