

SKYMAX SECURITY GROUP, INC.

Our mission is to provide security service unmatched for our quality and value.



BROCHURE

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The need for security services in the United States of America has never been more paramount than in this 21st Century. With a business philosophy based on first-class service to its clients, understanding clients' needs and providing the best personnel in the business, Skymax Security Group is traveling proudly on the paths blazed by industry pioneers such as Alan Pinkerton and William Burns. In 1850s, Alan Pinkerton, a Scottish immigrant established the first verified Private Investigation Organization in the United States and William Burns launched the first Private Security Company in 1927. Today, while the industry has gotten more sophisticated and larger in scope, its practitioners such as Skymax Security Group are better educated and trained and far more knowledgeable in terms of techniques and strategies in order to meet the challenges of the new millennium.

This organization is founded on the principle to understand our client's safety concerns – to tailor and deliver bespoke cost effective security service to our customer satisfaction. Our rigid hiring and training standard allows us to provide highly effective armed and unarmed, uniformed and plain clothes/corporate-attire security officers. We are committed to provide a professional, personalized and responsive security services through a proactive relationship with clients and to provide a level of protective services measure by tangible result. Our employees will work tirelessly day and night safeguarding all assets entrusted upon us and report accurately and faithfully all activities as they occur. Our employees are committed not only to represent themselves but the clients in a professional manner, second to none. Our personnel are backed with more than 30 years of private security experience, through our commitment, dedication and expertise we provide security and patrol services unmatched for our quality and value. We always strive to satisfy our clients with unparalleled service.

***Note:** There is no compromise of ethics or integrity. Our client safety is never compromised! Our service guarantees it!

Founder:

The President/CEO for *this company* had some of his college education in the city of Thessaloniki, Greece, Europe. While pursuing completion of his education in New York City, he worked full-time in security and patrol field for many years. After years of cumulative experience in security management, he co-founded Astro Security Services and five years later he established Skymax Security Services, Inc. Skymax Security Group, Inc. was licensed and incorporated in Cary, North Carolina in 2005.

As a proud and hardworking U.S. Citizen, he keeps his dream alive by utilizing all his years of experience and expertise protecting peoples' lives, safeguarding properties and other valuable assets.

The common factors in his success are:

- (1) PASSION:** protecting lives and safeguarding properties.
- (2) DEDICATION:** a keen sense of timing and delivering superior value to the customers.
- (3) BELIEF:** sound management practice and hard work.

Services Provided:

Armed and unarmed, uniformed and plain clothes/corporate attire security agents. Our management staff is committed to oversee your property, at no additional extra cost to you. We provide monthly management staff meetings to discuss strategies, policies, and procedure changes and implement them to meet your specific needs. Also ensures the selection of responsible, honest, reliable and dedicated people as part of our team and implements a follow-up strategy to gauge and improve our performances.

Security Recruiting Guidelines:

- Be at least 18 years of age
- Must have a High School Diploma or GED
- Each employee or trainee must pass background check and criminal history check and must be able to pass drug screening.
- Must participate in an annual training which involves state laws, patrol technique, and self-defense.
- 5 – Year employment verification and able to provide 3 personal references
- Must have a valid North Carolina Driver’s License
- Must be able to speak, read and write in the English Language
- Must be a United States Citizen or have permanent legal alien status
- No DWI/DUI convictions within 5 years
- No domestic violence convictions within 5 years
- No suspensions of driving privileges in the past 3 years
- Must be able to work overtime as required
- Must be able to work weekends and holidays as required
- Must have reliable home telephone and cell-phone
- Must have reliable transportation
- Must be able to maintain satisfactory attendance and punctuality standard
- Must be neat, clean cut and have the ability to handle typical and crisis situation efficiently and effectively.
- The company CEO is personally in charge of verifying that each armed security officer passes all North Carolina State special weapons safety certifications courses before being authorized to carry a firearm.

