



PROTEK SECURITY, INC.

SAFETY ORIENTATION & ACCIDENT-PREVENTION PROGRAM FOR THE FIELD TECHNICIAN

Your safety is our primary concern; our goal is have a working environment that is conducive to this end.

It should be noted that guidelines contained herein do not eliminate the need to apply common sense to a given situation or, by omission of a specific point, imply consent for an improper action or activity.

1.0 INTRODUCTION:

The intent of the information and instructions contained herein are to help guide the new employee with basic safety policies.

The material contained herein, is not necessarily inclusive or mutually exclusive of all documentation generated for the Technician as deemed by Protek Security, Inc. It should be noted, that the guidelines contained within this manual do not eliminate the need to apply common sense to a given situation or, by omission of a specific point, imply consent for an improper action or activity.

This handbook is meant to augment other Protek Security, Inc. personnel documents such as the Policy Manual and Employment Document. It is to assist the technician in performing his/her assigned duties safely and proficiently. The guidelines in this document are mandatory and shall be adhered to by all technical employees of Protek Security, Inc. Any questions regarding interpretation should be directed to your supervisor or manager for clarification. The Company's paramount concern is the safety of the Employee, Co-workers and customers.

1.2 EMPLOYEE CONFIDENTIALITY AND NONDISCLOSURE:

For purpose of paragraph 1.2 the term "Company" includes Protek Security, Inc. Employee acknowledges that he or she has access to Confidential Information, as defined in subparagraphs 1.2.1, in connection with his or her employment at Protek Security, Inc. The methods and systems used by the Company in providing fire and burglar alarm systems and 24 hour monitoring services, and the business connections, clientele and customers of the Company have been established and maintained by the Company at a great expense to the Company.

By virtue of this employment, the Employee will become familiar with and possess the knowledge of the methods and systems and of the names and lists of the customers and clientele of the Company. The Employee, through his representation of the Company, will become personally acquainted with the customers and trade of the Company.

The Company will sustain great loss and damage if, during the term of this Agreement, or at any time following his termination for any reason whatsoever, the Employee should, for himself, or on behalf of any other person, persons, company, partnership or corporation call upon the trade customers, or clientele of the Company for the purpose of soliciting or providing any fire or burglar alarm services or 24 hour monitoring services in the territory as set forth in particular herein, or divulge to third parties customer lists and/or the methods and systems employed by the Company in providing fire and burglar alarm systems and 24 hour monitoring services to its' customers.

Further, it is recognized that the employees of the Company are selected and trained at a substantial expense to the Company and that the continuation of their employment is of great value to the Company. Continued work for the

Company brings an Employee into close contact with other employees. Any attempt on the part of the Employee to induce others to leave the employ of the Company, or any effort by the Employee to interfere with the Company's relationship with other employees would cause great loss and damage to the Company.

1.2.1 The term "confidential information" means any trade secrets, proprietary or other information of the Company including without limitation, all of the following information relating to the Company's customers, which is hereby designated as confidential: any customer lists; any lists, notes, or compilations which contain the names, addresses, telephone numbers, or any contract information for or relating to the customers of the Company; and any copies of contracts, agreements, and related documents between the Company and the customers.

1.2.2 The Employee hereby expressly covenants and agrees, which covenants and agreements are of the essence of this contract, that he will not, directly or indirectly, for himself or on behalf of, or in conjunction with, any other person, persons, company, partnership, or corporation during the term of this Agreement. The provisions of this Agreement shall survive expiration or termination of this Agreement indefinitely (even if termination is due to a default or breach by company):

1.2.2.1 call upon any customer or customers of the Company, solicited or contacted by the Employee or whose account was serviced by the Employee, pursuant to his employment hereunder, for the purpose of soliciting or selling such fire or burglar alarm services or 24 hour monitoring services within the company's area of business;

1.2.2.2 divert, solicit or take away any such customer or customers of the Company for the purpose of selling such fire or burglar alarm services and 24 hour monitoring services within the company's area of business;

1.2.2.3 divulge to any person, persons, company, partnership, or corporation customer lists, financial and marketing information, technical and non-technical information, including confidential copyright and trade secret information, methods, processing and ideas or the methods and systems used by the Company in providing fire and burglar alarm systems and 24 hour monitoring services to its' customers;

1.2.2.4 hire, induce or attempt to induce, directly, or indirectly, any employee to quit the Company's employ; nor will he otherwise in any manner interfere with or disrupt the Company's relationship with other employees; provided, that the obligations set forth in this paragraph are not intended to restrict the rights or remedies which would be available to the Company in the absence of this provision;

1.2.3 The Employee further agrees that these restrictions are reasonably necessary for the protection of the business and goodwill of the Company. Accordingly, it is agreed by the Employee, that any violation by him of the covenants set forth in said Paragraph 9 would cause irreparable damage to the Company. It is further agreed that this irreparable harm and significant injury to business may be difficult to ascertain. Accordingly, employee agrees Protek Security Inc. shall have the right to seek an immediate injunction enjoining any breach of this Agreement and shall be entitled to injunctive relief against the Employee and any other person, persons, company, partnership, or corporation by any court of competent jurisdiction having authority to grant such relief. Company shall also be entitled to recover any and all damages, attorney's fees and costs suffered by the Company as a result of Employee's breach of this Agreement.

1.3 SCOPE:

The Operations Department - Field Staff, is tiered in such a way, as to maintain a chain of command and to enhance mutual support within the inner departments.

1.4 RESPONSIBILITY:

Success of the company is the primary responsibility of the Technician.

By the very nature of the duties inherent with the Operations Department - Field Staff and its pivotal role in the company, the Technician can be a deciding factor for success or failure.

1.5 HOW AND WHEN TO REPORT INJURIES:

In the event, an injury is sustained; you are directed to contact the office as soon as possible after first aid has been given.

Be prepared to give an oral statement as to the nature of the injury [exact body parts], time and date of injury, location where injury occurred, witness to event leading to injury etc.

After this information has been received from you, you will be required to review the "Preliminary Accident Report" and sign the form.

1.6 HOW TO REPORT UNSAFE CONDITIONS AND PRACTICES:

You are directed to report any concerns you have of unsafe conditions and practices to your immediate supervisor, he/she will direct and/or authorize you as to the proper course of action.

1.7 THE PROPER ACTIONS TO TAKE IN THE EVENT OF AN EMERGENCY:

In the event of an emergency common sense dictates that you assess the situation as to the severity of the emergency, such as in the case of a fire, you would exit the home and call the fire department.

1.8 THE USE AND CARE OF REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

Required personal protective equipment is as follows;

1.8.1 Safety shoes are recommended to be worn at all times while on the job site.

1.8.2 Safety goggles are to be worn whenever drilling, sanding, using power tools, or whenever conditions warrant, or when directed by a supervisor

1.8.2.2 Care of the safety goggles will be as per manufactures specifications, Moreover, They will be kept clean, free from scratches that may impair vision.

1.8.3. Hard hats are to be worn where required and or where conditions warrant.

1.8.3.2 Hard hats are to be inspected and properly adjusted on an as use basis. If the hard hat suffers a significant impact, replacement will be necessary.

1.8.4 Respirators will be worn while performing work in the attic area, or whenever conditions warrant its use.

1.8.4.2 Foam filter type masks are to be inspected on a daily basis and serviced / replaced as per manufactures specifications.

1.9 SAFETY AND HEALTH COMMITTEE:

A safety and health committee consisting of management and employee representatives, meet on a quarterly basis or as directed by management, to review safety and health inspection reports and to advise/assist in correction of identified unsafe conditions.