



# Admiral Security Services, Inc.

## Time Record Keeping Policy



Time record keeping is used as a means of accurately recording all hours worked and calculating pay. The system records regular hours worked, meal periods, overtime, absences, and vacations. Nonexempt employees are required by law and this policy to report all work time, without exception, regardless of where and when the work occurs. This includes work that occurs on or off the Company's premises, work during normally scheduled hours, and any work that is performed either before or after the employee's scheduled work hours or on a normal day off. Accordingly, employees should record the time they begin, and end work each day, the beginning and end of each meal period, and the beginning and end of any split shift.

Admiral Security Services, Inc. may use electronic timecards. If employees need guidance on using timekeeping software, they should notify their manager or scheduler.

### Clocking In

If employees have a scheduled start time, employees should not clock "IN" prior to their scheduled starting time unless requested by a supervisor or client. If an employee is asked to arrive "early," then that becomes their scheduled start time, and they must clock in when they arrive and are prepared to start working. All employees that are asked to arrive "early" or stay "late" by their supervisor or a client, then please reach out to Dispatch Department [Dispatch@admiralss.com](mailto:Dispatch@admiralss.com) (415) 854-8514. All "pass downs" **must be done while clocked in**. If any questions, contact the Dispatch Department [Dispatch@AdmiralSS.com](mailto:Dispatch@AdmiralSS.com) or (415) 854-8514.

### Clock Out

Employees must clock "OUT" only after all work is completed. All pass-downs must be done while on the clock. If you are required to perform a pass down, wait for another guard to relieve you, or must secure an area before you leave, you cannot clock out until you do so. No work should be done after you have clocked out. If you have any questions, contact the Dispatch Department [Dispatch@AdmiralSS.com](mailto:Dispatch@AdmiralSS.com) or (415) 854-8514.

### Working Off the Clock Is Strictly Prohibited

IT IS NEVER PERMISSIBLE TO WORK OFF THE CLOCK. NO SUPERVISOR CAN DIRECT, REQUIRE OR PERMIT ANY NONEXEMPT EMPLOYEE TO WORK OFF THE CLOCK. THIS IS A VIOLATION OF POLICY. Any violations of this policy should be immediately reported, either directly or anonymously as an employee prefers to Human Resources [HR@AdmiralSS.com](mailto:HR@AdmiralSS.com) or (415) 854-7275 or any supervisor or member of management. No employee will be discriminated against or retaliated against for reporting such a violation.

### Time Records Must Be Complete and Accurate

Employees should remember that time records are important documents that Admiral is legally required to keep so that it can accurately and promptly pay employees all wages and other amounts owed. This includes paying any amounts due to an employee for missed, late, short, or interrupted meal or rest periods. Employees are responsible for reporting all the time worked and will benefit from doing so by being paid fully and promptly with their wages.

### Employees Must Correct Any Mistaken or Incomplete Records

If employees forget to record all time worked or fail to do so for any reason, they can correct the record by sending an email titled "Timekeeping Correction" to Dispatch Department [Dispatch@admiralss.com](mailto:Dispatch@admiralss.com) or call (415) 854-8514 after performing the work or discovering that an error exists in a time record. If the pay period has closed and you have been paid, you can contact Human Resources [HR@admiralss.com](mailto:HR@admiralss.com) (415) 854-7275. Admiral Security Services wants to fulfil their obligations to pay employees all amounts owed in a timely manner. To do so, it must rely on employees to report all their work time fully and accurately on their time record or the appropriate correction form so that it can meet its obligations under the law. Disciplinary action may be taken against anyone who fails to comply with this Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_