

# HAMILTON PRIVATE SECURITY

7301 Topanga Canyon Blvd. #350

Canoga Park, CA 91303

818-702-6640

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## **Arbitration Policy Agreement**

If an employment dispute arises, you agree to handle the matter exclusively through binding arbitration under the federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration. This arbitration shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by Hamilton Private Security or you, and no other action can be brought by employees in any court or any forum.

By accepting or continuing employment with Hamilton Private Security, you automatically agree that arbitration is the exclusive remedy for all disputes. You agree to waive all rights to a civil court action regarding your employment and the termination of your employment with Hamilton Private Security; only the arbitrator, and not a judge nor a jury, will decide the dispute.

If you choose to dispute your termination or any other alleged incident during your employment, including but not limited to unlawful discrimination or harassment, you must deliver a written request for arbitration to Hamilton Private Security within six (6) months from the date of termination, or six (6) Months from the date on which the alleged incident(s) or conduct occurred, and respond within fourteen (14) calendar days to each communication regarding the selection of an arbitrator and the scheduling of a hearing. If Hamilton Private Security does not receive a written request for arbitration from you within six (6) months, or if you do not respond to any communication from Hamilton Private Security about the arbitration proceedings within fourteen (14) calendar days, you will have waived any right to raise any claims arising out of the termination of your employment with Hamilton Private Security, or involving claims of unlawful discrimination or harassment, in arbitration and in any court or other forum.

You and Hamilton Private Security shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by both parties, or as determined by the arbitrator.

### **Understood, Agreed & Accepted**

My signature on this document acknowledges that I understand the above Arbitration Policy and agree to abide by its conditions.

I also acknowledge that I understand my employment is at-will and may be terminated at any time, with or without reason, by either Hamilton Private Security or myself. I further agree that, in accordance with Hamilton Private Security's Arbitration Policy, that I will submit any dispute — including but not limited to my termination — arising under or involving my employment with Hamilton to binding arbitration within six (6) months from the date the dispute first arose.

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Employee Signature

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Date