Our security guard and patrol services covered but not limited to:

Apartment Building
Construction Sites
Visitors and Employee Control
Shopping Malls & Retail Stores
Home Owner’s Association’s
Factories & Warehouses
Restaurants & Bars
Gated Communities

Colleges & Universities
Weddings, Proms, Graduations
Commercial Centers
Body Guarding & Executive Protection
Night Clubs & Private Parties
Corporate Buildings
Entertainment & Special Events
Government Buildings
Auto Dealers & Auctions
Gas Stations
Train & Bus Stations
Live Monitoring Consoles
Financial Institutions
Neighborhood Patrol
Art & Fun Fairs
Playgrounds & Parks
Parking Lots
Churches
Healthcare Facilities
Movie Theaters & Studios
Hotels & Motels
Community Events
Retirement Homes
House Sittings

***** And many more *****

Training:

This organization gives high premium on training. We created distinct training program which introduce our employees to the necessary aspects of the security profession that help them provide quality security services to our clients.

We implemented a three-fold training program that is hard to beat

1. An audio-visual on training system
2. A self-paced, computer based training program
3. A peer/supervisor facilitated field training program

Our Security personnel undergo a well-rounded and thorough training in all aspects of security work before they are given assignments. To ensure quality service and adherence

to our values and principles, our training is conducted by experienced personnel. A specialized training is done based on the requirements of clients.

No Security Officer is given a post without having gone through the agency's training program. Likewise, the required government license to practice the profession is a must to have before anyone is allowed to work. In addition to the pre-posting training, we provide a continuous and periodic training program for all Skymax Security Officers. Clients, however, have the prerogative to adopt and recommend a training module which is tailored-fit to their requirements.

Security Uniforms:

Our uniform is white shirt, black tie, black trouser and black shoe.

Our plain clothes/corporate attire are complete dress suits tailored for client preference.

***Note:** Be advised that all officers who are dismissed or resigned for any reason whatsoever must return the uniform dry cleaned and in a cleaner bag with the receipt as evidence attached. The uniform will be checked thoroughly for stains, damages before last pay check is given to the person. If there is damage, a deduction to repair or buy new uniform will be made on the last pay check.

Rules & Regulations:

**** All Security Officers must abide by the rules and regulations of this company**.**

New employees are warmly welcome to our company. We understand the long wait they endure, their phone calls and concerns, getting this job must have taken a toll on them but at last they will become members of one of the fastest growing protective organizations in the United States of America. We are pleased to inform them that Skymax Security Group is one of the pro-active private organizations in the United States and we work tirelessly to improve this company to benefit our clients and valued employees.

***Note:** We have an open door policy; if any of our employees have a problem that the immediate supervisor cannot solve, he/she should bring it to the attention of the President/CEO. But abiding by the rules and regulations should be his/her ultimate goals.

Causes for Suspension/Dismissal:

- 1) Excessive lateness: Getting late to assigned work site twice a week or 3 times a month.
- 2) CALL OUT FREQUENTLY: Officer's obligation is to perform his duty as assigned and in timely manner.
- 3) NO CALL/NO SHOW: Any day of the week, month or year
- 4) UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL NARCOTICS: Officer must not be under the influence of drug or alcohol before he comes to work nor engage in these activities while on duty.
- 5) LEAVING JOB SITE WITHOUT PROPER RELIEF OR AUTHORIZATION: Must not leave site post until the relief comes
- 6) FAILURE TO CALL IN OR OFF DUTY AS REQUIRED: Must call in immediately he resumes work and call out when relief takes over the shift.

- 7) SLEEPING ON DUTY: Sleeping while on duty is not allowed at any time.
- 8) FALSIFYING DOCUMENT: Such as time sheet, log Books, Incident Report, and Job Application and so on.
- 9) FAILURE TO BE IN PROPER AND CLEAN SECURITY UNIFORM: A complete Skymax Security uniform with black tie, black trouser and black shoe is a must.
- 10))FAILURE TO CLEAN SHAVED AND HAIR TRIMMED WHEN AT WORK
- 11) BORROWING/ATTEMPTING TO BORROW MONEY OR ITEMS FROM CLIENTS OR HIS REPRESENTATIVES.
- 12)UNAUTHORIZED USE OF CLENTS EQUIPMENT such as Telephone, Copy Machine, Computers, Typewriters Fax Machine, etc.
- 13)THEFT: Stealing of any kind.
- 14) ENGAGING IN VERBAL CONFROTATION WHILE ON DUTY OR ON SKYMAX SECURITY UNIFORM
- 15)POSSESSION OF ANY WEAPONS: Guns, Knives e.t.c
- 16)DISCUSING YOUR PAY RATE WITH CLIENTS OR HIS REPRESENTATIVES.
- 17)SEXUAL OR RACIAL HARASSEMENT OF ANY KIND

