

# CODE OF CONDUCT

## SECURITY OFFICER

### In Particular you are required to, but not restricted to ensure the following ;

- Always be relieved by another security officer before going off duty.
- Always make clients and visitors feel welcome, safe and secure.
- Always maintain order and discipline on site at all times.
- Always be on site (15min) prior to shift change.
- Always report timorously on duty to the control room.
- Always keep guard room neat and clean.
- Always keep guard room light on at night.
- Always be well presented in full uniform, no colorful T-Shirts under Uniform (only ink Black allowed) and boots to be worn combat style (trousers tucked into boot).
- Always be cleanly shaven (face) and hair must be short and neatly cut. (Male Security Officers)
- Always notify control at least 8 hours before, if you are unable to report for duty, get OB number.
- No earrings, neck chains, nose rings etc may be worn. However female security officers May wear small gold/silver stud earrings only.
- If hair is hanging over the collar it must be tied back, only black hair bands are allowed. (female Security Officers)
- Skirt hem line must not be shorter than 4 fingers above the knee. (Female Security Officers)
- No painted nails.
- Always do hourly site reports to control room Monday – Friday Nightshift (20:00 to 05:00) and weekends and public holidays dayshift (08:00 to 17:00)
- Always report any incident on site to control room and get a reference OB number from Control room.
- Never sleep on duty.
- Never have hotplates or bar heaters in guard room.
- Never make open fires on site.
- Never smoke in guard room or in front of any client, customers or Management.
- Never use alcohol or drugs on site.
- Never use clients equipment.
- Never be disrespectful towards a senior officer i.e. Ops coordinator, Controllers, Management or Supervisors.
- Never borrow money from client or employees of client.
- Never remove any equipment or materials from site.
- The supervisor will ensure that the guards follow security procedures at all times.

***Protecting your Investment – PROSEC Alarms & Guarding***