



Noble Investigations & Security Solutions, LLC

"Results with Integrity"

CHAIN OF COMMAND

Chain of Command means the order in which authority in any organization is delegated from top management down to every employee at every level of the organization. Instructions flow downward along the chain of command and accountability flows upward through the chain of command.

The Site Supervisor, Lead Agent, Lead Installer, Lead Investigator or Accounts Manager exercises authority over the employees of their assigned areas and function as the first line supervisory level within the organization. The Accounts Manager is responsible for ensuring service delivery, compliance with general orders, making recommendations for improvements in operations, and to guide, train, direct, and motivate officers supervised.

Effective immediately - All Request including site issues, personnel issues, uniform issues, calling off, late for work, vacation request, maintenance, etc. will be **first** reported directly to the Site Supervisor, Lead agent, Lead Investigator, Lead Installer or Account Manager (all depending what site, case, assignment or job you are assigned) regardless of the time or day of the week.

PERSONNEL will no longer contact Gary Russell (Owner/Manager) for any issues without first going through the Accounts Manager.

Any Officer found in violation of this directive will receive a verbal write up. Second violation will receive a written write up and possible one day suspension.

If you have any questions/concerns regarding the "Chain of Command" Directive, you are to contact the leader of your site, case, assignment or job.

By signing this directive, you are **acknowledging** that you have been **trained/updated** and **understand** the Chain of Command Directive.

Contractor: _____

Date: _____

Owner/Manager: Gary Russell