Note: Skymax Security will not permit any form of verbal, physical or visual, sexual or racial harassment within and outside the work environment. No employee shall threaten or insinuate that any other employee's submission to or rejection of sexual advances will in any way, form of manner, affect any condition of employment. Any other sexually or racially harassing or offensive conduct or condition in the workplace which include sexual advances and propositions, abuse of sexual nature, graphic or verbal commentary about person's body, sexually or racially degrading words to describe an individual and to display in the workplace of sexually or racially suggestive objects or picture and mistreating or subjecting employees to intimidating or hostile conduct or attitude because of their sex or race. Skymax management considers sexual and racial harassment a very serious offence and will take an appropriate disciplinary action including suspension and or termination against those who engage such conduct. Employees who believe that they have been subjected to sexual or racial harassment should report it to the President/CEO personally. It will be treated as confidential.

Security Procedures:

- 1) PROBATION: All new security officers are on 90 days probation period. Therefore: "No Call/No Show" Excessive Lateness or Call-Outs, Clients Complaints, Poor Appearance (Not in a complete clean uniform or not clean shaved will be grand for dismissal)
- 2) CALL IN/OFF: All officers are required to call in everyday at office number when reporting to duty/and when getting off duty.
- 3) TO REQUEST A DAY OFF: Must make the request at least 4 days before the day needed off. If condition permit the request will be granted..
- 4) CALLING OUT SICK: Must be 4 hours before shift started and must speak personally with the supervisor. No voice mail messages allowed. If less than 4 hours' notice is given then a hospital paper s or doctor's note is required.

Call Accepted During Off Business Hours & Days:

- Reporting on/off duty:
- Reporting fellow officer leaving his/her assigned post without permission from his supervisor.
- Reporting serious injuries
- Damage to company or client equipment

All Quoted Rates Include:

Payroll Cost	Payroll Taxes
Employee Screening	Background Investigations
Training	Direct Supervision
Management Visits	Uniforms
Insurance	Professional Reports
Patrol Vehicle Maintenance	Administrative Oversight
Preparation of Court Documents for Testimony	

Holiday Rates Apply for the Following Holidays:

New Year's Eve	New Year's Day
Christmas Eve	Christmas Day
Thanksgiving Day	Memorial Day
Labor Day	Independence Day (July 4 th)
Easter	

- 1) The above rate is valid for the duration of the contract, any additional services will be charged separately.
 - 2) Holidays and overtime will be billed a time and half.
 - 3) Invoices are due upon presentation and payments are by no means contingent on receipt of payment from third parties.
 - 4) Invoice over 30 days are subject to late charges fee. Service may be suspended upon nonpayment.
 - 5) Skymax security will not be held liable for the negligent acts, errors or omissions of the clients.
 - 6) Rates are subjected to change based on prevailing wage.
- INVOICES ARE PROVIDED WEEKLY OR BI-WEEKLY FOR OUR CLIENTS CONVENIENCE
 - PAYMENT TERMS ARE OUTLINED IN FINAL CONTRACT

President/CEO:

On behalf of Skymax Security staff I would like to thank you for taking your time to review our brochure. You would definitely agree with me that the concept of security service nowadays is not merely a status symbol, but the significance of the vital role it plays either to protect the valuables or to maintain the confidentiality of the business security of an organization of repute, needs no further elaboration. This is the reason we are willing to provide organizations with cost-effective and superior security guard services.

Our personnel are backed with more than 30 years of private security experience. Through our commitment, dedication and expertise we provide security and patrol services unmatched for our quality and value. We strive to satisfy our clients with unparalleled service and aim to create an environment that instills professionalism, integrity, empathy and a high standard of ethical behavior. We are determined to show the highest professional commitment to our clients and community. To guarantee a customer satisfaction we go to a great length to ensure the selection of responsible, honest, reliable and dedicated people as part of our team and we are looking forward to convert this business opportunity into a long term relationship with our clients.

Thank you!