



ALL NATION SECURITY & INVESTIGATION SERVICES INC.

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POLICY ON EMPLOYMENT STATUS & PROCEDURES

I. PURPOSE

All Nation Security & Investigation Services, Inc. intends to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and All Nation Security & Investigation Services, Inc.

II. DEFINITION

Probationary Employee - A new employee who, for a period of time, is being tested to enable the employer to ascertain the suitability of the employee for its purposes. The continuance of the employment with the agency shall depend on the satisfactory performance of the probationary employee functions and responsibilities as will be evaluated by our management at least once during the first six months of the employees' employment with the agency.

Regular Employee – An individual permanently and directly employed by a company that performs activities that are usually necessary or desirable in the usual business or trade of the employer. When the employment is not terminated after the six-month probationary period, it shall then be considered regular employment.

III. ACKNOWLEDGEMENT

As a matter of policy, every newly hired employees of All Nation Security & Investigation Services, Inc. must sign an employment contract which affirms that they expressly agreed and understood that no alterations or variations of the terms thereof should be binding upon either party unless the same is in writing and signed by them and the agency. By signing the agreement, they also agree to comply with the terms and conditions and all the prescribed rules and regulations of the Agency.

IV. RIGHTS AND ELIGIBILITY

Regular & Probationary Employee are both entitled to the regional minimum wage and rights under the working time rules and time off work in certain circumstances. It shall also depend on the availability of posts and on the client to which an employee shall be assigned. Should the client decide to request for employee replacement or terminate its service contract with the agency, the employee shall be assigned to another available post, shall be transferred from one region to another, shall be put on a floating status, or shall be separated from the agency.

V. PROCEDURES

Whenever the exigencies of its business operations shall so require, the agency may arrange for their transfer to another position or assign other or different functions to the employee. The employee concerned hereby undertake to comply with the requirement of giving thirty (30) days written notice if they shall decide to voluntarily terminate their employment, unless the agency shall agree to a shorter notice.

a. Management-Initiated Transfer

1. Within the same area

- Supervisor coordinates with the officers of both the losing and gaining posts regarding the relief and transfer of guard at least 1 week before the implementation.
- Supervisor issues Special Orders to be noted by the Personnel and Operations Department Head.
- Security Guard concerned receives the Special Order and transfers on the effectivity date.
- Guard-In-Charge introduces to the officers and staff the newly-assigned SG.

2. Inter-area

- Supervisor recommends/requests transfer of SG.
- Personnel/Operations Department Head evaluates the request and if okay, coordinates with the officers of both the losing and gaining posts at least 1 week before the implementation; issues Special Order to be noted by the President.
- Security Guard concerned receives the Special Order and transfers.
- Guard-In-Charge introduces to the officers and staff the newly-assigned SG

b. Employee-Initiated Transfer

1. Within the same area

- SG submits written request, noted by concerned officer of the client-company, to his Area Supervisor.
- Supervisor evaluates and if okay, recommends to Personnel and Operations Department Head.
- Department Head approves/signs the request/recommendation.
- Supervisor coordinates with the officers concerned of both the losing and gaining posts at least 1 week before the implementation; issues Special Orders to be noted by Department Head.
- SG receives the SO and transfers.
- GIC introduces to the officers and staff the newly-assigned SG.

2. Inter-area

- SG submits written request, noted by concerned officer of the client-company, to Operations Head thru his Area Supervisor.
- Supervisor evaluates and if okay, recommends approval to Operations Head.
- Operations Head approves/signs the request/recommendation; coordinates with the officers concerned of both the losing and gaining posts at least 1 week before the implementation; issues Special Orders to be noted by the President (basic request attached),
- Security Guard concerned receives the Special Order and transfers.
- Guard-In-Charge introduces to the officers and staff the newly-assigned SG.

Operations Head advises and furnishes the officer of the client-company a copy of the Special Order regarding the transfer within 1 week before the implementation. For new hires, Supervisor of the area where the guard will be deployed, signs the Special Order to be noted by the Operations Head. As a general rule, transfer from one region to another region with lower wage rate is discouraged.

VI. DURATION OF EMPLOYMENT

The services of an employee may be terminated for any of the following reasons in conformity with the pertinent provisions of the Labor Code:

1. A just cause as enumerated in our Code of Employee Discipline;
2. A disease prejudicial to his health as well as his co-employees;
3. Reduction in the number of posts; no available post where an employee can be assigned; or rejection of the client-company; and
4. Closure of the company, and reduction of personnel brought about by installation of labor saving devices, redundancy, and retrenchment

In conclusion, All Nation Security & Investigation Services, Inc. will not allow its personnel to engage in any type of business activity for as long as they are within the agency or client's premises. Any material misrepresentation or concealment that may be subsequently determined from their employment records shall be a sufficient ground for termination of their employment.