

ELMNT LOUNGE SECURITY POLICIES AND PROCEDURES

A1 Water Street LLC Management has written this memo to all Security personnel of some policies and procedures that must be adhered to:

The following rules must be adhered to by everyone:

1. There will be **NO** cell phones allowed during your shift.
2. There will be **NO** drinking of alcoholic beverages by ELMNT Lounge staff members.
3. There will be **NO** personal items kept behind the bar or in any "Employee Only" areas of the venue.
(Jackets, purses, shoes, etc.)
4. You must dress according to the ELMNT Lounge Management guidelines.
5. You must always have a flashlight and headsets (if you own one) during your shift.
6. There will be a friendly, professional, and positive customer service attitude displayed by all of our staff members at all times.
7. There will be **NO** arguing or fighting among each other.
8. There will be **NO** fraternizing with members of the ELMNT Lounge staff.
9. There will be **ZERO TOLERANCE** policy against harassment of any kind.
(sexual, physical, verbal, or any other type of action that offends our staff/patrons)
10. Tardiness will **NOT** be tolerated.
11. You must **NOT** possess any of the following items while on the ELMNT Lounge premises: Firearms, Knives or any sharp objects, Mase, Pepper Spray, or Tazers.
12. You must **NOT** grab anyone around the neck for any reason.
13. There will be **NO** food items allowed during your shift.
14. You must provide ELMNT Lounge Management with your current address, phone number, email address, and Social Security number.

I THOROUGHLY UNDERSTAND ALL OF THE POLICIES AND PROCEDURES OUTLINED IN THIS MEMO. I UNDERSTAND THAT IT IS IN MY JOB DESCRIPTION TO FOLLOW AND UPHOLD THESE POLICIES AND PROCEDURES. I ALSO UNDERSTAND THE DISREGARD OR VIOLATION OF THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION, TERMINATION, AND/OR PROSECUTION.

PRINT NAME/SIGNATURE

