



GSS Security Ltd.

1-877-696-5552

Security Guard Code of Conduct

I WILL COMMIT TO

- PROVIDE OUR CLIENTS WITH THE UTMOST PROFESSIONAL CUSTOMER SERVICE INTERACTIONS, EACH AND EVERY TIME I AM DELIVERING SECURITY SERVICES TO THEM ON BEHALF OF GSS,
- TAKE FULL RESPONSIBILITY FOR MY ACTIONS AND ALWAYS REPRESENT GSS IN THE BEST LIGHT,
- FOLLOW, UNDERSTAND AND REPRESENT ALL LEGISLATIVE COMPLIANCE AND INTERNAL POLICIES OF GSS AS IT RELATES TO MY WORK ENVIRONMENT (I.E. Customer Service, Workplace Violence, Health & Safety, AODA, WHIMS, Harassment & Bullying, Scheduling ...),
- REPORT ALL SERIOUS ISSUES TO MANAGEMENT IMMEDIATELY, I WILL NOT WAIT!
- FOLLOW AND UNDERSTAND THE ONTARIO SECURITY GUARD CODE OF CONDUCT AS CONDITIONS OF YOUR LICENSE, ENSURE THAT YOU ALLOW PLENTY OF TIME TO RENEW YOUR SECURITY GUARD LICENSE EVERY TWO (2) YEARS PRIOR TO YOUR BIRTHDAY, AS NOT TO IMPEDE YOUR ABILITY TO WORK,
- CONFIRM AND REVIEW THE SCHEDULE PROVIDED TO ME BY THE OFFICE AND ENSURE THAT I UNDERSTAND WHEN AND WHERE I AM POSTED; REVIEW ALL EMAIL CORRESPONDENCE AND NOTE CHANGES I HAVE AGREED TO,
- SHOW UP TO WORK ON TIME, IN UNIFORM AND BE READY TO PROVIDE PROFESSIONAL SERVICES REGARDLESS OF THE CLIENT SITE I AM AT,
- FOLLOW THE CHAIN OF COMMAND, ALWAYS!
- DISCOURAGE NEGATIVE GOSSIP AND ENCOURAGE POSITIVE COMMUNICATION,
- EXTEND RESPECT AND PROFESSIONAL COURTESY TO CLIENTS AND THEIR EMPLOYEES, CLIENT CUSTOMERS, CONTRACTORS, VISITORS AND LOCAL LAW ENFORCEMENT AT ALL TIMES,
- DEAL WITH ANY WORK-RELATED DIFFERENCES EARLY AND NOT LET THEM FESTER INTO LARGER ISSUES,
- ACCEPT ALL DIFFERENCES IN OTHERS; RESPECT ONE ANOTHER'S PRIVACY,
- MAKE A GREAT FIRST IMPRESSION; SAY PLEASE AND THANK YOU TO EVERYONE,
- RESPOND TO ALL WORK ISSUES AT THE SITE PROMPTLY AND WITH A SENSE OF URGENCY,
- COMPLETE MY REQUIRED PAPERWORK ON TIME, LEGIBLY WITH DETAILS AND SUBMIT IT PROMPTLY, INCLUDING LEGAL DOCUMENTS, INVESTIGATION REPORTS, ACCIDENT REPORTS, VEHICLE REPORTS ETC... AS THEY MAY BE REQUIRED FOR COURT DISCOVERY,

BEING THE VERY BEST

EMPLOYEE THAT I CAN!

