



PHILLIPS PROTECTIVE COMPANY POLICIES

1. You (“Agent”) alone are responsible for knowing the laws in your theater of operation. Phillips Protective (the “Company”) will not defend you if you break the law. Agents will adhere to the laws of every country, state, municipality, territory, or jurisdiction where the Agent represents the Company.
2. The Company pays Agents (independent contractors) only upon completion of the Mission Assignment. Incomplete and partially complete missions are not compensated. Exception: injury in the line of duty does not constitute an incomplete Mission Assignment and Agents will be paid according to time on duty, including evac/exfil where possible.
3. The Company only hires professionals. Agents are expected to adhere to the strictest professional standards. Therefore, things like “don’t sleep on duty” and “be 15 minutes early to duty station” are not stated herein but absolutely expected.
4. Professional grooming and hygiene standards are mandatory. If in doubt, ask.
5. Each Agent, as a licensed, skilled independent contractor is solely responsible for the tactics, methods and means of professionally accomplishing the Mission Assignment objective without supervision. Agents are subject to unannounced inspections for quality control but shall not construe this as on-the-job training. The Company tells the Agent **what** to do and the Agent, in accordance with Company policy, Contract Mission Assignment, applicable laws and industry best practices, decides **how** to properly do it. See policy 2 above.
6. The Company provides shirt, badge and all insignia required by Texas PSB regs. These remain the property of the Company. Normal wear and tear is expected. Any gear returned smelling badly, stained with food, or otherwise ruined through lack of care will be charged to the Agent at full retail price and the cost of such equipment will be deducted from any outstanding balance owed to the Agent.
7. The Agent will provide all other gear necessary to accomplish the Mission Assignment objective in a professional, efficient manner. The minimums are: mil-spec boots and tactical pants matching the provided shirt (if working uniformed); optional cap (without advertisement or slogan); modern, active smart phone; mil-spec, modern sidearm (.38, .357, .40, .45, 9mm, 10mm only) and level 2 retention OWB holster (if working uniformed) or secure IWB holster which does not print (if working plain clothes); minimum of 30 rounds premium, factory loaded hollow-point ammunition; any plain clothes attire required by the Company’s Client; 1 pair standard or 2 pair flex cuffs; hydration and food requirements; individual first aid kit; a modern, undamaged four-wheeled vehicle



capable of safely carrying at least 1 adult passenger at interstate highway speeds (insurance required).

8. Agents will never carry a knife (fixed blade or folding) while on duty. Multi-tools with 1 knife blade not exceeding 3” in length are acceptable.
9. The Company will lease to Agents at a reasonable rate certain equipment as required by the Contract Mission Assignment. The lease price will be deducted from amounts owed the Agent upon payment. If the equipment is not returned or is damaged through neglect or misconduct, the Agent will be charged full retail price for replacement and the cost of such equipment will be deducted from any outstanding balance owed to the Agent. Examples: Motorola radio, leased for \$1 per shift, current replacement cost \$800; Benelli M4 12ga, leased for \$1 per shift, current replacement cost \$2400. Leasing subject to availability, so all Agents are encouraged to augment their personal gear as funds permit.
10. Agents will be courteous and helpful at all times. Profanity is prohibited. Shouting is strongly discouraged in all circumstances. Calm breeds calm.
11. Agents will never interact with Clients, former Clients, or any relative/customer/friend/fan/entourage member/employee (“Associate”) of Clients except while on duty in service of said Client and only then in a strictly professional manner. This means the Agent will not call, text, email, write to, signal to or approach any such people except in the conduct of official Company business and while on duty. Agents will never date, drink with, eat with, proposition, “friend”, “link to”, “like” or otherwise fraternize or socially engage with any such people, in person or virtually. Company Clients and former Clients are guaranteed absolute discretion and privacy. Agents will never acknowledge a Client, former Client or Associate in public unless the Client, former Client or Associate initiates contact first. If an Agent is recognized and approached by a Client, former Client or Associate, the Agent will be courteous and professional in this interaction and will politely terminate contact as soon as possible without giving offense.
12. Agents will never divulge the identity of, nor any information whatsoever concerning Company Clients, former Clients, Associates, or other Company Agents unless required by law.
13. Agents will never divulge any detail of any Mission Assignment unless required by law.
14. Company Agents do not enforce the law. Neither, at any time, will any Agent be a party to any crime.



15. Agents will report to Company Operations immediately upon completion of a Mission Assignment.
16. Agents will be immediately dismissed and any contract(s) with the Company will be terminated forthwith upon any violation of these policies.
17. Agents aware of any violation of these policies, upon failure to report such violation, will be immediately dismissed and any contract(s) with the Company will be terminated forthwith.

I, the undersigned, have thoroughly read this entire document. I have been given ample opportunity to seek counsel on the implications of everything within this document. I have full and complete understanding of everything within this document.

Furthermore, I understand that, should my violation of any policy herein result in damage to the Company, its reputation, brand, or marketability; or should my violation of any policy damage or threaten any Company Client or Company Agent, the Company will seek every remedy under civil and criminal law.

Agent Signature

Date

Agent Name (printed)

Agent Address

Agent Address