

## **MINIMUM QUALIFICATIONS & STANDARDS**

### Personnel Selection & Selective Recruiting

Everyone who applies for employment with Ambassador Worldwide Protection Agency, Inc. is considered, but to ensure effective performance, personnel who meet the specified qualifications are preferred. Our hiring and application process is in place to ensure that we select and employ the best qualified applicant.

### Criminal Record/ Background Checks

Each prospective employee who applies with Ambassador Worldwide Protection Agency, Inc. completes all phases of a pre-employment screening process which includes in-depth interviews by Ambassador's management personnel, a background check, reference check, and criminal-history check, physical agility test, a 27-panel urinalysis screening test. The prospective applicant must also meet other set qualifications as well. Most are included in this section of our literature.

### Minimum Qualifications To Be Considered For Employment

- Must be at least 21 years old.
- Must be of good moral character
- Must be in good physical/ mental health
- Must pass required training with a minimum average of 75% or greater.
- Must have the ability to read and comprehend oral and written directives, instructions, etc.
- Must have the ability to communicate effectively orally and in writing.
- Must have the ability to deal with the general public.
- Must have the ability to maintain poise and control in stressful situations.
- Must possess a valid driver's license and have no more than three violation points.
- Must have no history of D.U.I. convictions, drug possession arrest or convictions, no arrest or convictions for assault, theft or other dishonest acts, no domestic violence arrest or convictions.
- Must have and maintain working cellular telephone.
- Must possess a valid Armed Guard Certification or ability to obtain for Armed Guard position, or must currently be P.O.S.T. Certified.
- Must present a neat and clean appearance at all times

### Drug and Alcohol Use Policy

Ambassador Worldwide Protection Agency, Inc. is committed to maintaining a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their assigned job in a professional and satisfactory manner. While on Ambassador Worldwide Protection Agency, Inc. and/or client premises no employee may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of any illegal drug or substance. Violations of this policy are considered grounds for immediate termination of employment. The use of prescribed non-impairing drugs are permitted on the job if that drug does not affect or impair an employee's ability to perform the essential functions of their job in an efficient and safe manner that does not endanger the employee or other individuals in the workplace.

Operating company vehicles while under the influence of controlled substances that may alter or impair the driver's judgment or performance is against the law and is strictly prohibited. This includes, but is not limited to illegal drugs, alcohol, prescribed and over-the-counter drugs such as cough medicine containing alcohol, codeine, etc.

To inform our employees about the important provision of this policy, Ambassador Worldwide Protection Agency, Inc. has established a drug-free workplace awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violation of this policy.

#### Drug Testing

Ambassador Worldwide Protection Agency, Inc. is committed to providing a safe and productive work environment for all of its employees, and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, and phencyclidine (PCP). Ambassador Worldwide Protection Agency, Inc. will attempt to protect the confidentiality of all drug test results. Drug testing may be conducted in any of the following situations:

#### Pre-Employment Screening

It should be understood as part of the pre-qualification, pre-employment process, prior to assuming any position, prospective employees are required to provide a body substance sample for drug screening.

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### Random Test

As a condition of continued employment, all employees, sub-contractors, and independent contractors are subject to random drug testing at any time. Subject to any limitation provided by law, a refusal to provide a body substance sample under the conditions described above is grounds for immediate termination and will be considered a voluntary termination of employment due to policy violation.