

# Equal Opportunity Employer Securitas Security Services USA, Inc.



Securitas Security Services USA, Inc. is firmly committed in its support of Affirmative Action and to its policy of non-discrimination and equal opportunity for all people

Securitas USA, in line with the Equal Employment Opportunity-Affirmative Action Policy under Executive Order 11246, expresses its commitment to prohibit discrimination or harassment based on:

- Race, Color or Creed
- Religion
- Physical/Mental Disability
- Medical Condition
- National Origin
- Citizenship Status/Ancestry
- Sexual Orientation/Gender Identity/Expression
- Age
- Gender/Sex
- Marital Status
- Veteran Status
- Status with Regard to Public Assistance
- Genetic Information
- All other characteristics protected below

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

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



We are also in full support of Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974, 38 U.S.C. § 4212, and amendment made by the jobs for Veterans Act of 2002 (JVA) which afford Equal Employment Opportunity and Affirmative Action to employ and advance in employment of individuals with disabilities, disabled veterans, veterans of the Vietnam Era, recently separated veterans, armed forces service medal veterans, and active duty wartimes or campaign badge veterans. If you have a disability or are a covered veteran and would like to be included in our Affirmative Action Program, please tell us.\*

- \* i. Supervisors and managers may be informed of necessary restrictions on your work or duties as a result of your disability or disabled status, and regarding necessary accommodations.
- ii. First-aid personnel may be informed when and to the extent appropriate if your condition might require emergency treatment.
- iii. Government officials investigating EEO compliance will be informed.

Creating and maintaining a work environment free of discrimination and harassment is our primary concern. Based on our firm objectives:

### **All Supervisory Personnel Will:**

1. Promptly report all discrimination and harassment complaints to the Branch Human Resources Department.
2. Coordinate investigation of all complaints of discrimination or harassment within their department with the Branch Human Resources Department.
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 and physical differences when working with other employees and customers, and avoiding harassment of others based on racial, ethnic, religious, sexual, age or any other protected status.
2. Demonstrating job performance that meets position requirements and demonstrates commitment to the company's equal employment opportunity and affirmative action objectives.

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

### **Complaint Procedure**

Any employee who believes that he or she has been discriminated against or harassed by a co-worker, member of the public, supervisor, or agent of Securitas USA should promptly report the facts to his or her supervisor, Human Resources Representative, Branch Manager, Regional Vice President of Human Resources, Region President or to the Employee Relations Department. To file a confidential and/or anonymous report, you may call:

**The Securitas Hotline**  
**1-800-574-8637**  
Or file on line at  
[www.securitashotline.com](http://www.securitashotline.com)

If 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.



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